

**REQUEST FOR QUALIFICATIONS (RFQ)/REQUEST  
FOR PROPOSALS (RFP) #1516-133**

**STORMWATER POLLUTION PREVENTION PLAN  
DEVELOPMENT SERVICES**

**FOR SANTIAGO CANYON COLLEGE**



**Request for Qualifications must be received no  
later than**

**February 23, 2016 at 2:00 PM**

**RFQ Issued:** February 8, 2016

**RFQ Due:** February 23, 2016

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

**Questions or  
Clarifications:** All questions must be submitted in writing,  
via email to: [FPPS1@RSCCD.EDU](mailto:FPPS1@RSCCD.EDU)

## **1. REQUEST FOR QUALIFICATIONS**

### **1.1. Purpose**

The purpose of this Request for Qualifications ("RFQ")/Request for Proposals (RFP), is to obtain information that will allow the Rancho Santiago Community College District ("District") to pre-qualify Qualified Storm Water Pollution Prevention Plan Developer Firms (each, a "Consultant") to develop a Stormwater Pollution Prevention Plan (SWPPP) to address stormwater runoff from the project ("Services") for and on behalf of the District for Santiago Canyon College and various facilities improvement projects.

### **1.2. Qualified Consultant**

All Consultants submitting a Statement of Qualifications ("SOQ") in response to this RFQ and seeking to become a Pre-qualified 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 cost estimating projects for Community College projects.

### **1.3. Request for Proposals**

It is the District's intent to select from the pool of Pre-qualified Consultants to provide Services for various facilities improvement projects. The District, on an "as-needed" basis, will issue Requests for Proposals ("RFP") to one or more Pre-qualified Consultants. RFPs shall describe how each Consultant is qualified for the project that is the subject of the RFP, and shall set forth a detailed scope of services, completion schedule, schedule of professionals that will be used to staff the project, and a not-to-exceed dollar amount for the Services to be performed. The District will evaluate RFPs and select and allocate work to a Pre-qualified Consultant without having to request and evaluate additional information as to the Consultant's qualifications. Pre-qualified Consultants are in no way guaranteed to receive any work from the District.

### **1.4. Submission**

If your firm is interested in performing Services for the Project, on behalf of the District, please submit to the District a SOQ in accordance with this RFQ. SOQs must be received by **2:00 P.M. on February 23, 2016.** 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 5:00 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 SOQ is:

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

## 1.5 Response Format

Each Consultant is required to submit a SOQ 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 **fifteen (15) pages**, excluding Exhibits. Each hardcopy of the SOQ must be bound individually, single-sided, tabbed, and organized in order and include all sections and information as stated in Part 3, Statement of Qualification. Each Consultant shall submit **five (5)** bound hard copies and **one (1)** electronic copy, in PDF format with bookmarks, of the SOQ. The District will evaluate the SOQs 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 SOQ, 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. 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. Carefully read each section to determine which forms the Sub-consultants need to submit.

## 1.6 Questions

Consultants must carefully read the entire RFQ prior to submitting questions as most questions will be answered in this RFQ. If, however, you should have questions regarding this RFQ, please email Ava Hill, FPPS1@rscdd.edu. All questions must be submitted in writing. The question deadline for this RFQ is February 16, 2016 at 4:00 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.

## 2. SCOPE OF SERVICES

### 2.1. Scope of Services

The District is seeking the services of a Qualified Stormwater Pollution Prevention Plan Developer (QSD) to develop a Storm Water Pollution Prevention Plan for various improvement projects on an "as-needed" basis. 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 SWPPP must be prepared by a Qualified SWPPP Developer (QSD). The SWPPP must be developed to comply with Federal and State stormwater regulations. The SWPPP should include means of protecting storm drain inlets from debris, sediment, and other pollutants.

