

Peralta Community College District

REQUEST FOR QUALIFICATIONS

HAZARDOUS MATERIAL ASSESSMENT SERVICES AND/OR TESTING AND INSPECTION SERVICES

RFQ# 21/22-07



NOTICE IS HEREBY GIVEN that the Peralta Community College District (“District”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations (“Applicants”) to provide full Hazardous Material Assessment services (“Hazmat”) and/or Testing & Inspection services to the District for the Measure A and Measure G Bond Programs (“Program”) and projects identified in the District’s Bond Project List and Long-Range Facilities Master Plan (“Projects”).

The **Non-Mandatory** Pre-Proposal Meeting will be conducted via zoom on November 2, 2021, at **10:00 A.M. Conference Meeting ID 929 5030 9053 Password: 911440 via a remote meeting on zoom.**

<https://cccconfer.zoom.us/j/92950309053?pwd=VHZsaXpnS2diUVZ2QXBjZDRYbXZtQT09>

ALL STATEMENT OF QUALIFICATIONS (SOQs) ARE DUE ELECTRONICALLY BY 2:00 P.M. On November 15, 2021. Oral, telegraphic, facsimile, telephone, or email SOQs will not be accepted. SOQs received after this date and time will not be accepted and will be returned, unopened. All SOQs must be submitted electronically using the Peralta Community College website through the purchasing department through the following link:

[Vendor Registry](#)

Each submittal must conform and be responsive to the requirements set forth in this Request for Qualification (RFQ).

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject 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 RFQ, please submit them via Vender Registry at the link above before 2:00 PM on November 4, 2021. Answers will be posted on the District website by 2:00 PM November 12, 2021.

RFQ RESPONSE SCHEDULE SUMMARY

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

Date	Event
October 22, 2021	Release of RFQ
November 02, 2021; 10:00 AM	Non-Mandatory Pre-Proposal Meeting
November 04, 2021; 2:00 PM	Deadline for submitting written questions
November 12, 2021; 2:00 PM	Deadline for District answering written questions
November 15, 2021; 2:00 PM	Deadline for submitting SOQs
December 14, 2021	Board of Trustees Action to Approve List of Firms

PART I.

INTRODUCTION

Founded in 1964, the Peralta Community College District (“PCCD” or “District”) is a collaborative community of colleges comprised of Berkeley City College, College of Alameda, Laney College, and Merritt College. The Peralta Colleges provide a dynamic multicultural learning environment offering accessible, high-quality educational programs and services, including two-year degrees, certificates, and university transfer programs to more than 30,000 students. The District currently has an active program at all four sites. Approved by voters in 2006, Measure A allows the District to issue and sell bonds of up to \$390,000,000. Measure G was approved by the voters in November 2018, allowing the District to issue and sell bonds up to \$800,000,000.

The District is asking experienced and proven firms to submit their qualifications to provide full Hazmat and/or Testing & Inspection services for the District’s Measure A and Measure G Bond Programs. This RFQ defines the Hazmat and Testing & Inspection services sought and generally outlines the Projects’ requirements.

The District’s goal in issuing this RFQ is to select a pool of experienced, proven Hazmat and/or Testing & Inspection firms that can provide such services. From there, the District intends to issue Requests for Proposals (RFP) to one or more qualified firm(s) from that pool to provide said services for specific projects. The District will enter into a separate contract with the final selected firm for each subject project.

Information regarding the Program is available at: <https://build.peralta.edu/>

LIMITATIONS

The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participating in the RFQ 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 RFQ. The awarding of a contract, if at all, is at the sole discretion of the District.

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

The respondent's SOQ package, and any other supporting materials submitted to the District in response to this RFQ, will not be returned and will become the property of the District unless portions of the materials are designed 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 the any public disclosure of any SOQ package.

FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority business enterprises shall be afforded full opportunity to submit SOQs in response to this RFQ, 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 or otherwise subjected to discrimination in any consideration leading to the award of contract.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person or entity responding to this RFQ, 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 the RFQ, 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 Citizen's Oversight Committee, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for disqualification of the entity submitting a SOQ.

