

Peralta Community College District

REQUEST FOR PROPOSAL FOR COLLEGE OF ALAMEDA BUILDING COMMISSIONING SERVICES FOR THE NEW TRANSPORTATION TECHNOLOGY CENTER

RFP 22-23/04



NOTICE IS HEREBY GIVEN that the Peralta Community College District ("District") is seeking well qualified **Building Commissioning Firm** ("Applicants") to provide Building Commissioning and related services ("Services") to the District for the Measure G Bond Programs ("Program") New Transportation Technology Center Project.

All RFP PROPOSALS ARE DUE ELECTRONICALLY BY 2:00P.M. ON August 31, 2022. Oral, telegraphic, facsimile, telephone, or email RFP's will not be accepted. RFP's received after this date and time will not be accepted and will be returned unopened. All RFP's must be submitted electronically using the Peralta Community College website thru the Purchasing Department via the following link:

[Vendor Registry](#)

Or, by contacting the Peralta Community College District, Office of Purchasing, Myisha Lewis-Reed via Myishalewis@peralta.edu, **501 5th Avenue, Oakland, California, 94606, Phone (510) 466-7225**, Office Hours: 8:30 a.m. to 4:00 p.m.

Each submittal must conform and be responsive to the requirements set forth in this RFP.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFP, please provide questions through link above before 2:00 p.m. on August 19, 2022. Answers will be posted on the District website by 4:00 p.m. on August 26, 2022.

RFP RESPONSE SCHEDULE SUMMARY:

The District reserves the right to change the dates on the schedule without prior notice.

Date	Event
<u>August 12, 2022</u>	Release of RFP.
<u>August 19, 2022, 2 P.M.</u>	Deadline for submitting written questions
<u>August 26, 2022, 4 P.M.</u>	Deadline for District answering written questions
<u>August 31, 2022, 2 P.M.</u>	Deadline for Submitting Proposals

I. INTRODUCTION

Peralta Community College District (“District”) is seeking proposals from qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full Project Inspector services for the District’s Auto Diesel Program; New Transportation Technology Center (NTTC), (“Project”).

Peralta Community College District’s 2018 passage of Measure G Bond has created an opportunity for the various District campuses to move forward with specific facility additions, modernization and code directed upgrades. This solicitation is for the Auto Diesel Program; New Transportation Technology Center (NTTC) Project at the College of Alameda (“Project”).

The District is asking experienced and proven firms to submit their proposals to provide Building Commissioning services for the District’s Measure G Program New Transportation Technology Center Project.

This RFP seeks to select a pre-approved Commissioning Agent individual firm to provide Building Commissioning Services for the College of Alameda New Transportation Technology Center project (Refer **Exhibit “N”**).

Information regarding the Program, Bond Project List, and Long-Range Facilities Master Plan is available at: <http://web.peralta.edu/measurea>.

A. LIMITATIONS

The District reserves the right to contract with any entity responding to this RFP. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFP. The awarding of a contract, if at all, is at the sole discretion of the District.

The District reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate each proposal submitted, and to award contracts, if any, according to the proposal which best serves the interest of the District at a reasonable cost to the District. Any contract(s) resulting from this RFP, however, will be carried out using the sample Independent Consultant Services Agreement for Professional Services.

The Respondent's proposal package, and any other supporting materials submitted to the District in response to this RFP will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, SOQ packages shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of any public disclosure of any proposal package.

B. FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority business enterprises shall be afforded full opportunity to submit proposal in response to this RFP, and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

C. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the District notification of selection for the pool, no person, or entity responding to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract(s) with any member of the District's Governing Board ("Board"), selection committee members, or any member of the Citizens' Oversight Committee, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the entity submitting a proposal.

D. POOL OF QUALIFIED APPLICANTS AND RECERTIFICATION

The District will maintain a pool of qualified Building Commissioning services applicants. Requests for recertification may be sent every two (2) years. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pool, at the District's sole discretion, as the District determines the need for additional services.

II. SCOPE OF SERVICES

Peralta Community College District ("District") is seeking proposals from qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full Commissioning Agent services for the District's Auto Diesel Program; New Transportation Technology Center (NTTC), ("Project"). Construction cost is \$31M.

