

REQUEST FOR QUALIFICATIONS

**LEASE-LEASEBACK SERVICES
SOLANO COMMUNITY COLLEGE DISTRICT
BUILDING 600 (ADMINISTRATION BUILDING)
FAIRFIELD, CA**

Submit Proposals no later than: May 17, 2013

To Solano Community College District Purchasing Department

Attention: Laura Scott

(707) 864-7167

Fax (707) 646-2097

Laura.Scott@solano.edu

KEY DATES

- Mandatory pre-submittal conference: May 3, 2013 10:00 AM
- Submit all questions regarding this RFQ: on or before May 10, 2013 2:00p.m.
- RFQ Responses (Statement of Qualifications): due no later than May 17, 2013 2:00pm
- Shortlist Notification: May 24, 2013
- Tentative Interview dates: June 3 - 6, 2013
- Board of Trustees award of a contract for preconstruction services to the selected contractor: Estimated July 17, 2013
- Board of Trustees authorization to execute Site Lease and Facilities Lease, including Construction Provisions and final GMP: Estimated February, 2014
- Expected Date of Substantial Completion: Estimated November 2014

**LEASE-LEASEBACK SERVICES FOR:
SOLANO COMMUNITY COLLEGE DISTRICT
BUILDING 600 (ADMINISTRATION BUILDING)
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SECTION 1. INTRODUCTION

The Solano Community College District (the District) is issuing this Request for Qualifications (RFQ) requesting Statements of Qualifications (SOQs) from contractors qualified to provide the District with services described in this document for the modernization and construction of the Solano Community College, Fairfield Campus Administration Building (Building 600) (the Project). This document describes the Project, the required scope of work, the selection process and the minimum information that must be included in the SOQs.

The submittal process for the Contractor consists of two parts:

- Request for Qualifications (RFQ): This RFQ consists of an open invitation to qualified Contractors to submit SOQs that propose their firm as best qualified to build the Project.
- Request for Proposal (RFP): Based upon responses to the RFQ, the District will rank the contractors, create a list of finalists, and invite three or more of the top-ranked finalists to an interview and respond to a Request for Proposal which will include the proposed fee structure.

The District plans to enter into a Preconstruction Services Agreement with the selected Contractor to develop a Guaranteed Maximum Price for the project, and expects thereafter to enter into Facilities Lease and Site Lease Agreements wherein the District will lease District-owned property to the Contractor and the Contractor will agree to construct the Project pursuant to the District's Construction Provisions and the Contractor's responses to this RFQ and the District will receive incremental title to the constructed property in accordance with payments made. The District will pay for and take title to all improvements no later than completion of construction of the Project, at which time the leases will be terminated.

The contracts, if the District chooses to award them, will be awarded by the Board of Trustees pursuant to the provisions of Education Code 81335 et. seq.

The District reserves the right to cancel or modify the RFQ and/or RFP process at any time and to reject any or all responses to the RFQ and/or RFP.

SECTION 2. MANDATORY PRE-SUBMITTAL CONFERENCE

A mandatory pre-submittal conference will be held on May 3, 2013 beginning at 10:00 AM located in the Administration Building Board Room. Information specific to this solicitation will be provided as well as general Project information, including Reference Documents listed in Section 12 and provided at the District's website (<http://www.solano.edu/purchasing/>).

A tour of the Project site will be conducted as a part of the conference.

Contractors failing to sign in on the official attendance sheet at the pre-submittal conference will not be eligible to participate in the submittal phase.

SECTION 3. DEFINITIONS

Definitions shall be those provided in the Facilities Lease (Exhibit FL), Site Lease (Exhibit SL), Preconstruction Services Agreement (Exhibit PA), and Construction Provisions (Exhibit CP). See drafts of the leases, the agreement, and the construction provisions which form a part of this RFQ as Exhibit PA, Exhibit FL, Exhibit SL, Exhibit GP and Exhibit CP.

SECTION 4. BACKGROUND

Building 600 (The Campus Administration Building), is located on the main campus of Solano Community College District in Fairfield, CA. This 13,000 square-foot building was originally built in 1960's and has had no major renovations since its original construction. It houses all of District's central services including Business and Finance, Human Resources, Research and Planning, Academic Affairs, President-Superintendent and his support staff, two multi-use classroom/meeting spaces and District Board room. The Board room is approximately 1,200 square-feet. The building renovation will include renovated spaces for all departments currently contained within the building and also allow for needed space efficiencies through redesign of key administrative spaces. All areas of the building are slated for complete renovation. The Board room, as a focal aspect of this project, will be expanded to meet the needs of the District. It will include a major audio/visual element and acoustics in order to bring this room and building to a modern and energy efficient building. This project is planned to be LEED Certified at this time with a plan for design towards LEED Silver. Abatement and demolition of this building is anticipated to be completed by end of summer 2013 prior to documents going to DSA. The total cost of construction is estimated to be \$4.2 million dollars and the project is scheduled to be completed within 10 months from Notice to Proceed with construction.

