

REQUEST FOR QUALIFICATIONS / REQUEST FOR PROPOSALS (RFQ/RFP) #1516-130

Project Management for Districtwide Access Compliance Services



Statement of Qualifications / Proposals must be received no later than

January 15, 2016 at 2:00 PM

RFQ/RFP Issued: December 18, 2015

RFQ/RFP Due: January 15, 2016 at 2:00 PM

Submit Response To: RSCCD Facility Planning, District
Construction and Support Services
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Attention: Ava Hill
Project Manager

Questions or Clarifications: All questions must be submitted in writing,
via email to: FPPS1@rsccd.edu

1. REQUEST FOR QUALIFICATIONS / PROPOSALS

1.1. Purpose

By way of this Request for Qualifications/Request for Proposal ("RFQ/RFP"), the Rancho Santiago Community College District ("District") seeks to obtain information that will allow the District to prequalify a limited number of Consulting Firms (each a "Consultant") to provide Access Compliance Services ("Services") Districtwide ("Project"). 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.

1.2. Qualified Consultant

All Consultants submitting a Statement of Qualifications/Proposal ("Response") in response to this RFQ/RFP and seeking to become a Prequalified Consultant with respect to Services should be extremely familiar with all applicable regulations and industry guidelines especially as they apply to community college projects, and be capable of providing work product that will enable the District to strictly comply with said requirements. Consultants must demonstrate a minimum of five (5) years of relevant experience and professional success with environmental investigation projects for Community College districts. 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. Pre-qualified Consultants are in no way guaranteed to receive any work from the District.

1.3. Submission

If your firm is interested in performing Services for the Project, on behalf of the District, please submit to the District a Response in accordance with this RFQ/RFP. Responses must be received prior to **2:00 P.M. on January 15, 2016.** Responses will be date stamped to record receipt thereof. Responses may be mailed or delivered in person during normal business hours, which are **8:00 a.m. to 5:00 p.m., Monday through Friday.** Delivery of Responses is the sole responsibility of the Consultant. All Responses must be signed and become the property of the District. The address for submission of the Response is:

Rancho Santiago Community College District
Facility Planning, District Construction and Support Services
ATTN: Ava Hill, Project Manager
2323 North Broadway
Suite 112
Santa Ana, CA 92706-1640

1.4. Response Format

Each Consultant is required to submit a Response they deem appropriate to the following request. Submittals should be brief and concise, but provide sufficient clarity to meet the criteria in the evaluation process. Consultant's Response shall not exceed **twenty (20) pages**, excluding exhibits in the appendix for each Project. Each hardcopy of the Response(s) must be bound individually, single-sided, tabbed, and organized in order and include all sections and information as stated in Section 4, Response Statement. Each Consultant shall submit **four (4)** bound hard copies and **one (1)** electronic copy, in PDF format with bookmarks, of the Response for each Project. The District will evaluate the Responses based on the responsiveness to District requirements listed.

NOTE for Exhibits: All Exhibits should be tabbed, labeled and included as part of the appendix. It is at the Firm's discretion to determine how to reference, in the body of the Response, the location of the Exhibits in the appendix. All Exhibits may be recreated in another program as long as the formatting and information requested mirrors the PDF forms attached to this RFQ/RFP. The intent of the PDF forms is to keep all the requested information in a uniform format.

NOTE for Firms teaming with Sub-Consultants: Each responding firm shall select their proposed sub-consultants based on their own criteria. However RSCCD reserves the right to approve sub-consultants proposed for any projects that may be awarded. Sub-Consultants do not need to complete all the Exhibits in this RFQ/RFP. Carefully read each section to determine which forms the Sub-consultants need to submit.

1.5. Questions

Consultants must carefully read the entire RFQ/RFP prior to submitting questions as most questions will be answered in this RFQ/RFP. If, however, you should have questions regarding this RFQ/RFP, please email Ava Hill, at FPPS1@rsccd.edu. All questions must be submitted in writing. The question deadline for this RFQ/RFP is **January 7, 2016 by 4 P.M.** After this deadline, the District will not answer, address, and/or review any questions interested Consultants might submit. Responses to all questions received prior to the deadline will be provided to all Consultants via addendum.