The following is a guideline for the Building Commissioning services to be provided for the District under this RFP. There may be additional project specific tasks, which will be communicated to the selected firms when project-specific pricing is solicited.

As outlined in more detail below, this Request for Proposals ("RFP") is for Building Commissioning consulting services ("Services"). The District is seeking qualifications from highly qualified Firms that provide Building Commissioning consulting services. The anticipated services may include, but are not limited to planning, design-phase commissioning consulting, construction-phase observation and commissioning procedures, warranty-phase support, and recommissioning.

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

Consultant's proposal must set forth Consultant's understanding of all applicable LEED and industry standards 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. Consultant proposals must confirm that the nature of the work to be performed will meet all the aforementioned requirements for said work as set by the applicable codes and regulations and all other applicable ordinances and guidelines.

The project for which a firm is selected to perform such work may include any or all of the specific services outlined in this Section. All work performed shall comply with the approved construction documents, applicable codes and regulations. Dependent upon the project's needs, firms may be requested to perform various related tasks at different phases of design and construction.

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of District, occupants and operators. To reach this goal, it is necessary for the commissioning process to establish and document the District's Project Requirements, which are criteria for system function, performance, and maintainability (design intent); and to also verify and document compliance with these criteria throughout design, construction, start-up, and the initial period of operation. In addition, complete operation and maintenance (O&M) manuals, as well as training on system operation, shall be provided to the building operators to ensure the building continues to operate as intended.

A. Building Commissioning

The CxA must accomplish the following tasks. The CxA is free to suggest changes and improvements to the following task list, but for this proposal it is assumed that these tasks will be completed. For this request, total commissioning services to meet the LEED requirements for Design Stage, construction phase, and warranty phase services may be included in assigned project scopes of work.

The criteria governing the work shall be LEED 4.1 (or current version).

During construction, the CxA coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that the systems are functioning in accordance with the District's Project Requirements and the contract documents. During the Post Construction Stage the CxA will return to verify the operation of building systems before warranty expiration period. The CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but may assist with problem-solving or resolving nonconformance issues or deficiencies.

B. Scope of Services by Phase

Construction Phase

1. Coordinate and direct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise.
2. Coordinate the commissioning work with the design team and construction manager, to ensure that commissioning activities are being incorporated into the master schedule.
3. Revise, as necessary, the construction phase commissioning plan developed during design, including scope and schedule.
4. Plan and conduct commissioning meetings as needed and distribute minutes.
5. Request and review additional information required to perform commissioning tasks, including Operations & Maintenance (O&M) materials, contractor start-up and checkout procedures. Before start-up, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
6. Review submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the design team and Construction Manager reviews.
7. Review requests for information and change orders for impact on commissioning and District objectives.
8. Review coordination drawings to ensure that trades are making a reasonable effort to coordinate.
9. Write and distribute construction checklists for commissioned equipment.
10. Develop an enhanced start-up and initial systems checkout plan with contractors for selected equipment.
11. Perform site visits, as necessary, to observe component and system installations. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/ substitutions relating to the commissioning process. Assist in resolving any discrepancies.
12. Witness Heating Ventilating and Air Conditioning (HVAC) piping pressure test and flushing, sufficient to be confident that proper procedures were followed.

Include testing documentation in the Commissioning Record.

13. Witness any ductwork testing and cleaning sufficient to be confident that proper procedures were followed. Include documentation in the Commissioning Record.
14. Document construction checklist completion by reviewing completed construction checklists and by selected site observation.
15. Document systems start-up by reviewing start-up reports and by selected site observation.
16. Approve air and water systems balancing by spot testing and by reviewing completed reports and by selected site observation.
17. Coordinate functional testing for all commissioned systems and assemblies. Witness and document manual functional performance tests performed by the Construction Contractor for all commissioned systems and assemblies, except:
a) some smaller equipment may be tested and documented by the Construction Contractor at the Commissioning Agent's discretion, b) electrical equipment testing and regulated testing may be directed and documented by the Construction Contractor with only spot witnessing and report review by the Commissioning Agent.