POOL OF QUALIFIED APPLICANTS AND RECERTIFICATION

The District will maintain a pool of qualified Hazmat and Testing & Inspection Services firms (“Applicants”). Requests for certification may be sent every two (2) years. Firms who do not reply to the requests for certification 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.

PART II

SCOPE OF SERVICES

The Contracted Firms may provide Hazmat and related services and/or Testing & Inspection Services and reporting, including, but not limited to the following, and/or as described in each future Requests Proposal (RFP). The quantity and duration of projects will depend on the District’s requirements and needs for these services.

The following is a general guideline for the Testing & Inspection and/or Hazmat services to be provided for the District on each District project to be awarded under this Request for Qualifications (“RFQ”). There may be additional project-specific tasks, which will be communicated to the selected firms when project-specific pricing is solicited.

The District is seeking qualifications from highly-qualified Firms that provide Hazardous Materials Assessment consulting services and/or Testing & Inspecting consulting services. The anticipated services may include, but are not limited to:

Hazardous Materials Assessment General Guidelines

1. Performing of required inspections, sampling, testing, of hazardous materials.
2. Pre-construction and construction reporting and work plans, project oversight and management, clearance testing, and related services to remove the various building-related hazardous materials to assist the Owner in securing the necessary permits and licenses in accordance with all applicable building codes and any Regulatory Agencies’ requirements.
3. The Hazmat team should consist of a Certified Asbestos Consultant to complete the environmental assessments and services described herein.

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

Consultant’s SOQ must set forth Consultant’s understanding of all applicable Health and Safety laws, guidelines and requirements, including Cal/OSHA Title 8, the Environmental Protection Agency (EPA), the Education Code, the California Department of Education (CDE), the Department of Toxic Substances Control (DTSC), and the California Division of State Architects (DSA) regulations, and local ordinances and/or other applicable zoning or planning ordinances/regulations, relative to the work to be undertaken as well as Consultant’s ability to

comply with the same, and the methodology by which Consultants will do so. Consultant SOQ 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.

Hazardous Material Assessment, Abatement, and Mitigation

Consultant shall furnish, without limitation, all necessary labor, materials, hardware, software, tools, testing, and equipment to complete the work described in this document. A project contract may include hazardous soil contaminant assessments. The intent here is to give a brief, general description of services which may be required for any given District project. At the time of specific project contracting, the Consultant shall verify that the contract scope of work includes all services that are necessary for the subject project and conduct all work using project documents and applicable codes and standards. The Consultant shall provide the services to the industry-standard level of professional care.

Consultant shall be ultimately responsible to plan, obtain permits for, prepare notifications, inspect, and close out a comprehensive hazardous material abatement/mitigation program which will result in the Owner's ability to proceed with demolition and other construction work where applicable. Consultant shall ultimately provide verification that the abatement work is complete to ensure that subsequently demolished building materials will be free of hazardous materials contamination. Consultant shall review all requirements applicable to the scope of work of project(s) requiring its Services and ensure compliance throughout the duration of the contract.

A. Scope Of Work

1. Building inspection, Sampling, and Testing

- a.** Inspect all buildings, utilities, and structures for both asbestos-containing building materials (ACBM) and asbestos-containing construction materials (ACCM). Retrieve a sufficient number of samples of other hazardous materials including paint coatings, PCB bedding sealants, expansion joint gaskets, etc.
- b.** Inspect for the presence of suspected ACBM, ACCM, lead coatings, mercury thermostats, fluorescent tubes, PCB ballasts, PCB caulking and bedding sealants, ionization smoke detectors, Freon and other refrigerants, building maintenance chemicals such as paints, lacquers, cleaning agents, Halon, emergency generator lubricants and fuels, hydraulic elevator fluids, and any other hazardous materials that will be subject to regulatory abatement requirements.
- c.** Perform destructive testing to expose hidden and inaccessible mechanical shafts, plenums, and furred out spaces, and hidden layers of ceiling systems and floor coverings. It is the intent of this task to require all ceiling and floor covering systems to be properly and completely characterized regarding type and number of layers requiring abatement. This task requires selective demolition of window assemblies to the extent that beading sealants and caulks are sampled. All roofs comprised of

different building materials must be cored to the deck in at least one location.