The District is currently considering expanding the scope of work to potentially include a separate free-standing Board Room/Multi-Purpose Building (approximately of 4,000 square-feet) connected to the existing Building 600 via a trellis/canopy, a paved walkway and landscaping. This would increase the overall project budget by roughly \$2 million.

SECTION 5. SUBMITTAL REQUIREMENTS

5.1 Submission of Statement of Qualifications (SOQ)

To be considered for selection, Respondents must complete, sign, and submit this entire RFQ and include a written response to this RFQ which addresses all of the requirements of this RFQ and includes all attachments (Attachment RFQ-1, RFQ-2, & RFQ-4) as well as those required by the RFQ Declaration. The SOQ must be submitted **no later than May 17, 2013 to:**

Solano Community College District:
Attn: Purchasing Department, Laura Scott
Address: 4000 Suisun Valley Road, Fairfield, CA
Attention: Laura Scott

Respondents must submit one (1) unbound original, eight (8) bound copies and an electronic CD/DVD copy of the completed SOQ in a sealed envelope or box identified as “**RFQ SOLANO COMMUNITY COLLEGE DISTRICT BUILDING 600 ADMINISTRATION BUILDING**” with the Respondent's name and address clearly indicated. Do not email or fax the submittals; emailed or faxed submittals will be rejected. Responses are limited to fifty (50) pages exclusive of the attachments required in RFQ-1.

No Late SOQs will be accepted. Late SOQs will be returned to the submitter unopened.

There will not be a public opening of SOQs.

The District reserves the right to request, receive, and evaluate supplemental information and clarifications during its evaluation of SOQs and proposals. The District will conduct this process in a fair and impartial manner.

The District reserves the right to waive non-material irregularities in any response.

The District reserves the right to cancel or amend this RFQ or to extend the date responses are due. Incomplete SOQs or incorrect information may be cause for disqualification.

Issuance of this RFQ does not commit the District to award a contract or to pay any costs incurred in preparation of a SOQ or any response to this RFQ. The District reserves the right to reject any or all SOQs.

All materials submitted to the District will become the property of the District and will not be returned. All information submitted in response to the RFQ will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.

5.2 Amendments

If Amendments to this RFQ are issued, Respondents must acknowledge receipt of Amendments in the cover letter of their RFQ responses. Failure to acknowledge and respond to any Amendments issued by the District may cause the Respondent's Statement of Qualifications to be deemed non-responsive.

5.3 Questions

Any questions or requests for clarifications to this RFQ must be submitted in writing by email to the Purchasing Department, ATTN: Laura Scott (laura.scott@solano.edu). Answers to questions or requests requiring clarification to this RFQ will be posted on the District's website.

Questions must be submitted no later than May 10, 2013, at 2:00p.m. Questions received after this deadline may be answered at the discretion of the District. Amendments will be posted on the District's website (<http://www.solano.edu/purchasing/>) and emailed to all the companies that sent representatives to the mandatory pre-submittal conference.

SECTION 6. SELECTION PROCESS & TIMETABLE

The District intends to negotiate a contract with the Contractor most qualified, as determined by the District to be in the best interest of the District, at compensation that the District determines is fair and reasonable. Should the District be unable to negotiate a satisfactory contract with the Contractor considered the most qualified at a price the District deems reasonable, negotiations with that Contractor may be formally terminated. The District may then undertake negotiations with the second most qualified Contractor, as determined by the District to be in the best interest of the District, or may pursue other methods of project delivery.

6.1 Selection Process

Step 1 – Response to District's RFQ

- Based on the requirements of the RFQ, review of the District-provided documents and attendance at the mandatory pre-submittal conference, Contractors will submit their Statements of Qualifications to provide the District with services described in this RFQ.
- The District's Selection Committee will evaluate, score, and rank the SOQs.
- Based upon its evaluation of the RFQ responses, the District will invite the top-ranked Contractors to participate in interviews and to complete and submit responses to a Request for Proposal.

Step 2 –Interviews with Contractors Selected in Step 1

- Interviews will be held with each selected Contractor to discuss their approach and methods for carrying out the Project, budgetary range of construction costs, the Contractor's approach to project scheduling, methodology for managing project costs, how the Contractor's team brings value to the Project, and other subjects chosen by the Selection Committee.