The functional testing shall include operating the system and components through each of the written sequences of operation, and other significant modes and sequences, including start-up, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment. Sensors and actuators shall be calibrated during construction check listing by the installing contractors, and spot-checked by the commissioning provider during functional testing. Analyze functional performance trend logs and monitoring data to verify performance. Coordinate retesting as necessary until satisfactory performance is achieved.

Tests on respective HVAC equipment shall be executed, if possible, during both the heating and cooling seasons. However, some overwriting of control values to simulate conditions shall be allowed. Functional testing shall be done using conventional manual methods, control system trend logs, and readouts or standalone data loggers, to provide a high level of confidence in proper system function, as deemed appropriate by the Commissioning Agent and District.

18. After manual testing and initial trouble shooting is complete, monitor system operation and performance for selected data points for up to two weeks by requesting trend logs from the Construction Contractor from the building automation system. For needed system points not able to be trended by the building automation system, furnish and install temporary portable data loggers that will monitor up to 20 points. Analyze monitored data to verify operation and performance and issue a written report. This time frame and

monitoring points may be modified to accurately commission the building.

19. The final acceptance tests of all fire protection and life safety systems shall be witnessed by the District Fire Protection Engineer or their designated representative. Testing and commissioning for the fire protection and life safety systems shall be per the requirements of those sections of the specifications and the applicable governing codes and standards. No building or portion thereof shall be occupied until the District has issued a certificate of occupancy. Once the District Fire Protection Engineer has ensured that to the best of their knowledge all the fire protection and life safety systems have been completed, inspected, successfully tested and approved and all outstanding fire and life safety deficiencies have been corrected to afford a reasonable degree of safety to the building occupants from fire and similar emergencies, a certificate of occupancy will be issued.
20. Maintain a master issues log and a separate record of functional testing. Report all issues through the Construction Manager as they occur. Provide through the Construction Manager written progress reports and test results with recommended actions.
21. Review equipment warranties to ensure that District responsibilities are clearly defined.
22. Facilitate, oversee and review the training of District operating personnel. Oversee the videotaping of this training. Attend and participate in key training sessions.
23. Review and review the preparation of the O&M manuals for commissioned equipment.

24. Compile a Commissioning Record, which shall include:
- A. A brief summary report that includes a list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods. For each piece of commissioned equipment, the report shall contain the disposition of the commissioning provider regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
 - 1. Equipment meeting the equipment specifications,
 - 2. Equipment installation,
 - 3. Functional performance and efficiency,
 - 4. Equipment documentation, and
 - 5. Operator training.
 - B. All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each noncompliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.
 - C. Also included in the Commissioning Record shall be the commissioning plan, District's Project Requirements (from DISTRICT PM), Basis of Design (from A/E), commissioning specifications, submittal review, issues log, construction checklists, CxA site visit and Commissioning Team meeting minutes, O&M review, training documentation, test procedures, warranty review and test data reports.
 - D. A Re-Commissioning Management Manual which provides guidance and establishes timelines for re commissioning of building systems and components. The format of the Re-Commissioning Management Manual will closely parallel the Commissioning Plan for the facility.
 - E. Submit (1) bound text copies of the Commissioning Records with three USB flash drive electronic copies, including all information listed in B & C above.

Post-Construction Phase

- A. Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Final Commissioning Report and O&M manuals.
- B. Return to the site ten months into the 12-month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with

operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

III. REQUIREMENTS FOR SUBMITTAL OF QUALIFICATIONS

A. FORMAT REQUIREMENTS

Please limit proposals to no more than twelve (12) pages (double-sided pages will be counted as 2 pages); front cover, table of contents, tabs, and District required forms are not included in the page limitation. Firms submitting an RFP must follow the format below. Material must be in 8-1/2 x 11 inch format, font size 12 point or larger. Each RFP shall include a Front Cover stating the following: "Request for Proposal for [FIRM NAME] in Response to Peralta Community College District's RFP # 21-22/24."

