REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS
#1314-40

Storm Water Pollution Prevention Plan (SWPPP) Consultant Services

for

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

and

various Improvement Projects

Request for Qualifications/Proposals must be received no later than

February 19, 2014 at 2:00pm

Rancho Santiago Community College District
Facility Planning, District Construction and Support Services
2323 North Broadway
Suite 112
Santa Ana, CA 92706-1640
By way of this Request for Qualifications/Request for Proposals ("RFQ/RFP"), the Rancho Santiago Community College District ("District") intends to pre-qualify a limited number of Consulting Firms (each, a "Consultant") to provide Storm Water Pollution Prevention Program ("SWPPP") Consultant Services for and on behalf of the District. It is the District’s intent that the RFQ/RFP process will enable the District to streamline the process by which Consultants are selected to perform work for the District, which should expedite the acquisition of needed services to the District.

The purpose of this RFQ/RFP is to obtain information that will enable the District to select a limited number of pre-qualified, with respect to Services should be extremely familiar with all applicable regulations and industry guidelines especially as they apply to the District facilities projects, and be capable of providing work product that will enable the District to strictly comply with said requirements. All licensed professionals in charge of the work must be directly employed by the responding Consultant and not employed as a Sub-Consultant. The total value of work for a project may range from thousands to millions of dollars. Each Consultant responding to this RFQ/RFP should be prepared and equipped to provide full service to the District in an expeditious and timely manner and on relatively short notice so as to enable the District to meet critical time deadlines and schedules.

If your firm is interested in performing SWPPP for various facilities improvement projects and such related work, on behalf of the District, please submit to the District a detailed summary of your firm’s qualifications in accordance with this RFQ/RFP. The deadline for receipt of all materials responsive to this RFQ/RFP is **Tuesday, February 19th at 2:00pm.** (the “Response Deadline”). Note that Responses delivered after the Response Deadline may not be considered. SOQs will be date stamped to record receipt thereof. The SOQs may be mailed or delivered in person during normal business hours, which are 8:00 a.m. to 4:00 p.m., Monday through Friday. Delivery of SOQs is the sole responsibility of the Consultant. All SOQs must be signed and become the property of the District. The address for submission of the SOQs is:

**CARRI MATSUMOTO**  
Assistant Vice Chancellor,  
Facility Planning & District Construction and Support Services  
*Rancho Santiago Community College District*  
2323 North Broadway  
Suite 112  
Santa Ana, CA 92706-1640

Each Consultant is required to submit an SOQ they deem appropriate to the following requests. Submittals should be brief and concise, but provide sufficient clarity to meet the criteria to be used in the evaluation process. Each Consultant shall submit **five (5)** copies of SOQ (one unbound marked “Master” and four format) and one (1) CD with a PDF version of the SOQ. The District will evaluate the SOQs based on the responsiveness to District requirements listed. The Consultant(s) being sought through this RFQ will need to meet the District’s minimum criteria as listed herein.
Respondents must read the entire RFQ/RFP prior to submitting questions, as most questions will be answered in this RFQ/RFP. Please refrain from asking questions regarding the formatting of this RFQ/RFP. DO NOT contact the Purchasing or Facility Planning & District Construction and Support Services Departments.

INTRODUCTION:

The District generally utilizes the services of outside consultants to help ensure the District that its activities, especially as they apply to various facilities improvement projects of new and existing sites in California, are in compliance with all applicable regulations and industry guidelines. As stated above, the purpose of this RFQ/RFP is to obtain information that will enable the District to pre-qualify a limited number of Consultants that can assist the District in connection with SWPPP consulting services as the District may, from time to time, require in connection with various facilities improvement projects on an on-going basis without the need to pre-qualify Consultants for each project.