- d. Define the various hazardous materials' locations and homogenous areas, condition; measure the quantities, and evaluate hazardous materials found.

2. Laboratory Testing and Evaluation

- a. Submit all materials sampled, under chain of custody protocols, to a suitable accredited laboratory for analysis.
- b. Review, evaluate and interpret all laboratory results. Determine the impact each of the hazardous materials will have on the abatement and demolition work.
- c. Record and document all inspection findings in a bound report and submit for review to all Authorities Having Jurisdiction ("AHJ").

3. Abatement Plan, Demolition and Abatement Project Designs and Drawings

- a. Provide a report summarizing the findings of the inspection, samples, and testing including an Abatement Plan, where applicable.
- b. In the Abatement Plan, provide a hazardous materials abatement program following all regulatory requirements and protecting the public.
- c. Create a detailed pre-demolition survey, where applicable, including scaled drawings showing the location, types, and quantities of hazardous materials to be abated, removed, or remediated. Show on the drawings a suitable number of details and demonstrate the required extent of soft demolition required to access the hazardous materials, and the required sequence of the work.
- d. Prepare a Dust Mitigation Plan to submit along with the items noted above to comply with AHJ and any other relevant regulatory requirements.

4. Cost Estimate and Schedules

- a. Assist and collaborate with Construction Manager (CM) and General Contractor (GC) to develop preliminary abatement schedules for the hazardous material abatement and hard demolition work for both a conventional demolition and/or implosion methodology. Schedule must comply with a maximum duration provided by the Owner.
- b. Provide an estimate of abatement costs based on the inspection report and laboratory testing for a conventional demolition and/or implosion methodology.

5. Abatement Permit Documentation

- a. Assist CM or GC to develop technical recommendations for the scope of the Abatement and Demolition RFP that clearly describe the physical abatement work and associated processes.
- b. Prepare the “Abatement Plan” and “Demolition and Abatement Project Designs and Drawings” as defined in Paragraph 3 above, and any other required documentation for inclusion in the Demolition and Abatement RFP.
- c. Assist in conducting a pre-job bid walk.
- d. Respond to technical clarification requests.
- e. Collaborate with Owner, CM and/or GC to evaluate each of the submitted bids for abatement contractor as necessary and make a recommendation of contract award.
- f. Create bid tabulation for direct comparison between bids.

6. Abatement Inspection Services

- a. Inspect the hazardous materials abatement work as required by codes and regulations.
- b. Attend Owner/CM/GC regular progress meetings during abatement.
- c. Identify air monitoring requirements for the abatement contractor to perform.
- d. Represent the Owner’s interest in meetings with environmental regulatory agencies where required.
- e. Review abatement contractor pre-work submittals relating to abatement of hazardous materials.
- f. Verify submitted change order conditions where applicable.
- g. Create, post, and update weekly hazardous materials abatement status graphically showing the areas or floors in containment.
- h. Observe and record or otherwise document the abatement contractor’s performance for compliance with the construction documents, and with regulatory mandated practices to ensure the abatement contractor follows all asbestos safety procedures.
- i. Perform site inspections and prepare close-out reports as required.

7. Abatement Oversight and Clearances

- a. Monitor initial containment, perform inspection, and issue approval.
- b. Perform daily containment inspections as necessary.
- c. Ensure compliance with contract documents.
- d. Ensure compliance with Federal EPA regulations, Cal OSHA regulations, and all applicable statutory requirements.
- e. Conduct interior and ambient exterior air monitoring during abatement and building demolition to document asbestos and lead air quality outside the work area.
- f. Conduct aggressive clearance testing for asbestos by transmission electron microscopy (TEM) for each floor or work area.
- g. Confirm waste packaging and profiling.

- h. Sign all hazardous waste manifests on behalf of Owner, as requested.

8. Close-out Documents

- a. Prepare a final letter of completion documenting the building(s) is/are ready for structural demolition. Should it be decided that the structure will be imploded, the Consultant shall prepare the required documentation for submission to Local Air Quality Management District and other regulatory agencies, certifying that the building(s) has/have no hazardous materials remaining inside.
- b. Complete all project documentation, organize and develop a final submittal hard copy and pdf electronic file.

