

Solano Community College District

Program/Construction Management Request for Qualifications

Please note: Applicants must attend the mandatory pre-qualification conference on Friday, January 11, 2013 at 9:00 AM in order to submit a Qualifications Statement.

NOTICE TO PROGRAM AND CONSTRUCTION MANAGERS

REQUEST FOR QUALIFICATION OF PROGRAM AND CONSTRUCTION MANAGEMENT COMPANIES FOR PUBLIC WORKS PROJECTS

NOTICE IS HEREBY GIVEN that the Solano Community College District of Solano County, California, hereinafter referred to as the District, will receive up to, but not later than **Friday February 1, 2013 at 3:00 pm**, a **Statement of Qualifications** for approval to provide program and/or construction management services for the recently passed \$348 million Measure Q bond for public works projects at the District. Submit Statement of Qualifications in writing (3 copies) **and** electronically via email, on flash drive or CD. Only program and/or construction management companies who have been approved through pre-qualification will be eligible to participate in the Request for Proposal process to provide services on Measure Q public works projects.

Only program and/or construction management companies who have been approved through this process will be eligible to participate in the Request for Proposal process to provide services on major and minor public works projects that include, but are not limited to:

- New Construction
- Modernization Projects
- Energy Efficiency Projects
- Repairs
- Hazardous Substance Removal
- Telephone/Data Systems Upgrade
- State Funded Scheduled Maintenance Projects
- Seismic Retrofits
- Capital Projects
- FUSION Updates
- Reports

For a list of upcoming projects, refer to the Facilities Master Plan, currently under construction, located at www.solano.edu.

Obtaining Qualification Requirements: All Statement of Qualifications shall include the minimum content requirements established by the District. The Request for Qualifications document should be downloaded from the District website (www.solano.edu) or may be obtained from the Purchasing Department of the Solano Community College District at 4000 Suisun Valley Road, Fairfield, CA 94534. (707) 864-7167.

Submission Address: Electronically transmitted reports [no larger than 4mb] are preferred. Statement of Qualifications shall be sent electronically to laura.scott@solano.edu. The Statement of Qualifications may be copied to a flash drive or CD and sent to the Purchasing Department of the Solano Community College District at 4000 Suisun Valley Road, Fairfield, California, 94534.

Review of Statements of Qualifications: The District's evaluation is solely for the purpose of determining which program and/or construction management companies are deemed responsive, responsible and qualified to work on public works projects. Program and/or construction management companies will be reviewed by the District based upon the submitted Statement of Qualifications, and any

other information available to the District. The District may request a program and/or construction management company 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 of information submitted by the program and/or construction management company.

The District retains the sole discretion to determine issues of compliance and to determine whether a program and/or construction management company is responsive, responsible and qualified. The District's decision will be based on the evaluation of several criteria including, but not limited to the following:

- Successful Experience with DSA
- Successful Experience with California K–14 Projects
- Successful Experience in Higher Education
- Successful Experience with modernization and new construction projects
- Successful Experience with the California State Chancellor's Office FUSION database
- Successful Experience with California State Funded Scheduled Maintenance Projects
- Project deliver methods
- Personnel

Disqualification: Each Statement of Qualifications must be complete. Incomplete statements will be considered non-responsive and grounds for disqualification. In addition, a program and/or construction management company may be automatically disqualified for any one of the following:

- Falsification of information
- Lack of DSA experience.
- Lack of relevant experience
- Lack of responsiveness
- Lack of California K-14, and/or higher education experience
- Contacting any Board Member or the District Superintendent/President

The District reserves the right to reject any or all Statements of Qualifications and to waive any irregularities in any response received.

Pre-Qualification Conference: The District will hold a Pre-Qualification Conference for all interested parties at 9:00 AM, Friday, January 11, 2013 in the multi-purpose room at the Vallejo Center located at 545 Columbus Parkway, Vallejo, CA 94591. The purpose of this meeting is to review the qualification process. Attendance is mandatory.

Confidentiality: Responses to the Request for Statement of Qualifications and any information submitted for evaluation are not public records and not open to public inspection. The District will maintain the confidentiality of these records to the extent permitted by law. In the event a third party requests these confidential records, the District will notify the affected program and/or construction management company, and it shall be the program and/or construction management company's responsibility to defend the District in any action to compel disclosure of the program and/or construction management company's confidential information.

The Solano Community College District is an equal opportunity, affirmative action employer.

Introduction

Solano Community College District (District) is seeking Qualifications Statements from program management and construction management firms to provide services for major

new construction, seismic retrofit, modernization, and special repairs, hazardous substances removal, and other capital improvement projects for all District premises, including the Fairfield campus, the Vallejo Center and the Vacaville Center, Nut Tree Airport, Travis AFB locations.

The Program Management firm will be responsible for developing and implementing the District's Capital Improvement Program; this Program will be based on the 2012 Facilities Master Plan, and will span a 8-10 year period, with projects funded by a general obligation bond, State-funded Capital Outlay Program funds, State-funded Scheduled Maintenance & Special Repairs Program funds, State-funded Hazardous Substance Removal Program funds, grants, and local funds. Responsibilities will include, but not be limited to: development of a program management plan and process to manage scope, schedule and budgets; the ability to link to the Solano Community College website and to Banner financial database; quality control; recommending project delivery methods and procurement strategies; preparing monthly and yearly fiscal reports, project status and Board reports; and being the liaison between District administration, Bond Oversight Committee and Construction Manager(s).

The Construction Manager(s) will be responsible for detailed aspects of individual projects. Responsibilities include but are not limited to: ensuring quality; job site safety; managing project scope, schedule, and budgets; coordinating contractors and vendors; conducting code and constructability reviews; maintaining project documentation; recommending value engineering measures; producing and/or evaluating construction estimates; and being the liaison between the Program Manager and the local and college communities.