Pre-Qualified Consultants are in no way guaranteed to receive any work from the District. However, it is the District’s intent to look primarily to the pool of Pre-Qualified Consultants when choosing a Consultant to perform SWPPP consulting services for various facilities improvement projects for the District. The District, on an “as-needed” basis, will request proposals from one or more Pre-Qualified Consultants to provide SWPPP Consulting Services on behalf of the District. The District will allocate work to said Pre-Qualified Consultants without having to request and evaluate additional information as to the Consultant’s qualifications. (See Policies Applicable to Contract Awards below.)

1. SCOPE OF SERVICES

The District is seeking the services of a Consultant to provide SWPPP Consulting services for various facilities projects. The District’s objective is to employ a consultant who will offer complete Storm Water management services, including preparing Notices of Intent (NOIs), Storm water Pollution Prevention Plans, Phase II implementation, Industrial Storm water Programs, storm water consulting, NOV responses and providing training and inspection services.

Consultants may be called upon to provide Services that may include, but are not limited to the following:

A. SWPPP services on multiple sites for the next three years.

B. Periodical site visits as requested by the District, for example, two visits a month for 36 months (total of 72 days).

C. As needed, provide assistance and advise the District in matters associated with the State Water Resource Control Board (visits, violations, and correspondence).

D. Update and monitor the SMARTS website.
E. Review and comment on SWPPPs submitted by District contractors.

F. Develop and/or update SWPPPs for District projects.

Each consultant must have established an effective working relationship with the Regional Water Quality Control Board, to assist the District in understanding the SWRQB’s perspective in meeting the complex requirements of the National Pollutant Discharge Elimination System (“NPDES”) permits. The consultant needs to stay current with any industry changes and community concerns relating to environmental issues.

Additionally, the District is looking for a proposal as it relates to the following projects at Santa Ana College:

A. Dunlap Hall Renovation: the aging guardrails around the pedestrian walkways will be renovated and updated, as well as providing a new elevator and stair tower.

B. Tessman Planetarium upgrade and restroom addition, parking lot #11 expansion and improvement, and temporary village (provide temporary classrooms, lecture halls, and faculty offices for Dunlap Hall project, the Johnson Building project, as needed)

2. REQUIREMENTS OF THE WORK

Each Consultant must be prepared to provide SWPPP Consulting services for such projects as the District may hereafter require. Each Consultant must be prepared and equipped to provide such services in a timely manner and on relatively short notice so as to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

3. COMPLIANCE WITH ALL APPLICABLE LAWS

Consultant’s RFQ must set forth Consultant’s understanding of all applicable laws, guidelines, and requirements, including, as applicable, the California Education Code, California Environmental Quality Act (CEQA), State Water Resources Control Board (SWRCB) and local ordinances and/or other applicable guidelines applicable to the Services to be undertaken, as well as Consultant’s ability and methodology to comply with the same. Consultant’s SOQ must confirm that the proposed Services will meet all the aforementioned requirements as set by the applicable codes, regulations and guidelines.

4. QUALIFICATIONS/PROPOSALS RESPONSE FORMAT

The District is seeking the services of a Consultant to provide SWPPP Consulting Services for various projects at Rancho Santiago Community College District. The District’s objective is to employ a SWPPP consultant.

For the RFQ portion of this response a consultant’s response shall not exceed 20 pages, excluding resumes, brochures, and other related materials. Responses must be organized in the following order and shall include all of the following sections and
information as stated in this document. In addition, your firm must meet the following minimum qualifications:

- Liaison with Regulatory Agencies: Liaison with regulatory agencies is required in order to provide guidance to the District and others as deemed necessary.
- Perform Regulatory Agency Requirements: Perform regulatory agency required surveillance if needed.
- Attendance of Meetings and Other General Duties: Must attend various preconstruction meetings, provide project oversight and/or project closeout assistance as necessary, and be available or on-site throughout the duration of the project, as required.