The SWPP must include the following:

- Best Management Practices (BMP) to minimize erosion sediment (i.e. gravel bags, silt fence, straw wattle, sediment basin, soil stabilizers, etc.)
- BMPs to minimize non-stormwater discharges (i.e. concrete waste management, material waste management, good housekeeping practices, etc.)
- Site inspections and BMP maintenance
- Laboratory sampling and analysis

Additionally, the District is looking for a proposal to design a SWPPP such that the runoff into the Santiago Canyon College campus is prevented and water diverted to nearest drain at Coastkeeper side. A grading design is needed to achieve proper water flow into the inlets.

See attached Site Plan.

## **2.2. Deadlines**

Each Consultant must be prepared and equipped to provide 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.

## **2.3. Compliance with Applicable Laws**

Consultant's Statement of Qualifications must set forth Consultant's understanding of all applicable laws, guidelines, and requirements, including the Education Code, Division of the State Architect (DSA) 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.

## **2.4. Working Conditions**

Each Consultant shall be capable of working indoors and outdoors, as required, 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.

# **3. STATEMENT OF QUALIFICATIONS**

## **3.1. Firm Information**

Provide a cover letter and introduction, including the company name, headquarters and local office (if different from headquarters) address, telephone number(s), and fax number(s). Clearly indicate the contact person in regards to the SOQ with their name and contact information in the cover letter. Provide a brief synopsis of the firm's corporate structure and history. 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 SOQ shall sign this letter. In addition to the cover letter, complete **Exhibit A – Firm Information Form** and **Exhibit B – Information Questionnaire Form**. Please do not provide **Exhibits A** and **B** for Sub-Consultants.

### **3.2 Firm Approach and Methodology**

Describe the Consultant's philosophy with regard to approach and experience related to Services outlined in the RFQ, including plan review assessments, preparing reports, developing value engineering options, recommending changes to the specifications, and working with a project team.

### **3.3 Firm Experience**

Provide a summary of Consultant's relevant expertise and experience in cost estimating consulting 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 cost estimating projects. Provide detailed descriptions of projects (particularly community college projects) that the consultant has worked on within the last seven (7) 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, the project name, property address, contract amount, and Consultant's contact person at the District on said project. Past performance of the Consultant will be evaluated and Clients listed may be contacted for a reference.

### **3.4 Project Team**

Please identify your firm's proposed team, key personnel and staff members and their specific expertise and experience in cost estimating services, especially as it relates to Community College campus projects. Include an organizational chart for the proposed staff and indicate who will be the District's contact person for your firm. Using **Exhibit D – Team Member Resume Form**, please provide the names and detailed experience of key personnel who may be available, knowledgeable, and regularly working with the District.

### **3.5 Sub-Consultants**

Provide a schedule of Sub-Consultant, or Sub-Consultant categories, if any, that are likely to be used by your firm in carrying out Services for the District. For each Sub-Consultant, please list names, California license or registration numbers, contact person(s), business addresses, phone numbers, fax numbers, e-mail addresses, date established, and time associated with firm. Please complete **Exhibit D – Team Member Resume Form** for Sub-Consultants.

### **3.6 Billing Rates**

Consultant shall propose an hourly, not-to-exceed for all of the services described. The Consultant shall include in their Response all assumptions, inclusions, and exclusion made in order to determine the not-to exceed fee. The proposed fee should include and account for all direct labor cost, fringe benefits, insurance, overhead, profit, and all other expenses the consultant will incur in providing the services. Payments to the Consultant will be based on monthly invoices, payable in arrears, which will set forth the hours actually worked and expenses actually incurred during the billing period.

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 E – 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.

### **3.7 Certification**

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

### **3.8 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 G - Statement of Non-Conflict of Interest**, and submit it with the SOQ. Do not provide this form for Sub-Consultants.

### **3.9 Local Hire and Local Business**

Please complete Exhibit I – questionnaire form for local hire and local business.

## **4. INSURANCE REQUIREMENTS**

Firms must have the ability to secure insurance coverage and provide Proof of Certificated of insurance and endorsements, 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 \$1,000,000 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. SELECTION CRITERIA AND EVALUATION PROCESS**

All Statements of Qualification will be evaluated as per the selection criteria and evaluation process described below. All Consultants shall be advised and understand the policies applicable to contract award if selected.

