

Peralta Community College District

REQUEST FOR QUALIFICATIONS

INSPECTORS OF RECORD

RFQ # 21 22/02



NOTICE IS HEREBY GIVEN that the Peralta Community College District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide Construction Inspection and related 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").

ALL SOQs ARE DUE ELECTRONICALLY BY 2:00 PM ON AUGUST 16, 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 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 Vendor Registry at the link above before 2:00 PM PST on August 05, 2021. Answers will be posted on the District website by 2:00 PM PST on August 13, 2021.

RFQ RESPONSE SCHEDULE SUMMARY

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

Date	Event
July 23, 2021	Release of RFQ
August 3, 2021; 9:00 AM PST	Non-Mandatory Pre-Proposal Meeting (Via remote meeting)
August 5, 2021; 2:00 PM PST	Deadline for submitting written questions
August 13, 2021; 2:00 PM PST	Deadline for District answering written questions
August 16, 2021; 2:00 PM PST	Deadline for submitting SOQs

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 Inspector of Record Services for the District’s Measure A and Measure G Bond Programs. This RFQ defines the services sought and generally outlines the Projects’ requirements.

The District’s goal in issuing this RFQ is to select a pool of experienced Construction Inspection firms. From there, the District intends to issue a request for proposals (RFP) in order to select one or more qualified firm(s) from that pool to provide said services to the District.

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, provided as a separate attachment on 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.

PART II

SCOPE OF SERVICES

The Contracted Firms may provide **Inspector of Record** related services and reporting, including, but not limited to the following, and/or as described in each future RFP. The quantity and duration of projects will depend on the District's requirements and needs for these services.

All Proposals shall be based on, but not limited to, the services listed below. Upon successful completion of contract negotiations, Division of State Architect ("DSA") approval and issuance of a contract Notice to Proceed, the Consultant will be responsible for the following:

A. General.

The IOR shall act as an agent for the District at the project site. Services under this agreement are to provide assurance that the Project is built according to the approved construction documents so that the DSA can certify the Project work when complete. The IOR must possess actual knowledge obtained by their personal inspections of the work of construction in all stages of its progress to ensure that the requirements of the approved plans and specifications are being executed. The IOR must follow DSA applicable Interpretation of Regulations describing the duties of the Project inspector.

The duties of the Inspector will include all the activities required to develop, comprehend, and maintain personal knowledge of the Project work, generally including the following.

1. Maintain codes, documents & records as prescribed by DSA,
2. Attend Project meetings,
3. Continuously inspect construction and maintain records of such inspections,
4. Inspect materials & material deliveries,
5. Identify, document & report deviations in the construction from the requirements of the DSA approved construction documents,
6. Coordinate Testing & Inspection,
7. Monitor the work & reports of the Laboratory of Record (LOR),
8. Prepare Reports,
9. Monitor the work of Assistant Inspectors if applicable,
10. Communicate & notify appropriate parties in an organized & timely manner,
11. Review as-built drawings, and requests for payment,
12. Issue correction and stop work notices and notify the Construction Manager and District in writing if work does not confirm to contract documents,
13. Report project delays,
14. Perform Project close-out procedures and all other tasks required to be performed by a "Project Inspector" under Title 24, Part I of the California Code of Regulations, and as required by the Education Code "Field Act".

B. Pre-Construction

1. Familiarity with Contract Documents. Develop a comprehensive understanding of the contract plans and specifications to perform the duties contained herein.
2. Inspection Plan. Prior to commencement of work, IOR will cooperate with the Construction Manager, General Contractor, and the Architect to develop an Inspection Plan for the project.
3. DSA Document List. Prior to commencement of work the IOR shall work with the Construction Manager to develop a list of DSA required documents unique to the individual project.
4. Posting. Post all addenda items in the DSA approved inspector set of project documents.