Each RFP shall include a table of contents and divider tabs labeled with the boldface headers below (e.g. Tab 1 would be entitled "Cover Letter," the second tab would be entitled "Business Information," etc.).

Provide One (1) electronic copy of the RFP on an USB Flash Drive (if not submitted electronically via Vendor-Registry).

The RFP electronic file shall be formatted as follows:

- Proposals shall include divider tabs labeled with boldface headers as outlined below (e.g. the first tab will be entitled "Cover Letter", the second tab would be entitled "Business Information", etc.
- A cover sheet listing the firm's name, the total number of pages, and identifying any pages that were removed due to proprietary information

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

B. RFP CONTENT REQUIREMENTS

1. TAB 1 - COVER LETTER (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer of the firm. If the respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- Must include the following statement:
"[INSERT BUILDING COMMISSIONING SERVICES COMPANY'S NAME] received a copy of the District's form of INDEPENDENT CONSULTANT SERVICES AGREEMENT ("Agreement"). [INSERT COMPANY'S NAME] has reviewed the indemnification provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT COMPANY'S NAME] has no objections to the use of the Agreement."
- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.

2. TAB 2 – BUSINESS INFORMATION

Please provide the following information:

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.

- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Total number of employees (licensed professionals, technical support, etc.).
- Location of office from which the bulk of services solicited will be managed.
- Any State of California certification of your firm for Small Business or Disabled Veteran Business Enterprise status.
- How sub-consultants are generally used by your firm and to what extent work is performed in-house personnel versus by a sub-consultant.
- Provide similar information for proposed sub-consultants.

2. TAB 3 – PROJECT APPROACH

- Provide a statement demonstrating your firm’s or team’s ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District’s goal of moving projects into construction within the earliest possible timeframe.
- A brief written summary of the firm’s philosophy related to their support of the planning and design of the Project(s).
- Describe your firm’s approach to Building Commissioning, on three (3) school projects awarded in the last five (5) years. Include at least two (2) examples of school facility modernization projects.
- Describe your firm’s approach to quality control and quality assurance procedures, including coordination of related disciplines, including DSA final certification.
- Describe the approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements.

- How does your firm approach modernization projects versus new construction projects?
- Demonstrate your firm’s flexibility in adapting to the changing needs and priorities of a community college district.
- Describe your experience with DSA and working within the DSA processes.
- Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.

3. TAB 4 – RELEVANT K-14 PROJECT EXPERIENCE AND REFERENCES

- Provide information about prior services carried out by your firm in the last ten (10) years on **a minimum** of five (5) K-14 educational projects in California. Include **the last five** (5) K-14 educational projects your firm has completed, including whether projects were closed out with DSA successfully.
- Experience with projects for other Public Agencies in California.
- Experience working on a campus while school is in session.
- For each project, include the following information:
 - Briefly state the significance of each relevant project your firm has worked on that you would like to be considered in this RFP. Briefly explain how you believe the particular project is relevant to the District’s needs.
 - Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
 - Provide at least two (2) examples of projects that have been phased during school occupancy while conducting renovation and new construction.
 - Identify DSA close-out status for the **last** five (5) completed K-14 educational projects.
 - Provide a list of the following for each project noted above:
 - Project name, type, program, and location
 - beginning and end dates of project (including design and construction)
 - square footage
 - date of each project Notice of Completion and DSA final certification

- key individuals of the firm involved and their roles in the project
 - any sub-consultants that worked with the firm
 - **Client References:** district name with name of contact person, title, telephone number, and email address to be contacted for a reference
- e. Identify any and all K-14 educational projects that have not been closed-out by DSA for Building Commissioning-related issues, and provide explanation.

4. TAB 5 – BUILDING COMMISSIONING SERVICES TEAM SUMMARY AND QUALIFICATIONS

The selected commissioning services company shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for commissioning services as described herein.