2. PROJECT NARRATIVE / PROJECT DESCRIPTION

2.1 Project Description and Sites:

The District is in need of a Certified Access Specialist ("CASp") to plan, coordinate, manage, and closeout several Americans with Disabilities Act ("ADA") repair projects at the following District sites:

- 1) Centennial Education Center ("CEC") – 2900 W. Edinger Avenue, Santa Ana, CA 92704
- 2) Digital Media Center ("DMC") – 1300 S. Bristol Street, Santa Ana, CA 92704
- 3) District Operations Center ("DO") – 2323 N. Broadway, Santa Ana, CA 92706
- 4) Santa Ana College ("SAC") – 1530 W. 17th Street, Santa Ana, CA 92706
- 5) Santiago Canyon College ("SCC") – 8045 E. Chapman Avenue, Orange, CA 92869
- 6) Orange County Sheriff's Regional Training Academy ("Sheriff's Training") – 15991 Armstrong Avenue, Tustin, CA 92782

The projects at each site are anticipated to be phased over several years as budget becomes available. The District has completed a survey report for all sites which includes noncompliant accessibility items, photographs, proposed solutions for removing the barrier, and proposed methods to prioritize barriers. The Consultant will be responsible for guiding the District through a transition plan for each site, prioritizing projects and to implement projects including scoping, budgeting, and overseeing the design and construction phases of the projects. The Consultant will serve as the primary point of contact for this program of ADA repairs. Therefore, the District is interested in individuals with CASp certification as well as design phase project management and

construction administration experience which will ensure the successful planning and execution of the ADA repair program. The Consultant will not be required to be based in-house, but it is anticipated that this work will be fairly significant and will require the Consultant to be readily available to meet with the District or others at the DO, as well as visit the sites.

3. SCOPE OF SERVICES

3.1. Scope of Services:

- 1) Requisite Experience:
 - a. Must be a current Certified Access Specialist (“CASP”).
 - b. Preference for a degree in Bachelor of Architecture and/or California Licensed Architect.
 - c. Preference for construction administration experience.
 - d. Demonstrated experience in analysis of American Disabilities Act path of travel claims.
 - e. Liaison with Regulatory Agencies: Liaison with regulatory agencies is required in order to provide guidance to the District and others as deemed necessary. Demonstrated ability to communicate effectively with proper state representatives and has proven successful experience with undertaking such efforts on previous projects.
 - f. Adhere to Regulatory Agency Requirements: Review, advise and undertake any regulatory agency reviews if needed to ensure that the proposed path of Travel Plan would meet the American Disabilities Act and any other related regulatory requirements.
 - g. Attendance of Meetings and Other General Duties: Must attend various meetings; undertake a collaborative communication process between the District, the Colleges, design team(s), and other groups to ensure successful completion of the projects.
 - h. Monitor schedule and progress throughout all phases.
- 2) Planning/Predesign duties may include:
 - a. Confirm scope and program requirements, including compliance with Title V requirements.
 - b. Conduct meetings with site staff and design team(s) to refine detailed scope and program, including compliance with District educational specifications and Material and Construction Standards.
 - c. RFP preparation, distribution, tracking, reviewing and recommendation for awarding for any consultant service required for the projects.
 - d. Interact with design consultants and other consultants as needed to obtain appropriate scope and level of effort.
 - e. Set up a decision-making framework to ensure timely District decisions.
 - f. Ensure that projects are properly set up in tracking software which may include initial project schedule and budget.
 - g. Review design consultant invoices for reasonableness, correctness, and appropriate charges.
 - h. Provide monthly status reports in prescribed format.
 - i. Attend weekly program meetings.
 - j. Participate in and maintain minutes of critical pre-design phase meetings.
 - k. Participate in other meetings as required.