C. Maintenance of codes, documents & records

1. Codes. Maintain copies of the applicable Title 24 building codes and interpretive manuals at the job site for the duration of the Project. The codes shall include, at minimum:
 - a. The State Uniform Plumbing Code:
 - b. The State Uniform Mechanical Code:
 - c. The State and National Electric Code[s]:
 - d. The State Uniform Building Code:
 - e. State access standards and interpretive regulations:
2. Up-to-date Plans. The IOR shall keep a current and up to date file of the approved plans and specifications (including all approved documents to the Construction Manager for proper action. The approved plans and specifications shall have all addenda, changes, field directives identified and posted in the job file. Maintain records at the site in an orderly manner, including the construction contract, addenda, supplements, submittals, correspondence, approved shop drawings and other project data.
3. Construction Procedure Records. The IOR shall keep a record of certain phases of construction procedures including, but not limited to the following:
 - a. Concrete pouring operations. The records shall indicate time, date, and location of placing concrete and the time, date, and location of removal of forms in each portion of the structure.
 - b. Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.
 - c. All such record of construction procedures shall be kept on the job until the completion of the work. These records shall be made a part of the permanent records of the Owner.

D. Meetings

1. Attend all meetings as requested in contract documents and requested by the District, such as billing meetings, specifications review, coordination progress, and pre-installation meetings.

E. Inspection

1. Construction Methods and Procedures. Review and monitor Contractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, all finishes, electrical, mechanical, fire alarm, etc.
2. Inspection Card. Perform Inspection Card (DSA-152) sign-off when certain construction milestones are completed in accordance with the DSA approved construction documents and as outlined in the DSA-152 Inspection Card Manual. When a portion of construction includes structural testing and special inspections, the IOR shall coordinate with the laboratory and/or special inspectors to obtain their Interim Verified Report in order to complete the sign-off of the Inspection Card.
3. Special Inspection. Coordinate the activities of Special Inspection to ensure that the project design criteria and specifications are implemented. Special Inspection by Inspectors specially approved by the District may be required on all of the following as applicable:
 - a. Masonry construction
 - b. Ready-mixed concrete batching
 - c. Geotechnical / soil compaction
 - d. Steel fabrication
 - e. High-strength steel bolt installation
 - f. Welding
 - g. Electrical and Mechanical work
 - h. Others

Special Inspections may be performed by the IOR if they have been specifically approved for such purposes. Where other Special Inspectors are required to comply with DSA and/or CBC requirements, the IOR shall manage coordination, scheduling, and timely reporting of results to the Construction Manager.

The District may also require Special Inspection for any other shop fabrication procedures that preclude the complete inspection of the work after assembly. It may require special inspection at the site in addition to those listed above if found necessary because of the special use of a material or methods of construction.

4. Materials. Inspect, verify, and document Contractor's delivered equipment and materials to ensure that they meet submittal and specification requirements. Such Inspection must occur within 48 hours of Contractor's delivery to the job site. Notify the Construction Manager in the event that materials stored on the site will

neither interfere with the Project work nor incur damage from weather or other causes.

F. Testing and Inspections

1. The IOR shall be the Contractor's sole point of contact for, and shall coordinate, all testing and inspections. This includes testing and inspections by other consultants and outside agencies. The IOR shall maintain a log and record dates and hours worked onsite as well as tests performed for all special inspections. The IOR shall review all invoices for special inspections and track budget for special inspections.

G. Reporting

1. Inconsistencies and Errors. All inconsistencies or suspected/apparent errors in the plans and specifications shall be reported promptly to the Construction Manager for interpretation and instructions by the Architect. In no case shall the final instructions be construed to cause work to be done that is not in conformity with the approved plans, codes and regulations, and specifications, unless accompanying documents authorize such changes. Cooperate with the Architect, Construction Manager, Testing Lab, regulatory agencies and appropriate governing bodies during the observation of the work of construction to ensure compliance with the approved drawings and specifications.
2. Interpretations and Clarifications. Request interpretations and clarifications of the approved contract drawings and specifications, when necessary, from the Architect via the Program Manger. Refer any received code interpretations that cause deviations from the approved drawings and specifications to the Architect and the Construction Manager for preparation of response.
3. Reports. Provide required reports to the Division of the State Architect.
 - a. Daily Activity Reports. Submit, on a daily basis, an activity report, in PDF format, to the Construction Manager, including the following information as it pertains to the work inspected.
 1. Activities performed by the Contractors, and areas where work is performed.
 2. Manpower assigned to each Contractor and Subcontractor.
 3. Equipment and materials delivered to the site.
 4. Weather conditions.
 5. Construction equipment and vehicles utilized.
 6. Identification of visitors to the site.
 7. Any observations of the Inspector and/or Architect.
 8. Verbal instruction and clarifications of the work given to the Contractor.
 9. Inspection by the representatives of regulatory agencies.