- Identify and provide resumes for key members within your firm that you would assign to the team and their roles. Include, at a minimum: Principal-in-Charge; Project Manager; Senior/Principal Discipline Engineer(s). List license numbers, dates, and office addresses. Resumes shall include specific qualifications and recent related experience and shall include a list of references with contact names and phone numbers.
- Identify roles and qualifications of sub-consultants, if any. Note: firm(s) selected for inclusion in the District’s pool will be required to demonstrate long term relationships with any sub-consultants and submit resumes and recent project experience where the sub-consultant is utilized as part of any response to any subsequent Request for Qualifications for the Project(s).
- Each response must include evidence that the company is legally permitted and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of California.
- The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve that team member’s replacement.

5. TAB 6 – LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm’s litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. An SOQ failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

6. TAB 7 – FEE SCHEDULE

Provide the following fee and cost information:

- Provide a fee schedule for all costs associated with providing the requested services, if your firm is selected. This schedule should be in the form of Time and Materials.
- List all anticipated reimbursable costs by category in a time and materials format, including travel-related costs and criteria.
- For all fee structures, include the classification of personnel and the hourly billing rate for each classification.
- Provide a fee schedule for all tools and equipment required to perform the requested services. Indicate clearly whether these are owned or leased by your firm.
- List any additional services that you foresee may be necessary, if any, and list the proposed costs for such services.

7. TAB – REQUIRED FORMS

Exhibits attached to this RFP, completed according to their instructions:

- A. Vendor’s Questionnaire and Certificate of Compliance
- B. Certificate Regarding Worker’s Compensation
- C. Statement of Equal Employment Opportunity
- D. Small Local Business Enterprise / Small Emerging Local Business Enterprise Program (Information Only, not required for proposal)
- E. SLBE / SELBE Self-Certification Affidavit
- F. Non-Collusion Declaration
- G. RFP Acknowledgement and Signature Form
- H. PROPOSAL For College of Alameda New Transportation Technology Center Building Commissioning Services

IV. SELECTION CRITERIA

A. EVALUATION

The proposal will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFP, including, without limitation:

- **Firm Experience:** and performance history with similar services for California K-14 school districts (with particular experience in community college work), including:
 - Demonstrated experience, technical background, and expertise in professional Building Commissioning services;
 - Successful experience with DSA, modernization and new construction projects, and completion of projects on time, including demonstrated ability to complete Project(s) in a tight time-frame;
 - Applicant's experience in successful and timely approval of firm's projects through all state and local regulatory agencies;
 - Knowledge of state and federal laws and regulations, with particular focus on California community colleges.

- **Client References:** Acceptable and verifiable references from clients contacted by the District, including:
 - Firm's reputation;
 - Satisfaction of previous clients (client relationships);
 - Timeliness of work and ability of the firm to meet schedules; and
 - Accuracy of cost estimates.

- **Staff Experience:** Professional and technical expertise of proposed personnel.

- **SLBE Compliance:** Per the District's SLBE/SELBE Program (Attachment G of the RFP), Firms indicating compliant participation will be awarded points based on the categories of compliance.

A Selection Committee will evaluate all submissions. Each proposal must be complete. Incomplete proposals will be considered nonresponsive and grounds for disqualification.

The District retains the sole discretion to determine issues of compliance and to determine whether respondents are responsive, responsible, and qualified. Based upon the information presented in the proposal, the District's Selection Committee will choose the most highly qualified firms to be interviewed and then selected. At the Selection Committee's discretion, firms may be requested to arrange a tour of a representative facility which they have been responsible for.

Item	Criteria	Points
1	Firm Experience	30
2	Unit Costs	25
2	Client References	15
3	Staff Experience	25
4	SLBE: Prime is certified SLBE (5 points maximum) 25% of Prime's subcontractors are SLBE firm (4 points maximum)	5
	Total	100

B. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the RFP. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!

V. EXHIBITS

- A. **RFP Exhibit A: Vendor's Questionnaire and Certificate of Compliance**
- B. **RFP Exhibit B: Certificate Regarding Worker's Compensation**
- C. **RFP Exhibit C: Statement of Equal Employment Opportunity**
- D. **RFP Exhibit D: Small Local Business Enterprise / Small Emerging Local Business Enterprise Program (Information Only, not required in proposal)**
- E. **RFP Exhibit E: SLBE / SELBE Self-Certification Affidavit**
- F. **RFP Exhibit F: Non-Collusion Declaration**
- G. **RFP Exhibit G: RFP Acknowledgement and Signature Form**
- H. **RFP Exhibit H: Bid Documents (Plans and Specs), DSA 103 form**
- I. **RFP Exhibit N: PROPOSAL For College of Alameda New Transportation Technology Center Building Commissioning Services (Attached Separately)**

Exhibit A

VENDOR'S QUESTIONNAIRE AND CERTIFICATE BY COMPLIANCE

The following information is requested for information purposes only. It will not be used in determining bid award.