- l. Coordinate and communicate effectively with various consultants, agencies, regulatory agencies, other District employees, and/or others as needed.
 - m. Additional tasks associated with successful project management.
 - n. Monitor schedule and progress throughout all phases
- 3) Design Phase duties may include:
- a. Review design phase submittals, provide comments/revisions, and recommend approval.
 - b. Monitor project budget to ensure compliance with the District's project budget.
 - c. Monitor progress of design team to ensure submittal of required DSA documents and retrieve verification.
 - d. Ensure that project is properly maintained following District's filing and documenting procedures.
 - e. Review invoices for reasonableness, correctness, and appropriate charges.
 - f. Provide weekly status reports in prescribed format.
 - g. Attend weekly program meetings.
 - h. Participate in and maintain minutes of critical design phase meetings.
 - i. Participate in other meetings as required.
 - j. Assist in bidding and award process.
 - k. Participate in pre-bid meetings.
 - l. Facilitate the functioning of an integrated project delivery team.
 - m. Additional tasks associated with successful project management.
- 4) Construction Phase duties may include:
- a. Ensure that contract is properly constructed and executed and issue notice to proceed.
 - b. Proactively manage change on the project.
 - c. Review and approve contractor's change order requests for entitlement and cost.
 - d. Manage project contingencies and allowances.
 - e. Monitor project budget to ensure compliance with the District's project budget.
 - f. Monitor construction schedule and report variances.
 - g. Monitor progress of design team to ensure submittal of required DSA documents and retrieve verification.
 - h. Ensure that project is properly maintained following District's filing and documenting procedures.
 - i. Review invoices for reasonableness, correctness, and appropriate charges.
 - j. Provide daily status reports in prescribed format.
 - k. Attend weekly program meetings.
 - l. Participate in and maintain minutes of critical construction phase meetings.
 - m. Maintain project documentation in compliance with program standards.
 - n. Facilitate the functioning of an integrated project delivery team.
 - o. Additional tasks associated with successful project management.
- 5) Closeout phase duties may include:
- a. Assist with final punch list and final inspections.
 - b. Assist in review and transfer of the final warranty/guarantee.
 - c. Monitor progress of design team in submitting required DSA closeout documentation and retrieve verification.
 - d. Assist in review and transfer of all required maintenance and operation manuals.
 - e. Assistance with and/or coordinate moving activities and occupancy.

- f. Coordinate and ensure that required training on systems and materials takes place.
 - g. Coordinate and monitor completion of commissioning process.
 - h. Review final invoices.
 - i. Review closeout documents.
 - j. Reconcile expenditures and budget.
 - k. Assist in the finalization of any outstanding contracts and claims.
 - l. Ensure that all contract deliverables have been completed and submitted to the District.
 - m. Additional tasks associated with successful project management.
- 6) Duties throughout the project may include:
- a. Provide administrative support as required.
 - b. Provide estimating services as required.
 - c. Provide scheduling services as required.
 - d. On-going review and/or processing of invoices to ensure timely payment as required.
 - e. Review of contracts to ensure proper execution of scope of services related to the project as required.
 - f. Provide specialized technical support as required.
 - g. Miscellaneous duties related to effective and successful project management as required.

3.2 Deadlines

Each Consultant must be prepared and equipped to provide 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.

3.3 Compliance with all Applicable Laws

This response must set forth Consultant's understanding of all applicable Health and Safety laws, guidelines, and requirements including, but not limited to, Americans with Disabilities Act, Cal/OSHA Title 8, the EPA (Environmental Protection Agency), the Education Code, Orange County Health Care Agency, Division of the State Architect, California Department of Industrial Relations, local ordinances, and other applicable zoning or planning ordinances/regulations relative to the work to be undertaken as well as Consultant's ability to comply with the same and the methodology by which Consultants will do so. The Response must confirm that the nature of the Work to be completed will meet all the aforementioned requirements for said Work as set by the applicable codes and regulations and all other applicable ordinances and guidelines.

3.4 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, etc.

4. RESPONSE STATEMENT

4.1. Firm Information

Provide a cover letter and introduction, including the company name, address, telephone number, and email address of the person or persons authorized to represent the

institution regarding all matters related to the Response. 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. A person authorized to bind the firm to all commitments made in the Response shall sign this letter.

In addition to the cover letter, complete **Exhibit A – Firm Information Form** and **Exhibit B – Firm Information Questionnaire**. Please do not provide Exhibits A or B for Sub-Consultants.

4.2. Firm Approach and Methodology

Describe the Consultant's philosophy with regards to a description of Consultant's approach and experience as it relates to basic services as outlined in this RFQ/RFP, staff consulting experience, developing recommendations, providing reports and assessments, working with OCHCA and other agencies, and/or team members.