4.1 FIRM INFORMATION (Not weighted – for informational purpose only)
A Cover Letter and introduction, including the company name, address, telephone number, fax number and email address of the person or persons authorized to represent the institution regarding all matters related to the proposal. As part of the narrative, provide a brief synopsis of the firm’s corporate structure and history. In a narrative discussion, describe any litigation or threatened litigation against your firm or its owners that may affect your performance or completion of this proposed program. Also, please include your firm’s philosophy with regards to a description of SWPPP approach, and experience as it relates to basic services as outlined in the RFQ/RFP, field investigations, developing recommendations, providing reports and assessments, working with multiple agencies, etc. A person authorized to bind the firm to all commitments made in the proposal shall sign this letter. In addition, complete Exhibit A – Firm Information and Exhibit B – Firm Questionnaire Form.

4.2 Information as to the location of Consultant’s headquarters and the address and contact information for the local contact office and the primary contact person for the Consultant.

Proposals will be evaluated based upon the criteria in Sections 4.3 - Section 5.

4.3 A summary of Consultant’s relevant expertise and experience in comprehensive SWPPP Services, especially as it relates to school sites and facilities. A Consultant must demonstrate a minimum of three (3) years of relevant experience and success. Furthermore, a schedule of all District contracts held within the last five (5) years including, with respect to each project, the project name and the property address, the contract amount, and Consultant’s contact person at the District on said project. Project supervisors shall also be able to provide proof of successful completion of three (3) years as a supervisor at projects of similar size and scope. Describe the services offered. What differentiates your services from other providers? Provide a proposed work plan for assisting the District. This may include providing a proposal based upon the scope of services outlined within the proposal and any alternative scope of work that the consultant may recommend as appropriate based upon its experience and expertise.
4.4 Appropriately detailed description of projects (particularly school projects) that consultant has worked on within the last five (5) years which demonstrates Consultant’s relevant SWPPP Consulting Services experience and successes respecting public works in general and school projects in particular. Each project description should include the date(s) that the relevant surveying work was performed, the name, title, address, and telephone number of a contact person who can be contacted for verification of information provided by Consultant.

1) Using Exhibit C – Firm Experience Form for each project, provide a minimum of five (5) completed SWPPP projects that demonstrate similar work listed in the Scope of Services, at least two (2) modernization projects, and at least two (2) new constructions projects. Projects listed must have been completed in the last seven (7) years. Prime consideration will be given to projects, which include similar size, type, difficulty, DSA process, community college projects, etc. In the narrative section of Exhibit C Form, provide project-specific information relating to SWPPP Consulting Services:
   a) Describe project and responsibilities in detail.
   b) Indicate proposing firm’s prior experience working for District and for other educational entities.
   c) Demonstrate how the firm has a thorough knowledge of code requirements for public school buildings in California.
   d.) In addition, the Consultant must also demonstrate familiarity with Code requirements relating to school site development activities, new construction buildings, modernizations, and the Division of the State Architect (DSA).

2) Past Performance of Proposer will be evaluated. Clients listed in Exhibit C may be contacted for a reference.

3) Dispute Resolution Process: Provide a narrative description of the nature of the anticipated disagreements that might occur during the course of the work with the A/E, contractors and subcontractors, and a discussion of how such disagreements might be resolved by the consultant.

4.5 Identification of Consultant’s project team, key personnel and staff members and their specific expertise and experience in SWPPP consulting services, especially as it relates to school sites and facilities. Provide the name of a primary point of contact. Provide the names and detailed resumes of key personnel who will be available, knowledgeable, and regularly attentive or involved working with the District. In addition, list all professional registration certification and/or license designations and numbers that are currently active in the State of California. Do not list any inactive registration and/or license designations. Please use Exhibit D – Resume Form.

4.6 Services shall be performed by Qualified SWPPP Developer (QSD) with demonstrable background and experience in the Services as described in this
RFQ/RFP. Please also include a Qualified SWPPP Practitioner (QSP) on staff available for inspection services. Any documentation of licensed professional shall be provided with the SOQ.