Date: _____

Firm Name

Telephone

Business Fax

Email Address

Website

Street Address

City/State

Zip Code

Mailing Address

City/State

Zip Code

Type of Organization (Check one)

Individual

Partnership

Corporation

**Name of Owner(s)
Incorporation (if applicable)**

State of

Name of Partners

(I) **Indicate (G)**
General
(L)Limited

Local Address

Amount of Annual Business

The District is identifying vendor ownership as follows:

	Asian- American (Chinese, Japanese, Korean, Vietnamese)	Black or African- American Filipino	Latino (other than Mexican or Mexican- American)	Mexican or Mexican- American	Native – American	Pacific Islander, otherAsian	White	Disabled	Veteran	Women	Subcontractor	Employee	Apprentice
Total #													
% of assets													

The District is identifying vendor workforce as follows:

	Asian- American (Chinese, Japanese, Korean, Vietnamese)	Black or African- American Filipino	Latino (other than Mexican or Mexican- American)	Mexican or Mexican- American	Native –American	Pacific Islander, other Asian	White	Disabled	Veteran	Women	Subcontractor	Employee	Apprentice
Total #													

Explain whether current workforce is racially and ethnically proportionate to the area from which the workforce is drawn (national, state, or local). Use separate sheet if necessary.

Detail steps taken by vendor since inception to assure non-discriminatory recruiting, hiring, and apprenticeship, placement, promotion, demotion, layoff and

termination practices. Use separate sheet if necessary.

What are you interested in providing the District? (e.g., construction, consulting, goods or services).

--

Main Headquarters Office(s) Address/Telephone (List all as applicable)	1. 2. 3.
---	---

Total # of Employees _____

Local Office(s) Address/Telephone (List all as applicable)	1. 2. 3.
---	---

Total # of Employees _____

Name and list residential zip code for each employee, subcontractor, or apprentice for awarded contract (Please use the Zip+4®) Use separate sheet as Necessary	1. 2. 3. 4. 5. 6.
--	--

EXHIBIT B

WORKERS' COMPENSATION INSURANCE CERTIFICATE

TO: THE PERALTA COMMUNITY COLLEGE DISTRICT

I am aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code. I will comply with such provisions before commencing the performance of the work under this contract and submit the necessary evidence of workers' compensation to Peralta Community College District.

Company: _____

Business Address: _____

Signature: _____

Name of Signing Official _____

Title of Signing Official: _____

Date: _____

Company Seal:

EXHIBIT C

Statement of Equal Employment Opportunity

I hereby certify that

(Legal Name of Vendor/Consultant/Contractor)

Will not discriminate against any employee or applicant for employment because of race, creed, sex, color or national origin and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive order No.11375).

The vendor’s questionnaire requests information for record keeping purposes only. The information requested will not be used as a basis for contract award.

However, after a contract is awarded to your company, the District requires your company to report:

- a. Actual racial, gender and residential workforce composition of your company for the contract work.
- b. Actual racial, gender and residential workforce composition of subcontractors for the contract work.
- c. Number of apprenticeship workforce for the contract work.

This report must be submitted to the District Department of General Services on a quarterly basis.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct and is of my own personal knowledge.

BY:

Date

Print Name

RFP EXHIBIT D



Peralta Community College District

SMALL LOCAL BUSINESS ENTERPRISE and SMALL EMERGING LOCAL BUSINESS ENTERPRISE PROGRAM

The District is committed to ensure equal opportunity and equitable treatment in awarding and managing its public contracts and has established an annual overall program goal of twenty-five percent participation for small local businesses. On professional services contracts to facilitate opportunities for small local business, the District will use a maximum five (5) preference points for SLBE and SELBE firms. The preference points are used for computation purposes, as part of the selection process. Please review the following guidelines to see if your firm qualifies for the preference.