Testing & Inspection Services

Special inspection, testing, observation, and reporting services (excluding geotechnical and waterproofing scopes) required to meet applicable codes, regulations, and DSA requirements for all newly installed work. These services shall be provided as required by the project documents and DSA requirements for owner provided third-party inspection. DSA requirements shall be strictly adhered to as summarized by the DSA-103 Statement of Structural Tests and Special Inspections. Provide all testing and special inspections as required by all applicable laws, codes, ordinances, and regulations including the current California Building Code, the current California Administrative Code the Division of the State Architect, the Contract Documents, and additional tests or inspections required by the Owner.

Testing & Inspection Overview

- 1. Structural test and special inspections.
- 2. Soils analysis, compaction testing, and excavations.
- 3. Concrete reinforcement, concrete mix design review, concrete placement inspection, concrete sampling, and cylinder testing.
- 4. Steel fabrication, welding, and bolt testing and inspection.

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

Consultant's SOQ must set forth Consultant's understanding of all applicable sections of California Title 24 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's SOQ must confirm that the nature of the work as set by the applicable codes and regulations and all other applicable ordinances and guidelines conforms to established standards.

General Guideline: Selected firm(s) shall provide professional Hazardous Materials Assessment and related services and/or professional Testing & Inspection and related services on a project-specific basis as-needed. The project(s) for which a firm is selected to perform such work may include any or all of the specific services outlined in this RFQ. All work performed

shall comply with the approved construction documents, and applicable codes and regulations. The initial scope of work for each individual project will be established prior to the issuing of an RFP. Dependent upon the project's needs, firms may be requested to perform various assessments and related tasks at different phases of design and construction.

A. DSA Acceptance and Certification

Laboratories conducting any special inspection, testing, or obtaining, handling, preparing, protecting, transporting or storing of samples must be accepted by the DSA Laboratory Evaluation and Acceptance (LEA) program. A letter of acceptance by DSA is issued to the laboratory and states that the laboratory has demonstrated that it has met the criteria established by DSA for performance of material testing and special inspection of work under DSA jurisdiction.

Special Inspectors must be certified by the Division of the State Architect (DSA) and then approved to work on the assigned project(s). DSA certification is required for each type of inspector required for the assigned project(s).

B. Personnel

Provide qualified personnel at the site(s). Technicians must be suitably qualified with a minimum three (3) years of experience in performing both onsite and offsite test and inspections.

C. Pre-Construction

1. Familiarity with Contract Documents. Develop a comprehensive understanding of the contract plans, specifications, and required tests and inspections to perform the duties herein. Testing laboratories and special inspectors must be aware that, although code references are provided on the T & I list, the project plans and specifications must be carefully reviewed to properly interpret and implement the testing and special inspection requirements. Note that additional tests and/or inspections may be required, comment test procedures may be modified, or unusual acceptance criteria may be specified on the plans or specifications that are not reflected in the T & I list.
2. Inspection Plan. Prior to commencement of work, Consultant will cooperate with the Construction Manager, General Contractor, DSA Inspector of Record and the Design team to develop an Inspection Plan for the project.

D. Sampling, Handling, and Testing

The Testing & Inspection firm shall be responsible for the sampling, handling, and testing of structural materials as specifically required by the current version of Title 24.

The proposed testing facility/Laboratory of Record(s) (LOR) must have approval by the DSA Laboratory Evaluation and Acceptance (LEA) Program and demonstrate that it meets the requirements for supervision of special inspections, quality control, and records retention that would enable the laboratory's engineering manager to file a combined verified report.

1. Sampling. A representative of the testing facility shall select and obtain all samples required for testing. In special situations, with prior written approval of DSA, the project inspector, the A/E of Record, or the structural engineer on the project may select samples. In no case shall the contractor, a construction or program manager, or any other entity select, handle, or transplant samples for testing. It is essential that materials sampled for testing actually represent the materials used in construction. It is also important that materials are sampled, handled, and tested in accordance with project specifications and applicable American Society of Testing and Materials (ASTM) Standards.

a. Obtain samples and perform laboratory tests, as applicable, including, but not limited to:

- Soil
- Concrete
- Structural
- Plumbing
- Roofing

b. Prepare, cure, store, and transport project samples to the laboratory in compliance with applicable standards.

c. Chain of Custody. Maintain a chain of custody log for samples retrieved for testing, and retention of the records of such samples for future reference as necessary and as directed by the District.

d. Off-site inspections. Off-site inspections shall be included in this scope of services particularly for shop fabricated steel, batch plant mixes, and any other items required by DSA and/or the project documents.