10. Note occurrences or conditions that might affect Contract Sum or Contract Time.
 11. Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity by the Contractor. Note corrective actions taken and persons notified of any corrective actions deemed.
 12. Provide digital photographs of segments of construction as well as items that will be permanently covered.
- b. Semi-monthly Reports, in PDF Format, shall be submitted on the 1st and 16th day of each month of Project work.
 - c. Verified Progress Reports. Reports to be submitted as required by Title 24, and provided to DSA on required form, following review by the Architect; Inspector must provide the Verified Progress Reports to Architect, in typed format, forty-eight hours prior to the date of required transmission to DSA.
4. Other. Confirm that Fire Life Safety and electronic grounding tests have been successfully completed.

H. Notification

1. Deviations. The IOR shall notify the Contractor, in writing of any deviations from the approved plans and specifications that are not immediately corrected by the Contractor when brought to their attention. Copies of such notice shall be forwarded immediately to the Construction Manager and to the District.
2. Corrective Changes. Submit to the Construction Manager, in a timely manner, a detailed report or request for clarification whenever any corrective change is necessary in field construction that will result in a variance from the drawings or specifications as originally issued.
3. Notice of non-compliance. Issue notices of non-compliance to the Contractor, with copies to Construction Manager/Architect denoting apparent deviations from the Contract Documents and preparation of a log of such deviations. Notify the Construction Manager of apparent changes from the contract documents without an authorized and approved change order.
 - a. Notify the Construction Manager/Architect of questionable materials and/or workmanship, as needed, to allow remedial action to be taken, in circumstances where Inspector believes he is not qualified to judge the acceptance of such materials and/or work.

4. Benchmark. Provide notice of specific benchmarks during the course of construction in accordance with applicable requirements of the Division of the State Architect.

I. Review

1. As-Builts. Inspect and verify that Contractor's As-Built record documents are updated on a regular basis and are complete and up to date monthly prior to processing the Contractor's monthly payment request.
2. Special Inspection Billings. The IOR shall review Special Inspector's billings and provide to the Program Manger a written accounting that either notes discrepancies or makes the recommendation to accept the billing as submitted.
3. Contractor Payment Requests. Assist in reviewing the Contractor's Payment Request at billing meetings.
 - a. Verify Contractor's monthly requests for payment to determine that the request is consistent with the work completed; certify or recommend denial of the request for payment and forward to Architect for action.
4. Contractor Submittals. Assist in the review of Contractor's Submittals.

J. Closeout

1. Substantial Completion. When the Contractor's work or a designated portion thereof is substantially complete, prepare a list of incomplete or unsatisfactory items via a punch list and submit to the Construction Manager
2. Project Completion. At completion of the project, deliver all inspection records and project correspondence to the Construction Manager.
3. Project Inspector Verified Report (DSA-6-PI). Upon successful completion of project, inspector shall promptly submit DSA-6-PI to DSA per California Code of Regulations, Title 24, Part 1, Sections 4-336 or 4-240.

K. Duties Not Included. Inspector will not be expected to perform the following work of others.

1. The Inspector will not supplant any part of the Architect's construction Administration responsibilities.

2. The Inspector will not duplicate any of the responsibilities assigned to Construction Manager, who will function as the District's lead consultant during the construction phase.
3. The Inspector shall take special care to ensure that they do not issue instructions to the Contractor that will result in a claim for extra compensation or a claim for an extension of time of Contract completion.
4. The Inspector will not perform specific coordination tasks or provide construction supervision.
5. The Inspector will not perform any duties related to the monitoring and enforcement of project site safety. This shall be the responsibility of the General Contractor. If a potential concern is observed, the Inspector will notify the General Contractor and Construction Manager.