4.3. Firm Experience

Provide a summary of Consultant's relevant expertise and experience in environmental inspection services, especially as it relates to community college facilities. Consultant must demonstrate a minimum of five (5) years of relevant experience and professional success. Using **Exhibit C – Firm Experience Form**, provide a minimum of five (5) completed environmental inspection service projects. Provide detailed descriptions of projects (particularly community college projects) that the consultant has worked on within the last five (5) years, which demonstrates relevant experience for projects of various size, type, and difficulty. Each project description should include the date(s) that the relevant cost estimating consulting 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. Do not provide Exhibit C for Sub-Consultants.

Furthermore, provide a list of all District contracts held within the last five (5) years including, with respect to each project, district name, project name, site name, and contract amount.

Past performance of the Consultant will be evaluated and Clients listed may be contacted for a reference.

4.4. Current Workload and Availability

State the Consultant's ability to provide the Services in a timely matter. State if the Consultant provides those types of services exclusively. Provide a list of current and anticipated commitments involving personnel that Consultant will assign to this Project.

4.5. Project Team

Provide identification of Consultant's proposed project manager and their specific expertise and experience in ADA repair projects as it relates to community college sites and facilities. Provide the names and detailed resumes of each proposed project manager including the individual's CASp certification number and any other applicable licensing information. Please note it is the District's intent to hire only **one** project manager, however each Consultant may propose more than one person. This project manager shall not be changed unless agreed upon by the District. Include an

organizational chart for the proposed staff and indicate who will be the District's contact person for your firm.

4.6. Project Schedule

Time is of the essence for this Project. Consultant shall include a proposed Project schedule with their Response.

4.7. Sub-Consultants

Provide a schedule of sub-consultant, or sub-consultant categories, if any, which are likely to be used by the Consultant in carrying out any work that may hereafter be awarded to the Consultant by the District. Identify, any outside applicable disciplines that the firm may use in the course of performing services to the District associated with the firm. List company names, California License or Registration Numbers, business addresses, phone numbers, emails, date established, and time associated with firm. Provide a resume for each team member in accordance with Section 4.5.

Any sub-consultants designated by the Consultant shall be subject to approval by the District in writing prior to performing any work on behalf of the Consultant. The District has the sole discretion to reject any sub-consultants proposed by the Consultant whether designated by Consultant in its RFQ/RFP or not. Any replacement sub-consultants shall be subject to the District's prior written approval.

4.8. Billing Rates

Provide billing rates for all personnel and categories of employees as well as any overhead or other special charges. If applicable, Consultant's SOQ should provide estimates for certain standardized components of the Services. Provide Consultant's typical fee schedule as applicable, as well as any Sub-consultant fees or services that may be needed. Please use **Exhibit D – Billing Rate Form** and also provide for Sub-Consultants, if any.

Consultant hourly rates shall be **all-inclusive** and include/account for all direct labor costs, fringe benefits, travel, insurance, overhead, profit, and all other expenses the Consultant will incur in providing Services. All other services not included herein shall be negotiable as required.

All proposed reimbursable expenses shall be directly related to the services required for the Project and must be supported by proper documentation and prior District authorization. Reimbursement shall not exceed cost plus 5%.

4.9. Fee

Consultant shall propose an **hourly, not-to-exceed fee** for the Services described in Section 3.

4.10. Certification

Consultants shall certify that they have received the RFQ, read the instructions, and submitted a Response with the proper authorizations. Consultant shall complete **Exhibit E – Certification, Request for Qualification** and submit it with the Response. Do not provide this form for Sub-Consultants.

4.11. Non-Conflict of Interest

Consultants shall certify that they shall perform Services as an independent contractor and not as an officer, agent or employee of the District. Consultant shall complete **Exhibit F – Statement of Non-Conflict of Interest** and submit it with the Response. Do not provide this form for Sub-Consultants.

Note: During the qualification and selection process (i.e. from the date this RFQ/RFP and/or future RFPs are released to the conclusion of the selection process), if it is determined that any individual(s) who works for or represents any interested firm communicates with, contacts and/or solicits Board Members of the District in any fashion, said firm shall be disqualified from the RFQ and/or RFP selection process, and may be removed from any established pre-qualified list, as well as the removal from the "interested vendors list."