2. Reporting and Review. Documents required by this contract include, but are not limited to, daily site visit reports, monthly progress reports, lab test results reports, and appropriate interim and final verified reports required for Inspection Card completion and Project Certification. In addition, minor submittal reviews will be necessary as required by DSA for the following:

- Concrete and asphalt concrete mix designs
- Structural and miscellaneous steel welding procedure specifications, procedures qualifications records and welder certifications.

The consultant shall report all compliant and non-compliant test findings. The Consultant shall provide test and special inspection reports using DSA templates recommended for use on school projects. Reports shall be sent directly to the District, DSA, the A/E of Record, the structural engineer, and the project inspector (IOR) by the testing facility. Reports shall be sent within fourteen (14) days of the date of the test unless results indicate non-compliance, in which case reports must be sent immediately.

- a.** Interim Verified Report (DSA-291): When a portion of construction included structural testing and special inspections, an Interim Verified Report needs to be completed by the Laboratory of Record and/or Special Inspectors to enable the IOR to complete the signoff of the DSA required Inspection Card. The Interim Verified Report requires the Engineering Manager to certify under penalty of perjury that all testing required by the DSA approved documents to date was performed and that the results of all tests indicate that the materials tested met the requirements. This form must be submitted by the DSA approved testing laboratory within fourteen (14) days of the conclusion of the testing program, or when work has stopped for more than one month, or if the services of the laboratory have been terminated for any reasons. Instructions are included on the back of the Laboratory Verified Report form. The last Interim Verified Report shall constitute a Final Verified Report.
- b.** Final Verified Report (DSA-291): At the conclusion of all testing work involved in a project, the Engineering Manager must complete a Laboratory of Record Verified Report (DSA-291) and submit to the DSA Regional Office with oversight authority for the project, in accordance with California Code of Regulations, Title 24, Part I, Section 4-335, 4-336. The Verified Report requires the Engineering Manager to certify under penalty of perjury that all testing required by the DSA approved documents was performed and that the results of all tests indicate that the materials tested met the requirements. This form must be submitted by the DSA approved testing laboratory within fourteen (14) days of the conclusion of the testing program, or when work has stopped for more than one month, or if the services of the laboratory have been terminated for any reasons. Instructions are included on the back of the Laboratory Verified Report form.
- c.** Combined Verified Report (DSA-291): At the conclusion of all testing work involved in a project, the Engineering Manager may file a combined Verified Report covering both tests and special inspections, if either of the following applies:
 - i. The LOR can self-certify that it meets the requirements for oversight of special inspections, including direct supervision of

special inspectors; verification of qualifications and certifications of special inspectors and field supervisors; quality control program/procedures; and, records retention.

OR

ii. The LOR was reviewed and approved by DSA LEA Program as meeting the requirements of current CA Administrative Code as specified by DSA for supervision of special inspections.

3. Special Inspection

- a. Per Section 4-333(c), special inspection may be required by DSA for certain aspects of constructions such as shop and field welding, masonry, expansion anchors, and batch plants. In general, special inspection is required by DSA for construction work that occurs at a location remote from the project site and/or for inspections that require specialized knowledge. Any special inspectors required shall be employed by the testing firm and are individually and personally responsible for providing continuous special inspection and reporting the results of those inspections. The special inspector is also responsible for submitting verified reports. To the greatest extent possible, one individual must provide all inspection for the aspect of work requiring the special inspection. When two or more special inspectors must share responsibility for the inspection of one aspect of the work, each special inspector must clearly define the extent of the work they inspected. (See IR 17-6).
- b. Special Inspection Verified Report: Unless the LOR completes and files a Combined Verified Report- DSA 291 (described above), at the conclusion of any work for which special inspection is required, each individual special inspector must submit a separate Special Inspection Verified Report (DSA-292) stating under penalty of perjury that all testing required by the DSA approved documents was performed and that the results of all tests indicate that the materials tested met the requirements. This form must be submitted by the DSA approved testing laboratory within fourteen (14) days of the conclusion of the testing program, or when work has stopped for more than one month, or if the services of the laboratory have been terminated for any reasons. Instructions are included on the back of the Laboratory Verified Report form.

