

**REQUEST FOR QUALIFICATIONS (RFQ)  
#1920-xxx**

**<Insert Type of Services>**



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

**<Insert Date>**

**Submit Response To:** RSCCD Facility Planning, District  
Construction and Support Services  
2323 N. Broadway, Suite 112  
Santa Ana, CA 92706  
**Attention: Carri M. Matsumoto**  
**Assistant Vice Chancellor**

**Questions or Clarifications:** All questions must be submitted in writing, via  
email to: [FacilitiesRFP@rsccd.edu](mailto:FacilitiesRFP@rsccd.edu)

# 1. REQUEST FOR QUALIFICATIONS

## 1.1. Purpose

The purpose of this Request for Qualifications (“RFQ”), is to obtain information that will allow the Rancho Santiago Community College District (“District”) to pre-qualify a limited number of firms to provide <describe services> (“Services”) for a variety of facility improvement projects, including but not limited to; new construction, modernizations, site improvements or upgrades, infrastructure upgrades, scheduled maintenance, barrier removal projects, minor maintenance projects and small design projects. It is the District’s intent that the RFQ process will enable the District to streamline the process by which Consultants are selected to perform work for the District and comply with regulatory and legislative requirements.

The District has an established prequalified short-list of <describe list and RFQ Number applicable>. **All pre-qualified firms are required to submit a complete response.**

## 1.2. RFQ Schedule

It is the District’s intent for this opportunity to be on an on-going basis. The District has set the following RFQ Schedule that all Consultants must adhere to. The District reserves the right to modify this RFQ Schedule as needed and will issue an addendum if it modifies the Schedule.

Event / Occurrence	Deadline
District Issues RFQ	<Insert Date>
Deadline for Consultants to submit questions regarding this RFQ	<Insert Date>
<b>Deadline for Consultants to submit Responses</b>	<Insert Date>
District to interview Consultant(s) (Estimated)	<Insert Date>
District to finalize pre-qualified list	<Insert Date>

## 1.3. Qualified Consultant

All Consultants submitting a Statement of Qualifications (“Response”) and seeking to become a pre-qualified consultant with respect to Services should be extremely familiar with all applicable regulations, including the procedures for state-funded projects, 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 similar services for education projects, working with Division of State Architect (DSA) and experience with Community College Districts and School Districts.

## 1.4. Submission

If your Firm is interested in performing <describe services> Services for the District, please submit to the District a Response in accordance with this RFQ. Responses must be submitted no later than the date indicated in the RFQ schedule included in Section 1.2. 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 as indicated on the coversheet.

## 1.5 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. Each hardcopy of the Response must be bound individually, single-sided, tabbed, organized in the same order as the RFQ, and include all sections and information (as required) in Part 3, Statement of Qualifications Response Format. Each Consultant shall submit **three (3)** bound hard copies and **one (1)** electronic copy, in PDF format with bookmarks, of the Response. 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. 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 [FacilitiesRFP@RSCCD.edu](mailto:FacilitiesRFP@RSCCD.edu). All questions must be submitted in writing. The question deadline for this RFQ is included in Section 1.2. 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.

## 1.7 Request for Proposals

Pre-Qualified Consultants are in no way guaranteed to receive any work from the District. However, it is the District's intent to look to the pool of Pre-Qualified Consultants when choosing a Consultant to perform architectural design services for various facilities improvement projects. The District, on an "as-needed" basis, will issue Request for Proposals ("RFP") to one or more Pre-Qualified Consultants to provide architectural design services on behalf of the District for a particular site/project. Each Proposal shall describe the Consultant's experience and expertise with respect to the services, if any, which 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. The District will allocate work to said Pre-Qualified Consultants.

## 2. SCOPE OF SERVICES

## **2.1. SCOPE OF SERVICES**

Provide professional design services to the District for the Project. The Consultant shall, without limitation to the District's right to require other services not listed herein, carry out the responsibilities defined in the scope of services set forth in **Exhibit I – Template Agreement**. Such services shall be performed consistent with the highest standard of care for professionals performing similar scopes of services. The Consultant shall, as a minimum, undertake the responsibilities reasonably necessary and customarily provided by <describe services> Firms conducting business in the Southern California area to ensure that all of the District's goals, standards, policies and procedures are adhered to over the course of the Project. Each Consultant must be prepared and equipped to provide turn-key Services in an expeditious and timely manner and on relatively short notice so as to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

## **2.2. Compliance with Applicable Laws**

Consultant's Response must set forth Consultant's understanding of all applicable laws, guidelines, and requirements, including the Education Code, Division of the State Architect (DSA), California Community Colleges Chancellors Office (CCCCO) 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 Response must confirm that the proposed Services will meet all the aforementioned requirements as set by the applicable codes, regulations and guidelines.

## **2.3. 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.

## **2.4 Deadlines**

Each Consultant must be prepared to provide turnkey services for such architectural design services as the District may hereafter require. Each Consultant must be prepared and equipped to provide such services in an expeditious and timely manner and on relatively short notice to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

The District shall not be responsible in any manner for the costs associated with the preparation or submission of Consultant's Response. The Response, including all drawings, plans, photos, and narrative materials, shall become the property of the District. The District shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way that the District may choose.