4.7 A schedule of sub-consultant, or sub-consultant categories, if any, which are likely to be used by your firm or consultant in carrying out any work that may hereafter be awarded to Consultant by the District. Identify, any outside consulting disciplines that the firm may use in the course of performing services to the District associated with the firm. List names, California License or Registration Numbers, business addresses, phone numbers, fax numbers, emails, date established, and time associated with firm.

4.8 A schedule of all School District contracts held within the last five (5) years, including with respect to each project name and the property address, the contract amount, and consultant’s contact person at the District on said project.

5. BILLING RATES

Billing rates for all personnel and/or categories of employees as well as any overhead or other special charges. If applicable, Consultant’s Response should provide estimates for certain standardized components of the land surveying consulting services process. Provide consultant’s typical fee schedule as applicable as well as any sub-consultant fees or services that may be needed.

1) Provide the proposed billing rate for each proposed discipline and employee. Please use Exhibit I – Billing Rate Breakdown Sheet.
2) Provide any planned escalation rate if the option years is utilized. (This Item is not for evaluation purposes.)
3) All other services not included herein shall be negotiable as required.

Consultant will propose an all-inclusive hourly fee for all of the services described in Section 5 below. Consultants proposed fee should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, and all other expenses the consultant will incur in providing the services.

6. WORKING CONDITIONS

Each Consultant shall be capable of working indoors and outdoors, in all weather and site conditions including, but not limited to, rain, dirt, mud, and ice. The Consultant’s activities may require kneeling, bending, climbing ladders, stepping over trenches, etc.

7. INSURANCE: Insurance Requirements.

Firms must have the ability to secure insurance coverage and provide Proof of Certificate of insurance, as described below:
Comprehensive general and auto liability insurance with limits of not less than one million dollars ($1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
- Owned, non-owned and hired vehicles;
- Blanket contractual;
- Broad form property damage;
- Products/completed operations; and
- Personal injury;
- Professional liability insurance, including contractual liability, with limits of $2,000,000 per claim;
- Workers’ Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers’ Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

8. SELECTION CRITERIA / EVALUATION PROCESS

8.1 Selection Criteria Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting Pre-Qualified Consultants. The Evaluation criteria are as follows:

- **Timeliness and Completeness of Response.** To receive maximum consideration, Consultant’s Response must be received by the Response Deadline. In addition, Consultant’s Response will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFQ/RFP.
- **Technical Qualification and Competence.** This includes experience, expertise, and familiarity with applicable laws and requirements for public works projects in general and school projects in particular.
- **Record of Past Performance.** This includes work quality, completion of work on schedule, cost controls, contracts held with the District or other over the last 10 years as well as the response of references provided by the Consultant or any other references identified by the District.
- **Approach to Work.** This includes project management coordination methodologies, analysis and study approaches, ability to respond to emergencies, delays and consultant’s ability to communicate effectively with District personnel, and offer advice in the best interest of the District.
- **Cost Control.** This includes cost control procedures, preliminary cost estimates, personnel utilization, billing rates for personnel and Consultant’s policies respecting the pass-through to the District of overhead costs.

8.2 Evaluation of Statement of Qualifications / Policies Applicable to Contract Awards

The proposals will be evaluated by an evaluation panel consisting of selected individuals by the District. Selection for this proposal will not preclude nor guarantee the selected firm consideration for future District projects.
At the District’s discretion, to further assist in evaluation, some, one, or all of the responding firms may be requested to participate in an oral interview. The interview will be used as another opportunity to clarify any issues within a given proposal and explore the approaches that may be used to satisfy all District requirements.

In addition, a Pre-Qualified Consultant may be requested by the District to submit a work task proposal (a “Proposal”) for a particular site or project. Each Proposal shall describe the Consultant’s experience and expertise with respect to the services, if any that are unique to the property or project that is the subject of the Proposal. In addition, the Proposal shall set forth a detailed scope of services, a completion schedule, a schedule of professionals that will be used to supervise and staff the project, and a not-to-exceed dollar amount for the services to be performed.