L. Facilities and Equipment.

1. District will provide office space, furniture and equipment as described in the RFP, for use by the Inspector of Record. Inspector will be responsible for providing their own vehicle, and special equipment, personal computer and related equipment, and any clerical support and other goods and supplies necessary to perform services as required by this contract.

M. Withdrawal and Approval and/or Certification

1. The DSA field engineer observes the project inspector's performance of code-prescribed duties during the course of construction. The IRA-8 describes the required duties and responsibilities of the project inspector. Failure to perform duties as required may result in the withdrawal of approval and/or certification of the project inspector.

PART III

REQUIREMENTS FOR SUBMITTAL OF QUALIFICATIONS

A. FORMAT REQUIREMENTS

Please limit proposals to no more than twelve (12) pages. 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 # 21-22/02."

The SOQ electronic file shall be formatted as follows:

- a. Each SOQ shall include a table of contents.
- b. 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.).
- c. 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 **Inspector of Record** 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 identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- d. **Must include the following statement:** ["INSERT COMPANY'S NAME] received a copy of the District's [form of Independent Consultant Agreement ("Agreement")] as a separate file under RFQ in Vendor Registry. [INSERT COMPANY'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the agreement. If given the opportunity to contract with the District, [INSERT SERVICE COMPANY'S NAME] has no objections to the use of the Agreement."
- e. 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.
- f. 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

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. Describe your firm’s approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification
- c. Describe the approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements
- d. Describe your experience with pre-checked designs, giving specific project details
- e. How does your firm approach modernization projects versus new construction projects?
- f. Demonstrate your firm’s flexibility in adapting to the changing needs and priorities of a community college district
- g. Describe your experience with DSA and working within the DSA process
- h. 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 performed by your firm in the last ten (10) years on **a minimum** of five (5) K-14 educational projects your firm has engaged in that have been completed, including whether projects were closed out with DSA successfully
- b. Experience with projects for public agencies in California
- c. Experience working on a campus while school is in session
- d. 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
 - 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. 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- INSPECTOR OF RECORD TEAM SUMMARY AND QUALIFICATIONS (See Matrix Attached in Vendor Registry)

The selected firm shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for Inspector of Record services as described herein:

- a. Identify and provide resumes for key members within your **INSPECTOR OF RECORD** firm that you would assign to the **INSPECTION** team and their roles. Include, at a minimum: **LIST SPECIFIC ROLES**. List license numbers, dates, and office addresses. List number of projects each staff member is inspecting concurrently. 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 of **INSPECTOR OF RECORD** will be required to demonstrate long-term relationships with 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 **INSPECTOR OF RECORD** 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 rate and cost information:

- a. Provide a rate schedule for all costs associated with providing the requested services, if your firm is selected.
- b. For all rate structures, include the classification of personnel and the hourly billing rate for each classification.
- c. List any additional services that you foresee may be necessary, if any, and list the proposed costs for such services.

- d. Provide example of how rates are calculated.

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”:
 - “has no objections.”
- b. **Other Modifications:** include statement that “[insert name of Respondent] has reviewed all provisions of the sample Agreement and”:
 - “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 – REQUIRED FORMS

Exhibits to this RFQ, 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 in SOQ)
- e.** SLBE / SELBE Self-Certification Affidavit
- f.** Non-Collusion Declaration
- g.** RFQ Acknowledgement and Signature Form
- h.** 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), including:
 - a.** 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
 - b.** Project Firm’s experience in successful and timely approval of firm’s projects through all state and local regulatory agencies
 - c.** Experience in administering the construction of public school renovation and repair projects
 - d.** Experience administering construction change orders
 - e.** 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
 - f.** Experience with pre-checked designs
- 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
- 4. Overall responsiveness of the SOQ
- 5. Location of office and accessibility to the District

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!