### **5.1. Selection Criteria**

Although not necessarily exhaustive of the criteria to be utilized, the District intends to use the following evaluation criteria in selecting Pre-qualified Consultants:

Timeliness and Completeness of SOQ: To receive maximum consideration, Consultant's SOQ must be received by the Response Deadline. In addition, Consultant's SOQ will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFQ.

Technical Qualification and Competence. This includes experience, expertise, and familiarity with cost estimating and applicable laws and requirements for public works projects in general and school projects in particular.

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.

Record of Past Performance: Consultant's SOQ will be evaluated for quality of work, completion of work on schedule, cost controls, contracts held with the District or other agencies over the last 5 years as well as the response of references provided by the Consultant or any other references identified by the District.

Cost Control: Consultant's SOQ will be evaluated on the billing rates for providing Services. This includes cost control procedures, preliminary cost estimates, personnel utilization, and Consultant's policies respecting the pass-through to the District of overhead costs.

### **5.2. Evaluation of SOQs**

SOQs will be evaluated by a panel of individuals selected by the District. Selection for this SOQ will not preclude nor guarantee the selected firm consideration for future District projects.

Based on its evaluation of the SOQs that it receives, the District may select a Consultant. 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 SOQ Deadline, (ii) send out additional RFQs, and/or (iii) provide for other mechanisms for Consultants to be selected to provide Services to the District.

### **5.3. Policies Applicable to Contract Awards**

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

This Request and any potential future RFQs or RFPs do not commit the District to award a contractual agreement with any vendor or to pay any costs incurred in the preparation of SOQs or participation in an interview.

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, (iii) reissue this RFQ, (iv) send out additional RFQs, (v) reject any and/or all RFQs, (vi) prior to submission deadline for RFQs, modify all or any portion of the selection procedures including deadlines for accepting responses, Services to be provided under the RFQ, or the requirements for content or format of the RFQs, (vii) waive irregularities, (viii) procure any services specified in this RFQ by any other means, (ix) determine that no projects will be pursued and/or (x) terminate or change the contracting process articulated in this RFQ because of unforeseen circumstances.

Acceptance by the District of any SOQs submitted pursuant to this RFQ shall not constitute any implied intent to enter into an agreement for services.

The SOQs, including all graphic and narrative materials, shall become the property of the District upon the District's receipt of the SOQ. The District shall have the right to copy, reproduce, publicize and/or dispose of each SOQ 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.

## **6. 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 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**.



## 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

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## 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

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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 <sup>(1)</sup>:

Delivery Method <sup>(2)</sup>, 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, L-LB – Lease-Leaseback

# Exhibit D – Team Member Resume Form

_____ Proposed Consultant Name		_____ Title	
_____ Firm Name		_____ Proposed Position	
_____ Years w/Firm	_____ Years w/Previous Firms	_____ Years w/community colleges	_____ Availability

Education Specific to Position (School/Year/Degree/Subject):

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

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

Skills Relevant to the Proposed Project:

# Exhibit E – Billing Rate Form

Firm Name: \_\_\_\_\_

## Billing Rates

Do rates include travel charges? ☐ Yes

*Note: all rates shall include travel and mileage as these are not acceptable reimbursable items.*

Job Title	Personnel Name	Hourly Rate	Daily Rate (max)

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's proposed rates should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, travel, and all other expenses the Consultant will incur in providing Services. All other Services not included herein shall be negotiated as required.

# Exhibit F – Certification, Requests for Qualifications

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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 five (5) original copies, and one (1) CD containing a complete, single-document PDF 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 G – Statement of Non-Conflict of Interest

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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 H – Statement of Intent to Meet DVBE Participation Goals

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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 the Agreement for the Program, 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 Sub-Consultants:

Names of Sub-consultants:

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## EXHIBIT I – Questionnaire for Local Hire and Local Business

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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:

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

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

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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: \_\_\_\_\_

SANTIAGO CANYON COLLEGE  
8045 E. CHAPMAN AVE.  
ORANGE, CA 92869