4.12. Questionnaire Form for Local Hire and Local Business

Consultants shall certify by completing **Exhibit G – Questionnaire Form for Local Hire and Local Business**. The Rancho Santiago Community College District is interested in furthering opportunities for Local Hires and Local Businesses and the Board of Trustees has established a goal of 50% participation of "Local Hires" and 25% participation of "Local Businesses" for various capital construction projects.

5. CONTRACT REQUIREMENTS

5.1 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.

5.2 Disabled Veteran Business Enterprise Participation Goals

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/RFP 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. The DVBE documentation will be required if the Consultant is chosen to provide services as a result of an RFQ/RFP process.

6 SELECTION CRITERIA/EVALUATION PROCESS

6.1 Selection Criteria

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria. The Evaluation criteria are as follows:

- Timeliness and Completeness: To receive 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. Such as providing the minimum qualifications, firm information, firm headquarters, and other information referenced in all sections of this RFQ/RFP.
- Technical Qualification and Competence: This includes the firm's experience, expertise, and familiarity with the Services and applicable laws and requirements for public works projects in general and school projects in particular. The Consultant's ability to provide proof of any required licenses and/or certifications for completion of the scope of work, if applicable.
- Record of Past Performance: This includes work quality, completion of work on schedule, cost controls, completed projects as well as the response of references provided by the Consultant.
- Approach to Work: This includes the identification of the project team and sub-consultants, 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.
- Contract Requirements and Cost Control: This includes compliance with contract requirements described in this RFQ/RFP and 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.

6.2 Evaluation

The Responses will be evaluated by an evaluation panel consisting of individuals selected by the District. 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 Response and explore the approaches that may be used to satisfy all District requirements. The District reserves the right to request that some or all of the responding firms consent to being interviewed by selected District personnel and/or representatives and/or submit additional written information.

The District reserves the right to: (i) extend the Response Deadline, and/or (ii) send out additional RFPs.

This RFQ/RFP and any potential future RFPs associated with this solicitation, does not commit the District to award a contractual agreement with any vendor or to pay any costs incurred in the preparation of Response. The District reserves the right at its sole discretion to: (i) waive or correct any defect or informality in any response, (ii) withdraw this RFQ/RFP, (iii) reissue this RFQ/RFP, (iv) reject any and/or all Responses, (v) prior to submission deadline for Responses, modify all or any portion of the selection procedures including deadlines for accepting responses, services to be provided under the RFQ/RFP, or the requirements for contents or format of the Responses, (vi) waive irregularities, (vii) procure any services specified in this RFQ/RFP by any other means, (viii) determine that no projects will be pursued and/or (ix) terminate or change the contracting process articulated in this RFQ/RFP because of unforeseen circumstances.

The District shall not be responsible in any manner for the cost associated with preparing a Response and/or participating in an interview. The RFQ/RFP's, 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.

Exhibit A

Firm Information Form

Background

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

Principals/Officers to Contact:

Primary Contact	Title	Phone	E-Mail
Secondary Contact	Title	Phone	E-Mail

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):

2011

2012

2013

2014

2015

Index numbers for Professional Services Fees:

- | | |
|------------------------|----------------------|
| 1. Less than \$50,000 | 5. \$500,000-\$1M |
| 2. \$50,000-\$100,000 | 6. \$1M-\$2M |
| 3. \$100,000-\$250,000 | 7. \$2M-\$5M |
| 4. \$250,000-\$500,000 | 8. Greater than \$5M |

Years of Service

☐ Community College

Personnel

Total # of Personnel: _____

Total # of Consultants: _____

	Name of Proposed Consultant	Level of Education/ Degree Obtained	Years of Experience	
			Similar Work	Community College Work
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Sub-Consultants

	Name of Proposed Sub-Consultant	Area of Service and License #	Years of Experience	
			Similar Work	Community College Work
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

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 RFQ 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 five (5) 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,
NEW - New Construction, FIX - Repair, PLAN – Planning, AC – Access Compliance.

(2) Delivery Method: DBB – Design-Bid-Build, D-B – Design-Build, LLB – Lease-Leaseback

Exhibit D

Billing Rate Form

Firm Name

Billing Rates

Do rates include travel charges? ☐ Yes

Note: All rates shall include travel and mileage. These will not be acceptable reimbursable items.