Based on its evaluation of the Responses that it receives, the District may select one or more Pre-Qualified Consultants. The District reserves the right to request that some or all of the respondents submit additional written information and/or that they consent to be interviewed by selected District personnel and/or representatives. The District also reserves the right to: (i) extend the Response Deadline, (ii) send out additional RFQ/RFPs, and/or (iii) provide for other mechanisms for Consultants to become Pre-Qualified to provide hazardous material abatement consulting services to the District.

All work to be performed under any awarded contract must conform to all applicable laws and guidelines and all requirements of the District, Division of the State Architect (DSA), local jurisdictions as applicable, all other governmental agencies with jurisdiction, and conform with the requirements set forth by this RFP/RFQ.

This request for Qualifications/Proposal and any potential future RFQs, does not commit the District to award a contractual agreement with any vendor or to pay any costs incurred in the preparation of proposals. The District reserves the right at its sole discretion to: (i) withdraw this RFQ/RFP, (ii) reject any and all Response(s) or Proposal(s), or (iii) waive irregularities, (iv) terminate or change the contracting process articulated in this RFQ/RFP because of unforeseen circumstances. Acceptance by the District of any responses submitted pursuant to this Request for Proposal shall not constitute any implied intent to enter into an agreement for services. The District shall not be responsible in any manner for the cost associated with preparing a response/proposal and/or participating in an interview. The Response, including all drawings, plans, photos, and narrative materials, shall become the property of the District upon the District’s receipt of same. The District shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way that the District may choose. The District reserves the right to negotiate the terms and conditions of any agreement for services that may hereafter be let by the District. Please Complete Exhibit F – Certification – Request for Qualifications and Exhibit G–Statement of Non-Conflict of Interest.

9. DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS
In accordance with Education Code 17076.11, the Rancho Santiago Community College District supports a participation goal of at least 3 percent (3%) of the overall dollar amount expended each year to Disabled Veterans Business Enterprises (DVBE). If Consultant is selected to provide services to the District, Consultant will be required to sign and return a Certification form (copy included with these RFQ documents) certifying that they will provide the District with information regarding the use of any DVBE contractors or consultants on the project.

Information about DVBE resources can be found on the Executive Branch’s website at http://www.dgs.ca.gov/default.htm or by calling the Office of Small Business and DVBE Certification at 916-375-4940. Please note that DVBE documentation is included in this RFQ but is not required to be submitted in the SOQ. The DVBE documentation will be required if the Consultant is Pre-Qualified and then chosen to provided services as a result of an RFP process. Please review Exhibit H – Statement of Intent to Meet DVBE Participation Goal and state whether or not the Consultant will be able to satisfy the requirements.
# Exhibit A

## Firm Information Form

### Consultant Type

### Background

- **Firm Name**
- **Address**
- **Yr Est.**
- **Phone**
- **FAX**
- **E-Mail**

### Principals/Officers to Contact:

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<tr>
<th>Primary Contact</th>
<th>Title</th>
<th>Phone</th>
<th>E-Mail</th>
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<tr>
<td>Secondary Contact</td>
<td>Title</td>
<td>Phone</td>
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- Is the firm authorized to do business in CA?  
  - Yes  
  - No
- If Yes, on what basis?  
  - CA Corp  
  - CA Business License  
  - Other: 
- Any former address or parent company?  
  - Yes  
  - No
- If Yes, please specify: 

### Type of Firm:

- Sole Owner
- Partnership
- Corporation
- Joint Venture
- Other: 

### DVBE Participant?

- Yes
- No

### Experience

Professional Service Fees (indicate index number corresponding to fees received in each noted year):

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<th>Year</th>
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<tr>
<td>2009</td>
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<td>2012</td>
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<td>2013</td>
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Index numbers for Professional Services Fees:

1. Less than $50,000
2. $50,000-$100,000
3. $100,000-$250,000
4. $250,000-$500,000
5. $500,000-$1M
6. $1M-$2M
7. $2M-$5M
8. Greater than $5M
### Community College Personnel