4. Schedule

On time completion of construction is of critical importance to mitigate any impact to campus operations, and construction duration is limited due to the

availability of the facilities. Competent, qualified staff, available resources, and testing facilities are required for a successful outcome of the project objectives in regards to scope and schedule.

5. Project Completion

At completion of the project, the T&I firm shall:

- a. Deliver all inspection records and project correspondence to the Program Manager.
- b. Submit in a timely way Final Verified Reports (DSA-291 and DSA-292 if applicable) to DSA, District, IOR, and AOR.

6. Facilities and Equipment

Consultant will be responsible for providing their own vehicle, and special equipment, personal computer and related equipment, printer and any clerical support and other goods and supplies necessary to perform services as required by this contract.

Miscellaneous Requirements for Hazmat/T&I Services

The selected consultant(s) and/or consultant teams shall keep proper records of all projects for Hazardous Materials Assessment and Testing & Inspection Services, pursuant to contracted services, including, but not limited to, copies of all project correspondence, submittals, shop drawings, and schedules. All such project records shall be submitted to the District after the completion of the project and shall become property of the District.

The selected consultant(s) must have sufficient staff to handle several projects simultaneously and promptly complete assigned tasks. Work must begin on assigned tasks within ten (10) days of notification to proceed.

Deliverables, as specified in each project RFP, will be prepared in accordance with the applicable codes and regulations and District standards including, but not limited to, the District and/or College standards.

The District intends to evaluate and select those Applicants whose qualifications are determined to be the most beneficial to the District. The selected Firms are allowed to therefore provide services for a variety of District projects at any of the District's campuses or satellite locations. Future project-specific requests will be issued as a RFP.

PART III

REQUIREMENTS FOR SUBMITTAL OF QUALIFICATIONS

A. FORMAT REQUIREMENTS

Please limit proposals to no more than twelve (12) pages (*cover letters, table of contents, dividers, licenses, resumes, and exhibits are not included in the page count*). Firms submitting SOQs in response to this RFQ must follow format below. Material must be in 8-1/2 x 11 inch format, font size 12 point or larger. Each SOQ shall include a Front Cover stating the following: "Statement of Qualifications for [Firm Name] in Response to Peralta Community College District's RFQ # _____". The SOQ electronic file shall be formatted as follows:

1. Each SOQ shall include a table of contents.
2. 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.).
3. Proposals shall include 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. SOQ CONTENT REQUIREMENTS

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

- a. Provide a letter of introduction signed by an authorized officer of the firm. If the Hazardous Material Assessment or Testing & Inspection firm is a joint venture, duplicate the signature block and have a principal officer also sign on behalf of each party to the joint venture.
- b. Include a brief description of why your firm is well-suited for, and can meet, District's needs.
- c. Clearly state if your firm is proposing on Hazmat, Testing & Inspection, or both.
- d. Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process. Name, email address, and phone number for no more than two (2) individuals who can respond to questions and correspondence on behalf of the Proposer.
- e. **Must include the following statement: ["INSERT COMPANY'S NAME] received a copy of the District's form of Hazardous Material Assessment ("Agreement") and Testing & Inspection Services Agreement attached as [Insert Appendix "X"] to the RFQ. [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."**
- f. Respondent shall certify that no official 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.

- g.** Respondent shall certify that no official employee of the firm has ever been convicted of an ethics violation.