District qualified SLBE and SELBE Prime for professional services projects will receive five (5) preference points. Non-SLBE/SELBE Prime who utilizes 25% of total bid amount, with SLBE or SELBE subconsultants (who meet the District's Definition of an SLBE and SELBE), can also receive four (4) preference points. An additional preference point for Non-SLBE/SELBE Prime, who utilizes SLBE/SELBE for minimum 35% of total bid amount, for full maximum five (5) preference points.

Definitions:

SLBE: A Small Local Business Enterprise is a business that has not exceeded gross annual revenue of 8.5 million dollars for a construction firm, or 6 million dollars for goods and non- professional services firm, or 3 million dollars for architecture, engineering and professional services firm, for the past three consecutive years and meets the below geographic location requirements.

SELBE: A Small Local Emerging Business Enterprise is a business that has not exceeded gross annual revenue of 1.5 million dollars for the past three consecutive years and meets the below geographic location requirements.

Commercially Useful Function: Shall mean a business is directly responsible for providing the materials, equipment, supplies or services to the District as required by the contract solicitation. The business performs work that is normal for its business services and carries out its obligation by actually performing, managing, or supervising the work involved. The business is not Commercially Useful if its

role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of SLBE or SELBE participation.

Geographic Location Requirements:

- The business must be located at a fixed, established commercial address located in the District's market area of Albany, Alameda, Berkeley, Emeryville, Oakland, or Piedmont, and not a temporary or movable office, a post office box, or a telephone answering service.
- If the business has an office outside of the District's market area as well as an office within the market area, the office within the District's market area must be staffed on a full-time permanent basis with someone employed by the business.
- If requested, the business that has an office outside of the District's market area must provide proof of one or more past contracts citing the business address (such as contracts to perform work, to rent space or equipment, or for other business services) was within the District's market area at least one (1) year prior to the date of contract award. The one-year requirement does not apply to businesses whose sole establishment is located within the District's market area.

Subcontractors:

Non-SLBE/SELBE Primes who use subconsultants, who meet the district definitions of SLBE and SELBE, may receive four (4) preference points, if the following conditions are met:

1. 25% of total bid amount is with Subconsultants who meet the District's definition of an SLBE and SELBE. The Prime must list each Subconsultant on Attachment A, Small Local Business Participation Worksheet, clearly identifying the SLBE and SELBE status and the Dollar Amount and percentage of work each subconsultant will perform.
2. The Subconsultants must provide a Commercially Useful Function.
3. The Prime must maintain the Subconsultant percentages (based on the quoted dollar amounts) indicated in the Small Local Business Participation Worksheet at the time the Contract is awarded and throughout the term of the Contract.
4. The Prime Contractor must fill out sign the SLBE/SELBE Self Certification Affidavit and return it with proposal, and 48 hours after selection the Prime must submit signed SLBE/SELBE Self Certification Affidavit from each of the SLBE and SELBE subconsultant listed in the Small Local Business Calculations form. The Subconsultant must agree to provide the requested documentation to verify the SLBE/SEBLE status.

5. No Substitutions can be made to the SLBE and SELBE subconsultant, without the prior written approval of the District. The District will approve a subconsultant substitution on the following conditions:
 - a. A written statement from the subconsultant agreeing to the substitution.
 - b. When the subconsultant has been given a reasonable opportunity to execute the subcontract, yet fails to, or refuses to execute the subcontract, or refuses to satisfy contractual obligations.
 - c. When the subconsultant becomes insolvent.
 - d. When the District determines the work performed by the subconsultant is not in accordance with the contact agreement, or the subconsultant is substantially and unduly delaying or disrupting the progress of work.

6. An additional preference point for a Non-SLBE/SELBE Prime, who utilizes SLBE or SELBE subconsultant (who meet the District's Definition of an SLBE and SELBE) for minimum 35% of total bid amount, for full maximum five (5) preference points.