## **3. STATEMENT OF QUALIFICATIONS RESPONSE FORMAT**

### **3.1. 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 – Information Questionnaire Form**.

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

Describe the Consultant's philosophy with regard to approach and experience related to Services outlined in the RFQ, and experience in working with a Community College District. Identify key elements to providing quality service and project delivery that would lead to a successful project completion.

### **3.3 Firm Experience**

Provide a summary of Consultant's relevant expertise and experience in architectural 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 projects. Provide detailed descriptions of projects (particularly community college projects) that the consultant has worked on within the last eight (8) years, which demonstrates relevant experience for projects of various size, type, and difficulty. Each project description should include the date(s) that the relevant design services 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 Key Personnel/Team Members**

Please identify your Firm's available team members, key personnel and staff members and their specific expertise and experience in architectural 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 main contact person for your Firm. Provide the names and detailed resumes of key personnel who will be the designated team available, knowledgeable, regularly attentive and working directly 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.

### **3.5 Sub-Consultants**

Identify any Sub-Consultants, if any, that are likely to be used by your Firm in carrying out Services for the District. You can list multiple firms if needed per category (ie mechanical, electrical, plumbing, structural etc.) For each sub-consultant Firm, 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 A – Firm Information Form** and **Exhibit B – Information Questionnaire Form** for Sub-Consultants. Provide team member resumes for each.

### **3.6 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 Response 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.

### **3.7 Contract**

Consultants shall review a typical District agreement in **Exhibit I – Architectural Services Agreement** and provide any comments or objections to the Agreement in its Response. Consultants will be required to substantially accept the form of Agreement, including the indemnification provisions therein. **PLEASE NOTE: The District will not consider any substantive changes to the form of Agreement if they are not submitted at or before the time the Response is due.**

### **3.8 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 E – Certification, Request for Qualification** and submit it with the Response. Do not provide this form for Sub-Consultants.

### **3.9 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.

### **3.10 Local Hire and Local Business Questionnaire**

Consultants shall certify by completing **Exhibit H – 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. The District collects this data as part of the RFQ process and any future RFP process.

Note: During the qualification and selection process (i.e. from the date this RFQ/RFP and/or future RFQ/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 RFQ/RFP selection process, and may be removed from any established prequalified list, as well as the removal from the "interested vendors list."

## **4. INSURANCE REQUIREMENTS**

The Firm awarded a contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. The following minimum insurance is required in order for your firm to qualify for participation in any project with the Rancho Santiago Community College District:

1. Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate, 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;
2. Professional liability insurance, including contractual liability, with limits of \$2,000,000 per claim;
3. 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.

Prior to commencing any project, the selected firm must provide the District with certificates of insurance that includes the following: the Rancho Santiago Community College District and its Board, Officers and employees, shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s).

## **5. SELECTION CRITERIA AND EVALUATION PROCESS**

All Responses 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 the Consultant for the Project:

- Responsiveness to the RFP: breadth and depth of response, completed Firm Information Form
- Firm Information: complete information regarding firm location, ownership, etc. Completed Firm Information Questionnaire (legal history, insurance coverage, safety record, disputes, termination, bankruptcy)
- Firm Project Experience: completed the form and demonstrates adequate and relevant experience, community college and/or school district experience, experience with Division of the State Architect (DSA), proven experience in meeting schedules and deadlines, adequately addresses items noted on form

- Project Team and Sub-Consultants: has provided all team member resumes with appropriate information, project experience noted, licenses noted, qualifications noted
- Current Workload & Availability: has adequate resources to support project, firm's support staff, project team and/or sub-consultants
- Firm Approach & Methodology: outlines a proposed methodology to be utilized in design of project as it relates to involvement of faculty, staff, management and other interested parties; evidence of ability to prioritize project and begin job in a timely fashion, able to address appropriately and differentiate aesthetics and functionality objectives of projects, has experience with site evaluations for projects
- Specific Team Member Project Experience: evaluate team member experience, relevancy for project and scope, totality of team members including sub-consultants identified to work on project
- Fee: has provided a proposed fee, provided billing rates for team members and sub-consultants, has competitive rates in comparison to others, completed the Billing Rate Form
- Budgets/Cost Estimates: proven experience in accuracy of firm's cost estimates
- Firm located in District or Orange County (for locally-funded projects), filled out the local hire/business form
- Veteran owned firms and/or DVBE firm
- Completed Certification Form
- Completed Statement of Non-Conflict of Interest Form
- Provided Confidential Financial Information (if requested)
- Provided comments on Draft Agreement (if applicable)
- Client Reference Checks: satisfaction of prior/current clients, professional reputation of the firm, past experience working with District

## **5.2. Evaluation of Responses**

Responses will be evaluated by a panel 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.

Based on its evaluation of the Responses 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.

## **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 Responses 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/P, (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 (provide for other mechanisms for Consultants to be selected to provide Services to the District), (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 Responses submitted pursuant to this RFQ shall not constitute any implied intent to enter into an agreement for services.