2. TAB 2- BUSINESS INFORMATION

Please provide the following information

- a.** Company name
- b.** Address
- c.** Telephone
- d.** Fax
- e.** Website
- f.** Name and email of main contact
- g.** Federal Tax I.D. Number
- h.** License or registration number
- i.** Type of organization/business structure (ownership; legal form, i.e. corporation, partnership, etc., and senior officials in 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
- j.** A brief description and history of the firm, including number of years the firm has been in business and the date firm was established under its given name
- k.** Number of employees (licensed professionals, technical support)
- l.** Location of office where the bulk of services solicited will be performed
- m.** Any State or California certification for your firm indicating small business or Disabled Veteran Business Enterprise status
- n.** How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant
- o.** Provide similar information for proposed sub-consultants
- p.** How sub-consultants will be utilized on the Project(s) and to what extent work will be performed in-house

3. TAB 3– PROJECT APPROACH AND FIRM QUALIFICATIONS

- a.** Provide a statement demonstrating your firm 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.
- b.** A brief written summary of the firm's philosophy related to the planning and design of the Project(s).
- c.** Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount, on three (3) school projects

awarded in the last five (5) years. Include at least two (2) examples of school facility modernization projects.

- d. Describe your firm's approach to providing Testing & Inspection, if applicable, for three (3) school projects awarded in the last five (5) years. Include at least two (2) examples of school facility modernization projects.
- e. Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification
- f. Describe the approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements
- g. Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction
- h. Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design, LEED and CHPS in the context of similar facilities
- i. Describe your experience with pre-checked designs, giving specific project details
- j. Describe your experience with lease/lease-back projects
- k. How does your firm approach modernization projects versus new construction projects?
- l. Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a community college district
- m. Describe your experience with DSA and working within the DSA process
- n. Describe your experience with the Project Commissioning process
- o. 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

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

- a. Provide information about prior services/designs prepared 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.
- b. Experience with projects for other Public Agencies in California.
- c. Experience working on a campus while school is in session.
- d. For Hazmat services, experience on projects with design guidelines that incorporated sustainability efforts and other measures related to mitigating or reducing the negative impact on the environment. This may also include work on LEED certified facilities or Low Impact Development (LID) and sustainable storm water management techniques
- e. For each project, please include the following information:
 - i. Briefly state the significance of each relevant project your firm has worked on that you would like to be considered in this RFQ. Briefly

explain how you believe the particular project is relevant to the District's needs.

- ii. Specify role of firm or individual if work was not exclusively by the firm (i.e. joint venture, association)
- iii. Provide at least two (2) examples of projects that have been phased during school occupancy while conducting renovation and new construction
- iv. Identify DSA close-out status for the **last** five (5) completed K-14 educational projects
- v. Provide a list of the following for each project noted above:
 - 1. Project name, type, program, and location.
 - 2. Beginning and end dates of project (including design and construction).
 - 3. Square footage.
 - 4. Date of each project Notice of Completion and DSA final certification.
 - 5. Number of RFIs and Change Orders of each project
 - 6. Original budget, bid amount, and final amount at close-out
 - 7. Key individuals of the firm involved and their roles in the project.
 - 8. Any sub-consultants that worked with the firm
 - 9. **Client References**: district name with name of contact person, title, telephone number, and email address to be contacted for a reference.
 - 10. Identify any and all K-14 educational projects that have not been closed-out by DSA and provide explanation.

5. TAB 5- HAZMAT AND T & I TEAM SUMMARY AND QUALIFICATIONS (See Matrix Attached in Vendor Registry)

The selected [HAZMAT/T&I FIRM OR COMPANY] shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for hazardous materials assessment and Testing & Inspection services as described herein:

- a. Identify and provide resumes for key members within your firm that you would assign to the **Hazmat and/or T&I** team and their roles. Include, at a minimum: **[LIST SPECIFIC ROLES]**. 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.

- b. 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).
- c. Each response must include evidence that the **Hazmat/T&I** 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.
- d. 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 the team member's replacement.

6. 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. A 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.

7. TAB 7- RATE SCHEDULE

Provide the following fee and cost information:

- a. 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.
- b. List all anticipated reimbursable costs by category in a time and materials format, including travel-related costs and criteria.
- c. For all fee structures, include the classification of personnel and the hourly billing rate for each classification.
- d. 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.
- e. List any additional services that you foresee may be necessary, if any, and list the proposed costs for such services.