Firms that meet the District criteria for an SLBE and SELBE can complete the below self-certification affidavit signed under penalty of perjury. Firms claiming SLBE and SELBE status in the self- certification affidavit will be required to submit proof of residency and revenue no later than 48 hours after proposal submittal. Such proof shall consist of a small, local certification from a local agency in Peralta District, copy of a contract to perform work, to rent space or equipment, or for other business services, executed from their local address, and/or the firm's tax returns for the past three consecutive years. The following chart is how SLBE/SELBE preference points are calculated:

Certification Status	SLBE/SELBE Participation	Preference Points
SLBE/SELBE Prime <u>or</u> Non-SLBE/SELBE Prime	Less than 25%	0 points
Non-SLBE/SELBE Prime	25%	4 points
SLBE/SELBE Prime	25% or more	5 points
Non-SLBE/SELBE Prime	35% or more	5 points

RFP EXHIBIT E



Peralta Community College District

SLBE/SELBE SELF CERTIFICATION AFFIDAVIT

I certify under penalty of perjury that my firm meets the District’s definition of a Small Local Business Enterprise or a Small Emerging Local Business Enterprise and resides in the geographic location of the District’s market area and qualifies for the below preference. District qualified SLBE and SELBE Prime for professional services projects will receive five (5) preference points. Non-SLBE/SELBE Prime who utilizes 25% of total bid amount, with SLBE or SELBE subconsultant (who meet the District’s Definition of an SLBE and SELBE), can also receive four (4) preference points. An additional preference point for Non-SLBE/SELBE Prime, who utilizes SLBE or SELBE subconsultant (who meet the District’s Definition of an SLBE and SELBE) for minimum 35% of total bid amount, for full maximum five (5) preference points.

The District’s Contract Compliance Office will determine whether this requirement has been fulfilled. Proposers and their SLBE/SELBE subconsultants must each only claim one of the below status.

Certification Status	Status Claim
SLBE/SELBE Subconsultant	<input type="checkbox"/>
Non-SLBE/SELBE Subconsultant	<input type="checkbox"/>
SLBE/SELBE Prime	<input type="checkbox"/>
Non-SLBE/SELBE Prime	<input type="checkbox"/>

1. I acknowledge and am hereby advised that upon a finding of perjury with the claims made in this self-certification affidavit the District is authorized to impose penalties which may include any of the following:
 - a. Refusal to certify the award of a contract
 - b. Suspension of a contract
 - c. Withholding of funds
 - d. Revision of a contract for material breach of contract
 - e. Disqualification of my firm from eligibility for providing goods and services to the Peralta Community College District for a period not to exceed five (5) years

2. I acknowledge and have been advised and hereby agree that my firm will be required to provide proof (and if applicable, my SLBE and SELBE Subconsultants will provide proof) of the status claimed on this self-certification affidavit 48 hours after bid opening. Proof of status claimed includes tax returns from the previous three years and past contracts to determine the size and geographical location of my firm.

3. I declare that the above provisions are attested to under penalty of perjury under the laws of the State of California.

RFP Number: _____

RFP Name: _____

Signed

Date

Printed or typed name

Title

Name of Company

Telephone

Fax

RFP EXHIBIT F

NON-COLLUSION DECLARATION
(Public Contract Code Section 7106)

The undersigned declares:

I am the _____ of _____, the party making the foregoing
bid.[Title] [Name of Firm]

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding.

The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____
[Date]

at _____,
[City] [State]

Date: _____

Proper Name of Bidder: _____

Signature: _____

Print Name: _____

Title: _____

RFP EXHIBIT G

Acknowledgement and Signature Form

The undersigned having carefully examined the Request for Proposals, location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, and accurately completed the Vendor's Questionnaire, proposes to enter into a contract with Peralta Community College District to perform the work described in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the RFP, including any Addenda, within the time specified.

Addendum Acknowledgement

The following addendum(s) are acknowledged in this RFP: _____

Acknowledgement and Signature:

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the services stipulated on this proposal.

Vendor (Respondent) Name: _____

Name and Title of Signatory: _____

Signature: _____

(date)