- At a minimum, the individuals listed below must be present for the interview.
 - Preconstruction Project Manager
 - Construction Project Manager
 - Construction Superintendent
 - Project Estimator

At the Contractor’s option, Contractor may bring additional personnel but no more than 5 attendees total.

- The District’s Selection Committee will evaluate, score and rank the Contractors interviewed.

Step 3- Evaluation of RFP Responses and Ranking of Contractors

- Based on the requirements of the RFP and review of the District-provided documents, the Contractors selected in Step 1 will submit written responses to the RFP, including a fee proposal form, to provide the District with fees for services described in the RFP. The RFP responses must be submitted in a sealed envelope marked to identify the Contractor. The RFP will not be opened until after the interviews have been concluded and the interviews have been evaluated, scored and ranked. The District will open the RFP responses and evaluate and score each Contractor’s response.
- Based on the evaluation of the RFQ responses, interview results, and RFP responses, the District will rank the contractors and select one or more Contractor(s) with whom to attempt to negotiate a Preconstruction Services Agreement. If negotiations are not successful with the top-ranked contractor, the District will attempt to negotiate a contract with the second-ranked contractor and so on.

6.2 Selection Timetable

The following dates provide a general guideline and are subject to change by the District. Specific interview times will be arranged with top-ranked contractors after Step 1 of the selection process.

Task description	Date
Mandatory pre-submittal conference	May 3, 2013
RFQ responses due	May 17, 2013
Short-list Contractors	May 24, 2013
Interview selected Contractors	June 3 – 6, 2013
Issue RFP	May 24, 2013
RFP responses due	June 3, 2013
Negotiate Preconstruction Services Agreement with top-ranked Contractor	June 13 – 26, 2013
Recommendation of award of Preconstruction Services	July 17, 2013

SECTION 7. SCOPE OF WORK

The Contractor will work under the direction of the District's Program Manager and the District's Architect. The Program Manager will assist the District as Project Manager and owner's representative during all phases of the work; the Program Manager will not act as construction manager for the Project.

- District's Architect: HH+A
- District's Program Manager: Kitchell CEM

7.1 Preconstruction Services

The District intends to execute a Preconstruction Services Agreement with the selected Contractor to partner with the District's staff, Program Manager and Architect to provide preconstruction services that will lead to the Contractor providing to the District a Guaranteed Maximum Price (GMP) for the project. The scope of Preconstruction Services will generally consist of reviewing existing documents and site conditions, scheduling, estimating, constructability review, subcontractor bidding, and development of the GMP, as described fully in the Preconstruction Services Agreement (Exhibit PA). A draft of the Preconstruction Services Agreement has been provided with this RFQ.

- Programming, Design Development, and Construction Documents are currently being developed by the Architect. Approval of documents by the Division of the State Architect will be secured during the Preconstruction Services phase.

7.2 Construction Services

When the District proceeds with the construction phase of the Project, the selected Contractor will act as a general contractor pursuant to the Site Lease, Facilities Lease and Construction Provisions to complete the Project's construction for the GMP.

The District will **require an open-book policy** with the Contractor and its construction team. The District will require the selected contractor to submit a copy of all subcontractor bids, pricing backup, contingency breakdown and tracking, general conditions breakdown and tracking, and Contractor fees upon submission of the GMP. This information will be kept by the Program Manager for records throughout construction

Lease amendments or changes to the GMP will be issued against an established project District Contingency for District-directed changes and unforeseen conditions only.

The Contractor will provide both preconstruction and construction services. The Contractor shall hold all required licenses and be the financially responsible party for bonding and insurance.

SECTION 8. GUARANTEED MAXIMUM PRICE

Contractors are not required to include a Guaranteed Maximum Price (GMP) when responding to the RFQ. However, Contractors who are invited to respond to the RFP will be required to submit fee proposals based upon the estimated direct cost of construction stated above. At the completion of Preconstruction Services or at a different mutually agreed-upon milestone, the selected Contractor will be required to provide a finalized GMP for the construction phase that includes the direct cost of construction plus the Contractor's fees. The Contractor's fees shall not exceed the fee percentages proposed in its RFP response multiplied by the actual direct cost of the construction.

The final project cost will be determined after bids for all subcontractors are taken. The following components, as defined in the Construction Provisions (Exhibit CP) and the Draft GMP and Payment Provisions (Exhibit GP), will be included in the GMP:

- Direct Cost of the Work as determined by the subcontractor bids
- Contractor's Construction Services fee (overhead and profit)
- Contractor's bond costs and insurance costs
- Contractor's Contingency

SECTION 9. STATEMENT OF QUALIFICATION FORMAT AND CONTENT

The Statement of Qualifications (SOQ) should be clear, concise, complete, well-organized, and demonstrate the Contractor's qualifications.