8. TAB 8 – Authorized Signature

- a. **Insurance Requirements:** include statement that “[insert name of Respondent] has reviewed the indemnity provisions and insurance requirements contained in the sample contract and”:
 - o “has no objections.”

b. Other Modifications: include statement that “[insert name of Respondent] has reviewed all provisions of the sample Agreement and”:

o “has no objections.”

c. Debarment: Provide statement that the Proposer, and all of its proposed subconsultants and other partners, have not been debarred from providing services to any Federal, State, or Local Agency within the last five (5) years. If Proposer or any of its proposed subconsultants or other partners has been debarred, identify the agency and individual that issued the debarment, the agency’s basis for the debarment, and the date of the debarment.

Proposer or any of its proposed subconsultants or other partners has been debarred, identify the agency and individual that issued the debarment, the agency’s basis for the debarment, and the date of the debarment.

d. Ethics Certification: Certify that no official or employee of Respondent has ever been convicted of an ethics violation.

e. Other Certifications and Forms:

i. Acknowledgement and Signature Form

1. Use the Acknowledgement and Signature Form in **RFP Exhibit 1**.

f. Authorization and Declaration: Provide statement that the person signing the Proposal is authorized to submit proposals on the behalf of the entity, and that “by virtue of submission, [insert name of authorized signatory] declares that all information provided is true and correct.”

g. Signature: Signature of authorized person, printed name and title of authorized person, and date. If Respondent is a joint venture, duplicate the signature block and provide an authorized person for each party to the joint venture.

9. TAB 9- SLBE/SELBE

The proposer (prime vendor) meets the District’s definition of SLBE or SELBE, and/or has demonstrated a willingness to partner in a significant matter with such a firm. Complete and submit SLBE/SELBE Self Certification Affidavit

10. TAB 10- REQUIRED FORMS

Exhibits to this RFQ (separately attached in Vendor Registry), completed according to their instructions:

a. Sample Agreement

- b. Vender's Questionnaire and Certificate of Compliance
- c. Certificate Regarding Worker's Compensation
- d. Statement of Equal Employment Opportunity
- e. Small Local Business Enterprise / Small Emerging Local Business Enterprise Program (Information Only, not required in SOQ)
- f. SLBE/ SELBE Self-Certification Affidavit
- g. Non-Collusion Declaration
- h. RFQ Acknowledgement and Signature Form.
- i. Team Experience Template

PART IV

SELECTION CRITERIA

A. EVALUATION

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

1. The **Firm's experience** and performance history with similar services for California K-14 school districts (with particular experience in community college work), when applicable, including:
 - a. Demonstrated experience, technical background, and expertise in professional Testing & Inspection services, if applicable.
 - b. 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.
 - c. Project Firm's experience in successful and timely approval of firm's projects through all state and local regulatory agencies.
 - d. Ability to assist with preparing and/or modifying Education Specifications as required by the State agencies and the District's design committee.
 - e. Experience in planning, design, and administering the construction of public school renovation and repair projects.
 - f. Experience administering construction change orders.
 - g. Use of energy savings and value engineering in design.
 - h. Knowledge of state laws and regulations, the Americans with Disabilities Act, and other governmental requirements for K-14 school districts, with particular focus on California community colleges.
 - i. Experience in data communication systems used in schools.
 - j. Experience with construction cost reduction measures such as, but not limited to, re-use of design plans and construction design.
 - k. Experience with pre-checked designs.

- I. Experience with the Building Commissioning Process.
2. Experience, results, professional and technical expertise of proposed personnel
3. Acceptable and verifiable references from clients contacted by the District, including:
 - a. Firm's reputation
 - b. Satisfaction of previous clients (client relationships)
 - c. Timeliness of work and ability of the firm to meet schedules
 - d. Accuracy of cost estimates
4. Overall responsiveness of the SOQ
5. Location of office and accessibility to the District
6. Proposal, including proposed fee and fee schedule
7. SLBE Compliance per the District's SLBE/SELBE Program (Separately Attached in Vendor Registry), Firms indicating compliant participation will be awarded points based on the categories of compliance.

A selection committee will evaluate all submissions. Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and are 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 SOQs, the District's Selection Committee will choose the most highly-qualified firms to be interviewed and then potentially 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	45
2	Staff experience	50
3	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

A District may investigate responding parties that extend beyond contacting the references identified in the SOQ. 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.

THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!