**Total # of Personnel:**

**Total # of Consultants:**

<table>
<thead>
<tr>
<th>Name of Proposed Consultant</th>
<th>Level of Education/ Degree Obtained</th>
<th>Years of Experience</th>
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**Sub-Consultants**

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<th>Name of Proposed Sub-Consultant</th>
<th>Area of Service</th>
<th>Years of Experience</th>
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Exhibit B
Firm Information Questionnaire

ANSWER THE FOLLOWING QUESTIONS

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company? ___Yes ___No
   If yes, explain on a separate, signed sheet.

2. Does the company have an ongoing relationship or affiliation with a contractor or equipment manufacturer? ___Yes ___No
   If yes, explain on a separate, signed sheet.

3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss? _____Yes _____No

4. In the past five (5) years, has the company had any project with disputed amounts more than $50,000 or a project which was terminated by the owner, owner’s representative or other contracting party and which required completion by another party? ___Yes ___No
   If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.

5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership? ____Yes ___No
   If yes, explain on a separate, signed sheet.

6. Has the company ever had arbitration on contracts in the past five (5) years? ___Yes ___No
   If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, a brief description and final resolution.

7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company? ___Yes ___No
   If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, amount of dispute, and brief description of the situation.

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS SOQ IS TRUE AND CORRECT. FAILURE TO PROVIDE BACK UP TO A “YES” ANSWER AND/OR FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION.

Signature: ___________________________ Title: ___________________________
Print Name: ___________________________ Date: ___________________________
Exhibit C
Firm Experience Form

Minimum of five (5) relevant projects completed within the last seven (7) years. Use multiple sheets as necessary.

Firm Name: ________________________________

Project Name: ________________________________
Client Name: ________________________________
Location (City, State): ________________________________

Client Contact Information:
Name: ________________________________
Title: ________________________________
Phone: ________________________________
E-Mail: ________________________________

Project Summary:
Type of Project (1):
Delivery Method (2), if applicable:
Milestone Project Schedule:
DSA Application #

Project Narrative:

(1) Type of Project: RE - Renovation/Remodel/Repurpose, ADD - Addition/Expansion,
Exhibit D
Team Member Experience Form

List of Community College Districts Consultant Has Worked For:

Minimum of five (5) relevant projects completed within the last five (5) years. Use multiple sheets as necessary.

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<th>Proposed Consultant Name</th>
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Firm Name (at time of Project)

Project Details

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<th>Project Lead Name/Title</th>
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<th>DSA Certified (Yes/No)</th>
<th>Project Scope (1)</th>
<th>School Type (2)</th>
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Total Cost

Consultant Title and Duties for this Project:


Project Narrative (firm’s role, responsibilities, challenges, how Consultant met Client/District's needs, describe project and responsibilities in detail, demonstration of how this project experience contributes to thorough knowledge of Commissioning requirements for public school buildings in California, and demonstration of how this project experience contributes to familiarity with California building code requirements relating to school sites and buildings):

(2) School Type: ES-Elementary School, MS-Middle School, K8-Kindergarten-8th Grade, HS-High School, CCD-Community College, HE-Other College, NS-Non-School/Other
Exhibit E
Team Member Resume Form

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<th>Years w/ Community College Experience</th>
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**Education Specific to Position (School/Year/Degree/Subject):**

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Other Training/Experience w/RSCCD, DSA, Community College Chancellors Office and other State Agencies (or equivalent):

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Credentials/Certifications/Licenses/Registrations/LEED Accreditations (related to position and years acquired):

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<th>Years w/Previous Firms</th>
<th>Years w/ Community College Experience</th>
<th>Availability</th>
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Skills Relevant to the Proposed Project:

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<th>Years w/Firm</th>
<th>Years w/Previous Firms</th>
<th>Years w/ Community College Experience</th>
<th>Availability</th>
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List of Community College Districts Consultant Has Worked For:

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<th>Years w/Firm</th>
<th>Years w/Previous Firms</th>
<th>Years w/ Community College Experience</th>
<th>Availability</th>
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Exhibit F
Certification Form

I certify that I have read and received a complete set of documents including the instructions for submitting an SOQ regarding the attached **REQUEST FOR STATEMENT OF QUALIFICATIONS/REQUEST FOR PROPOSAL – STORM WATER POLLUTION PREVENTION PLAN CONSULTING SERVICES**, I further certify that I must submit five (5) single-sided copies, one unbound marked “Master” and four (4) bound in a white 3 ring “D” binder, along with one (1) CD EACH containing a complete, single-document PDF version of the Statement of Qualifications in response to this request and that I am authorized to commit the firm to the qualifications submitted.

I consent to Rancho Santiago Community College District contacting references included in this SOQ, including but not limited to other school and community college districts listed herein for the purposes of obtaining information about the referenced experience.

**FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION.**

Signature ____________________________ Typed Name ____________________________

Title ____________________________ Company ____________________________

Street Address ____________________________ City, State and Zip Code ____________________________

Telephone ____________________________ Fax ____________________________

Date ____________________________

If you are submitting as a corporation, please provide your corporate seal here.
Exhibit G
Statement of Non-Conflict of Interest

The undersigned, on behalf of the consulting firm set forth below (the “Consultant”), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Statement of Qualifications, shall do so as an independent contractor and not as an officer, agent or employee of the Rancho Santiago Community College District (“the District”).

The undersigned further certifies and warrants that:

1) no officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years;

2) the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months;

3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested in the Consultant Agreement;

4) the Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement; and

5) during the qualifications process (i.e. from the date the RFQ and/or RFP is released to the conclusion of the selection process) any Interested Vendor, Firm, Contractor and/or Consultant, if it is determined that any such individual(s) who work and represents such companies for business purposes communicates, contacts and/or solicits Board Members in any fashion shall be disqualified from the RFQ and/or RFP selection process, and may result in the removal of the Vendor, Firm, Contractor and/or Consultant from any pre-existing established pre-qualified list, as well as the removal from the “interested vendors list.”

FAILURE TO SIGN THIS FORM MAY RESULT IN A RESPONSE DISQUALIFICATION.

Signature: __________________________________________________________

Printed Name: _______________________________________________________  

Title: ______________________________________________________________ 

Date: _______________________________________________________________  

Exhibit H
Statement of Intent to Meet DVBE Participation Goals

The Rancho Santiago Community College District has a participation goal for disabled veteran business enterprises ("DVBE") of 3 percent, per year.

Set forth below is a list of the anticipated participation of DVBEs which ____________________________ (the “Consultant”) intends to use as part of its Agreement for Services, School Facilities Improvement Program (the “Program”). Although it is not specifically required, you are encouraged to include DVBE participation.

Prior to, and as a condition precedent for, final payment under an Agreement, the Consultant shall provide appropriate documentation to the District identifying the amount paid to DVBEs in conjunction with the Agreement, so that the District can assess its success in meeting the 3 percent goal.

The Consultant anticipates: (a) that _______ percent of the total dollar amount awarded to the Consultant shall be paid to DVBEs and (b) using the following DVBE subcontractors and/or suppliers:

Names of Sub-Consultants:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Names of Suppliers:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Signature of Consultant __________________________ Date __________________________
Exhibit I  
**Billing Rate Information**

Firm Name:

<table>
<thead>
<tr>
<th>Consultant Job Title</th>
<th>Hourly Rate</th>
<th>Daily Rate</th>
<th>Project Rate</th>
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Effective Date of Rates ______________ Signature _______________________

**NOTE:** Consultant will *propose* an all-inclusive hourly fee for all of the services describe in Section 5 above. All other services not included herein shall be negotiated as required.

INVOICES, PAYMENT TERMS, AND INDEMNITY PER DISTRICT CONSULTING AGREEMENT.