All Contractors are required to follow the format specified below. Each section of the SOQ must be tabbed according to the numbered titles 1 through 8 shown below to aid in information retrieval and review by the District's Selection Committee.

The points that have been assigned to each topic below are shown to the right of the title. Pass/Fail indicates that if the Contractor does not meet the requirement, i.e. if it fails, the Contractor will be disqualified and will not be able to participate further in the RFQ/RFP process. However, if it passes, points are not given.

SOQ Cover:

Include the RFQ's title and SOQ due date, the name, address, email, fax number and telephone number of the principal firm.

Table of Contents:

Include a complete and clear listing of headings and pages, and list attached documents.

1. Cover Letter:

(0 points)

Provide general company background and location of the Contractor's offices and the ability of the Contractor to respond to the District's requirements in a timely manner. Identify key team members including staff and all sub-consultants and include the title and signature of the Contractor's contact person for this RFQ proposal. The signatory shall be a person with official

authority to contractually bind the company. Recognize receipt of any amendments in this cover letter.

2. Qualifications & Experience:

(10 points)

Provide a description of the Contractor's experience, in the last seven (7) years, in providing general construction, CM at Risk services for California public owners, and LLB services under Education Code 81335 et. seq. for Community Colleges and/or Education Code 17406 et. seq. for public schools. Alternatively, or in addition, describe experience providing LLB services for other public entities.

Provide at least three (3) (but not more than five) specific examples of projects, completed within the last seven (7) years, using LLB or alternative delivery methods. One of those projects may be currently under construction. Please note that if a Contractor believes that a project satisfies the requirements for Qualifications and Experience (Section B) as well as requirements for Project Specific Experience (Section C), the Contractor may use the project as an example for both sections.

3. Project-specific Experience:

(pass/fail portion & 15 points)

Provide descriptions of at least three (3) (but not more than five) projects, completed by the Contractor within the last seven (7) years, which are similar to the Project in the key aspects listed below. One of those projects may be currently under construction. Complete a Project-specific Experience Project Data Sheet (Attachment RFQ-4) for each project and bind the Project Data Sheets under this tab. Additional information, such as photographs or expanded project descriptions in 8 1/2" x 11" format, is encouraged and may be attached to the Project Data Sheets. Please note that if a Contractor believes that a project satisfies the requirements for LLB Qualifications and Experience (Section B) as well as requirements for Project Specific Experience (Section C), the Contractor may use the project as an example for both sections.

Provide a written summary, not to exceed four pages, describing how the projects submitted collectively demonstrate evidence of the following:

1. Experience with modernization or renovation of buildings on active community college campuses.
2. Specific examples of preconstruction efforts saving project time and/or project funding.
3. Experience with projects of similar size, quality and type of construction.
4. Experience with projects executed as public works construction projects.
5. Experience with projects subject to the jurisdiction of the Division of the State Architect oversight or the direct oversight of a public agency's inspection services.

Unless at least two (2) of the projects submitted under this Section demonstrate experience with building types, building components or systems similar to those listed in Section 4 – Project Background and/or the Project Schematic Documents provided, the Contractor will receive a failing score for this section and may be disqualified from further participation in the RFQ/RFP.

4. Methods and Strategic Plan:

(15 points)

Based upon review of the Attachments and Reference Documents provided with this RFQ, briefly describe the Contractor's basic approach and methods for managing, scheduling and carrying out the Project. The District values collaboration and team building. Completing the project ahead of schedule is highly desirable. Also, please describe how your firm will address local participation in the project from subcontractors and vendors.

5. Staffing and Team Organization: (15 points)

Provide a written description of the proposed project staffing and how the team is organized to meet the needs of the project. The District's Selection Committee will consider the strength of the entire team. Do not exceed three (3) pages.

In support of the written description, provide at least:

- Organization chart for the project that contains the names and job titles of the employees in key positions and as well as other proposed staffing.
- Resumes for employees in the key positions that demonstrate related work and technical experience.
- Matrix of which staff members have worked together on previous projects, indicating project names and dates.

6. Location: (5 points)

State the proximity of the Contractor's local permanent office(s) to Solano Community College District; a location within a 100-mile radius is preferred. State how long the office has been located at that location and whether the most local office will administer the Project.

7. Quality Control: (5 points)

Describe the Contractor's quality control philosophy, quality control program and processes used during both preconstruction and construction phases to ensure overall project quality. Do not exceed two (2) pages.