Job Title	Hourly Rate

Reimbursable Expenses

Estimated Amount

Effective Dates of Rates

Signature

NOTE: All licensed professionals in responsible charge of the work **MUST** be directly employed by the responding Consultant and NOT employed as a Sub-Consultant. Consultant will **propose** an all-inclusive hourly fee for all Services describe in the RFQ/RFP. Consultant's proposed fee should include and account for all direct labor costs, fringe benefits, travel, insurance, overhead, profit, and all other expenses the Consultant will incur in providing Services. All other Services not included herein shall be negotiated as required.

Exhibit E

Certification, Requests for Qualifications

I certify that I have read and received a complete set of documents including the instructions for submitting a Statement of Qualifications ("SOQ") in response to the attached Request for Qualifications. I further certify that I am submitting four (4) hardcopies, and one (1) CD containing a complete, single-document PDF with bookmarks version of the firm's SOQ in response to this request and that I am authorized to commit the firm to the SOQ submitted.

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

FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A STATEMENT OF QUALIFICATIONS DISQUALIFICATION

SIGNATURE

TYPED OR PRINTED NAME

TITLE

COMPANY

ADDRESS

CITY, STATE, ZIP

TELEPHONE

FAX

DATE

If you are a corporation, please
provide your corporate seal here.



Exhibit F

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 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 the following:

(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 selection process (from the date the RFQ is released to the conclusion of the selection process), if it is determined that any individual(s) who work(s) and/or represent(s) the Consultant for business purposes communicates, contacts and/or solicits Board Members in any fashion, such Consultant shall be disqualified from the RFQ selection process and from participating in any future RFQs and/or RFQs. This may also result in the removal of the Vendor, Firm, Contractor and/or Consultant from any established Pre-qualified list, as well as the removal from the "interested vendors" list.

FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A STATEMENT OF QUALIFICATIONS DISQUALIFICATION

SIGNATURE

PRINTED NAME

TITLE

DATE

Exhibit G

Questionnaire Form for Local Hire and Local Business

The Rancho Santiago Community College District is interested in furthering opportunities for Local Hires and Local Businesses and the Board of Trustees has established a goal of 50% participation of "Local Hires" and 25% participation of "Local Businesses" for various capital construction projects. It is the intent of the District to not only meet these goals, but to exceed them. As used in this Exhibit, "Local Hire" and "Local Business" is defined as follows:

"Local Hire" means an individual who resides in the following zip codes: 92602, 92606, 92610, 92612, 92614, 92618, 92620, 92626, 92627, 92660, 92675, 92676, 92679, 92688, 92701, 92703, 92704, 92705, 92706, 92707, 92708, 92780, 92782, 92802, 92805, 92806, 92807, 92808, 92840, 92843, 92861, 92862, 92865, 92866, 92867, 92868, 92869, 92883, or 92887. Local Hire shall also mean a "veteran" as defined in Military and Veterans Code section 980, who possesses a current and valid DD Form 214 card. Local Hire shall also mean any current or former student that the District determines is or was enrolled as a student at one of the District's colleges.

"Local Business" means a business that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the Consultant submits a response to this RFQ. Local Business shall also mean any state or nationally certified minority-owned, women-owned, or disabled veteran business that has performed work for the District or other public agency within the zip codes listed above for Local Hire during the past four years. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The Consultant may also apply to obtain District approval of its internship program. Local Business shall also mean any Consultant that uses apprentices from a District approved apprenticeship program.

Please check all that apply and provide the information requested:

- ☐ Consultant is a Local Business
- ☐ Consultant is not a Local Business
- ☐ Consultant intends to use the following Local Businesses in providing the services set forth in this RFQ:

- ☐ Consultant employs the following Local Hires (provided name and zip code of residence):

- ☐ Consultant intends to use the following Local Hires in providing the services set forth in this RFQ:

If selected, the Consultant agrees it will use Local Hires and Local Businesses to the extent possible or if the opportunity arises at any time the Consultant is providing services pursuant to this RFQ and the final contract entered into with the District. The District may request information or documents to confirm participation by a Local Hire or Business and Consultant agrees to comply with any reasonable requests.

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____