Responses, including all graphic and narrative materials, shall become the property of the District upon the District's receipt of the Response. 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.

## **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/P 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 Response.** 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 G – 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

Veteran Owned Business?  Yes  No

## Experience

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

2015

2016

2017

2018

2019

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: \_\_\_\_\_

In house expertise ie Mechanical, Engineering, Structural, Land Surveying, etc.

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

**Sub-Consultants**

Listing of firms typically working with Firm ie Mechanical, Engineering, Structural, Land Surveying, etc. (multiple listings of the same category if applicable)

	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.
8. Has your firm, or an individual from your firm providing services for a project, ever been terminated for convenience or cause from a project, by either school district, College, CCD, public agency or client?  Yes  No  
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, and brief description of the situation.

9. Has your firm ever worked with the District in the past 8 years? \_\_\_ Yes \_\_\_ No

If yes, provide detail on a separate sheet; state the project name, the service that was provided, and the scope of the project work. Who was your company's main day to day representative on the project and who was the District's main day to day point of contact for the District?

10. Has any of your subconsultants ever worked with the District in the past 8 years?  
*(N/A for subconsultants completing this form)*

\_\_\_ Yes \_\_\_ No

If yes, provide detail on a separate sheet; state the project name, the service that was provided, and the scope of the project work. Who was your company's main day to day representative on the project and who was the District's main day to day point of contact for the District?

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS RFQ/P 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 Project Experience Form

Minimum of five (5) relevant projects completed within the last eight (8) years. <b><u>Use multiple sheets as necessary.</u></b>	
Firm name:	
Project Name:	
Client Name:	
Location (City/State):	
Client Contact Name:	
Client Contact Title:	
Client Contact Telephone No:	Client Contact Email:
Type of Project: (Renovation, addition, new construction, repair, planning, access compliance, etc.)	
Delivery Method: DBB, DB, LLB, other	
What was the Architectural Service Contract Amount?	\$
Original Total Budget for Construction? \$	Actual Construction cost at end of project? \$
Did your firm provide cost estimates? ( Y / N )	DSA Application #:
At what phases of design did your firm provide cost estimates?	As a result of cost estimates provided, did you have to undertake a value engineering process to meet client’s budget expectations? (Y / N) If “yes”, please provide detail below:
Milestone Project Schedule:	Was the project completed on schedule? (Y / N) If “no”, explain below, including the reasons.





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 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 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”).

(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 issued and ending on the date of the award of the contract), 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 District’s Governing Board (“Board”), selection committee members, any members of Citizens’ Oversight Committee, or with any employee of the District except for clarification and questions as described herein in Section 1.6 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.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**IF CONSULTANT IS UNABLE TO VERIFY THAT NO CONSULTANT EMPLOYEES ARE ALSO EMPLOYEES, OFFICERS OR AGENTS OF THE DISTRICT, PLEASE READ SECTION BELOW AND PROVIDE ADDITIONAL INFORMATION ON A SEPARATE SHEET.**

(1) Consultants are required to disclose any Consultant’s employee, officer or agent who is also an employee of the District. Please provide this information on a separate sheet.

(2) For all “dual employees” disclosed by a Consultant, the Consultant must provide specific details of the general/routine roles and responsibilities of the “dual employee” for the Consultant and the specific duties and responsibilities of the “dual employee” relating to the RFP and services required by the RFP.

(3) For Consultant who discloses that an employee, officer or agent of the Consultant is also a District employee, the District reserves the right to reject any Proposal based on the roles and responsibilities of the “dual employee” violating BP 7004 or Government Code §1126(a).

## Exhibit G – 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 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:

---

---

---

---

## **Exhibit H – 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 complete questions below:  
(Use additional sheets for each Subconsultant)

1. Firm is a Minority Business Enterprise (MBE)  Yes  No
2. Firm is a Women Business Enterprise (WBE)  Yes  No
3. Firm is a Disabled Veteran Business Enterprise (DVBE)  Yes  No

*If “yes” for items 1-3 above, provide a copy of certification.*

4. Firm is a Veteran Owned Business  Yes  No

*If “yes” to 4, provide DD214 Form/Card*

5. This business participates in or provides opportunities for internship programs:

Yes  No

*If “yes”, state type of internship program(s) offered:* \_\_\_\_\_

6. List ALL Team Members who are considered a Local Hire. Check the applicable box(es), if any, pertaining to each individual.

	<b>Team Member (First and Last Name)</b>	<b>Zip Code (for Local Residents Only)</b>	<b>Local Resident*</b>	<b>RSCCD Student**</b>	<b>Veteran</b>	<b>Intern</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**\*\* A RSCCD student is an individual who is or was enrolled in one or more classes at any of these campuses (Santa Ana College, Centennial Education Center, Digital Media Center, Orange County Sheriff's Regional Training Academy, Santiago Canyon College or Orange Education Center).**

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/RFP 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: \_\_\_\_\_

## **Exhibit I – Template Agreement**

---

*Refer to the following attachment.*