It is expected that the Construction Manager and Program Manager will manage a myriad of projects from the pre-design phase to building commission.

RFQ Objective

The purpose of this Request for Qualification process is to qualify Program and/or Construction Management firm(s) to provide services to one or more of the Solano Community College District campuses for the next 8 – 10 years.

Process

All interested firms should provide a Qualifications Statement to the District by February 1, 2013 at 3:00 PM. Upon receipt, the District will review the Qualification Statements. Highly qualified firms will be long listed and invited to interview with the District. After

the interview process, the District will create a short list of qualified firms that the District would like to do business with. The short listed firms will then be notified in writing to respond to a Request for Proposal to the District.

Qualifications Statement

Please provide to the District no later than February 1, 2013 at 3:00 PM, preferred in an electronic format [no larger than 4mb] or flash drive or CD as well as a written report, a Statement of Qualifications to provide Program Management / Construction Management services. Electronically submitted reports will only be accepted in the following programs: Microsoft Office Suite, AutoCad, Microsoft Project, and PDF.

Minimum Content in Statement of Qualifications

- A. Table of contents
- B. General Information
 - Name, address, phone, fax, email, Federal ID#, and website address.
 - Date the firm was established under the name given.
 - Type of ownership, or legal structure, of firm.
 - Certified financial statement for the most recent two years.
- C. Firm Overview
 - Brief history of firm.
 - Professional services provided.
 - Number of years your firm has been providing Program Management/Construction Management services.
- D. Personnel
 - Provide resumes for all key personnel that will be part of the Program Management/Construction Management; include their license(s) and office address.
 - List total number of firm's personnel. Include total number of program/construction managers (by specialty), architects/engineers (by specialty), draft persons, office staff, etc. at each office location.
- E. List of partners and consultants, if any.
 - Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role and its related experience. List projects on which your firm has worked with the consultant in the past.
- F. Project History
 - K-14 and Higher Education projects.
 - Other projects.
- G. List of references.

- List projects for which your firm has provided/is providing Program/Construction Management services which are most related to this project.
- For each of the listed projects, provide the following information: project cost (original contract amount and final cost), current phase of development, estimated (or past) completion date, type of services provided, and the Owner's contact person and telephone number.

H. Current fee schedule.

I. Questions

General Program and Construction Management

1. Has the company, Program/Construction Manager, or any proposed member of the team, failed to complete work for which a contract was issued? If yes, explain the circumstances.
2. Are there any civil or criminal actions pending against the company or any proposed member of the Program/Construction Manager team? If yes, explain in detail. Are there any current unresolved disputes/allegations?
3. Provide a brief history of your firm's litigation, arbitration, and mediation cases for the last five years.
4. Describe your company's system for review and processing of contractor payments.
5. Describe your company's experience with the preparation, negotiation and review of contract documents.
6. Describe your company's method for pre-qualifying architects, engineers, contractors and vendors.
7. Describe your company's system for review and processing of submittals.
8. Describe how your company establishes on-site organization and maintains a project site during the construction phase.
9. For each project listed, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects. If the team as a whole provided Program/Construction Management services for any of the projects listed, so indicate.
10. Describe the steps your company takes to turn over a completed project to the Owner.
11. Describe your company's experience in design-build projects, lease-lease back projects and other alternate project delivery methods.
12. How does your company handle discipline coordination?
13. How does your company approach modernization projects vs. new construction?
14. Describe your company's experience with California Environmental Quality Act (CEQA).
15. Has your company ever been disqualified from working for the District or any other public entity?

16. Is the applicant a joint venture? If so, describe the division of responsibilities between the participating companies, the offices (location) that will be the primary participants, and the percent interest of each firm. Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. Attach a copy of your joint venture agreement to each copy of the submittal.

Relevant Project Experience

For five of the projects listed under references, describe the way information was recorded, monitored, and reported. Specifically, provide detailed responses as they relate to each of the following. Supporting documentation may be included to supplement and exemplify written descriptions.

17. Project scope:
- Scope development
 - Scope changes: RFP's, RFI's, unforeseen conditions
18. Project budget:
- Budget development and management
 - Budget variances
 - Cost estimating
 - Include examples of successful value engineering that maintained the budget without sacrificing quality
 - Pricing and management of change order work
19. Project schedules:
- Schedule development
 - Schedule maintenance
 - Include specific examples of scheduling challenges, and how your firm resolved them.
20. Quality Control:
- Describe the way your company ensured quality control during the pre-construction, construction, and post-construction phases; provide detailed methods and specific examples of how these methods were used.
 - Describe the methods used to prevent and/or resolve conflicts.

Public Entity Particulars

The District is a public institution. While the District does not require a program and/or construction management firm to have specific previous experience with public works projects, previous experience in this area will

benefit the District directly. Please provide your company's experience with the following particular aspects of public works projects. Describe the years of experience that your company has had, who in your company has the experience and any other specific details about your company's experience.

21. Division of the State Architect (DSA)
22. Higher education, including community colleges, state colleges, and universities in California
23. K – 14 construction in California.
24. Project Labor Agreements
25. Prevailing Wage requirements
26. General Obligation Bond finance, scheduling and reporting
27. State Capital Outlay, Scheduled Maintenance & Special Repairs and Hazardous Substance Removal Programs
28. Public works construction contracts
29. Public sector procurement process

If there is any additional information that your company would like to provide to the District, please attach it at the end of the Qualifications Statement.

Please add the following language to the end of the Qualifications Statement: "By virtue of submission, (the company) declares that all information provided is true and correct."

END OF DOCUMENT