8. Request for Qualifications Dec. & Financial Condition Dec.: (pass/fail portions & 35 points)

Respondents are solely responsible for completing the Request for Qualifications Declaration (RFQ-1), the Declaration of Financial Condition (RFQ-2) and other documents required by RFQ-1, to be attached under this tab. The signatory shall be a person with official authority to bind the company. Failure to complete the Request for Qualifications Declaration, using the format provided, will render the Respondent's SOQ non-responsive and disqualify the contractor from further participation in the RFQ/RFP. The Respondent will be scored on the following:

- Licensing Requirements (pass/fail)
- Claims History (10 points)
- Safety Record (pass/fail & 10 points)
- Financial Information (pass/fail & 9 points)
- Bonding Information (pass/fail & 6 points)
- Insurance Information (pass/fail)

As a part of this Section, the following attachments must be returned, fully completed, and bound under this tab.

- Attachment RFQ-1: Request for Qualifications Declaration including the contractor's safety program must be attached to the original, unbound copy of the SOQ in paper or electronic format.
- Attachment RFQ-2: Declaration of Financial Condition including the financial statements must be attached to the original, unbound copy of the SOQ.

SECTION 10. EVALUATION FACTORS

The purpose of this Request for Qualifications, and the subsequent Request for Proposals, is to enable the District to select the most qualified firm. After making the selection, the District intends to enter into negotiations with that firm for construction of the Project pursuant to the Lease-Leaseback provisions of Education Code Section 81335 et. seq.

The District will use the qualification-based selection process outlined herein. An Interview and Selection Committee composed of key District officials and consultants will review and evaluate all Statements of Qualifications, will conduct interviews, and will review and evaluate responses to the RFP. The Committee will consist of representatives from the District, the District's Architect and the District's Program Manager. It may also include others invited by the District.

Statements of Qualification received by the District will be evaluated according to the evaluation factors listed in this RFQ. During the RFQ evaluation, cost and price will not be evaluated. Cost and price information will be requested from Contractors selected to participate in the RFP process.

The District will compare and evaluate all qualifying SOQs and select a Contractor that, in the sole and absolute discretion of the District, can fully meet the requirements of the District, based upon the following factors:

- Conformance with the specified RFQ format and content.
- Demonstrated sufficient experience and technical competence of the Contractor, (including principal firm and sub-consultants) considering the types of service required; the complexity of the Project; record of performance; and the strength and adequate experience of the key personnel who will be dedicated to the project.
- Demonstrated ability to meet project budgets and timelines.
- Demonstrated ability to provide constructability reviews and value engineering.
- Demonstrated ability to provide exemplary construction services, including the identification and profile of key personnel assigned to the Project.
- Demonstrated ability to deliver projects of high quality construction.
- Ability and willingness to work collaboratively and cooperatively with District staff, Program Manager, Architect and other team members.
- Experience with public works projects.
- Experience with private or public works projects of similar type.
- Experience in working with the Division of the State Architect or similar agency.
- Financial resources and stability of the Contractor.
- Litigation history of the Contractor.
- Experience, expertise and knowledge of the lease-leaseback, or similar process.
- Staff capacity, depth and current workload.

- Nature and quality of the Contractor's completed work.
- Geographical proximity of contractor's permanent offices to the project site
- Experience with delivery of LEED Silver certified projects.

Contractors selected for interviews will be notified in writing. The District will specify the date, time, and location of their interviews and outline of the interview process.

SECTION 11. FORM OF AGREEMENT

The District intends to enter into agreement for the required services using the standard forms of agreement listed below and attached in draft form as Exhibits. The following documents are provided to the Contractor in electronic format to assist in the preparation of the response to this RFQ.

- Exhibit PA – Draft Preconstruction Services Agreement, dated 4.8.13
- Exhibit SL – Draft Site Lease, dated 4.8.13
- Exhibit FL – Draft Facilities Lease, dated 4.8.13
- Exhibit CP – Draft Construction Provisions, dated 4.8.13
- Exhibit GP – Draft GMP and Payment Provisions, dated 4.8.13

During the Request for Proposal (RFP) process, Respondents must confirm, in their execution of the RFP, they have reviewed the standard forms of agreement and are in substantial agreement with their terms and conditions. After the RFP process is completed the District will be open to good faith negotiations and will consider the final selected Contractor's proposed revisions to the terms and conditions to the Forms of Agreement.

SECTION 12. REFERENCE DOCUMENTS

Additionally, the following Reference Documents are provided to the Contractors in electronic format to assist in its preparation of the response to this RFQ

- Schematic level design documents

-End of Document-