

Solano Community College District

**REQUEST FOR QUALIFICATIONS (RFQ #14-008)
CIVIL ENGINEERING SERVICES
CAPITAL IMPROVEMENT PROGRAM**

In November of 2002 and November 2012 the residents of the Solano Community College District ("District"), to be responsive to the needs of students and the community, approved Bond Measure G and Q respectively. The funding is planned for the completion of essential repairs to aging classrooms and college buildings to today's health and earthquake safety requirements, and providing sufficient classrooms and science labs to offer more job training and workforce development courses and programs to students, military, and veterans, facility maintenance, safety and security issues, class size and offerings in key disciplines such as nursing, health sciences, biotechnology, solar and clean technology fields, automotive technology, and information and computer technology.

In order to implement some of the projects the District is seeking to establish a pool of qualified civil engineering firms to provide engineering design services for the various projects. The District would like to establish a pool of consultants that can quickly meet the needs of the District and will only accept firms that are within 50 miles of the Fairfield Campus. Respondents interested in being considered for inclusion in the District's selected pool of qualified civil engineering firms, to provide civil engineering services under the capital improvement program, must submit their SOQ as set forth herein.

Respondents to this RFQ should mail or deliver one (1) unbound copy and six (6) bound copies, along with an electronic copy of their Statement of Qualifications ("SOQ") as further described herein, to:

Laura Scott
Purchasing Manager
Solano Community College District
360 Campus Lane, Suite 201
Fairfield, CA 94534

ALL RESPONSES ARE DUE BY 2:00 P.M., ON January 22, 2014.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

If you have any questions regarding this RFQ please email Ines Zildzic on or before January 15, 2014 at izildzic@kitchell.com.

Solano Community College District
Request for Qualifications for Civil Engineering Services
Capital Improvement Program

BACKGROUND

The District is seeking SOQ's in response to this RFQ from experienced entities to provide full engineering services through the design and construction phases of the various projects to be delivered under the District's Capital Improvement Program. This RFQ defines the services sought by the District and generally outlines the requirements for the projects. Briefly stated, the District is seeking experienced and proven design professionals to provide planning, design, engineering, and construction administration services for the various Projects identified. In addition, the District is interested in firms that can provide field survey services and traffic studies.

LIMITATIONS

The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participation in the RFQ process or selection for inclusion in the pool of qualified civil engineering firms will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any proposal in response to this RFQ. The awarding of contracts for specific design services, if at all, is at the sole discretion of the District.

The District reserves the right to reject any or all SOQ's, to waive any irregularities or informalities not affected by law, to evaluate the SOQ's submitted, and to include or not include entities in the pool of qualified civil engineering firms or award a contract, if any, in a manner which best serves the interests of the District at a reasonable cost to the District.

RESTRICTIONS ON LOBBYING AND CONTACTS

For the period beginning on the date of the issuance of this RFQ and ending on the date of the establishment of the pool of qualified civil engineering firms, no person or entity submitting in response 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 this RFQ, the evaluation or selection process/or the award of the contract(s) with any member of the District's Governing Board, selection members, or any member of the Citizens' Oversight Committee, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the person or entity submitting a SOQ.

SCOPE OF SERVICES

The Scope of Services may vary for each individual project but generally is intended to include full engineering services through the design and construction phases of the specific project. The Scope of Services may, as required by the project, include site evaluation and investigation, preparation of biddable documents, contract administration and development of a Project Budget for the specific project. The Project Engineer may be required to meet, as needed, with District Facilities staff, neighborhood organizations, and upper level District administrators for project development.

The District is seeking firms with the following characteristics:

- Successful experience with modernization, new construction, expansion, and renovation projects for California community college and K12 school districts.

Solano Community College District
Request for Qualifications for Civil Engineering Services
Capital Improvement Program

- Demonstrated experience completing modernization, new construction, expansion, and renovation projects for California community college or K12 school districts on time.
- Demonstrated experience maintaining project budgets during design and maintaining low rates of design related to change orders during construction.
- Capability to provide adequate staffing and resources to support project and a track record of maintaining key staff through the duration of project(s).
- Office located within 50 miles from the Fairfield Campus.
- Have an established Quality Assurance/Quality Control program.
- Demonstrated track record of working collaboratively with other educational districts
- Successful experience working with DSA

SUBMITTAL FORMAT

Firms responding to this RFO must follow the format below. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "**Cover Letter**", the second tab would be entitled "**Relevant Qualifications**", etc. Proposals shall be limited to a maximum of 30 numbered pages (double sided counts as two pages) of printed material, not including covers, tabs, table of contents and Appendix.

1. COVER LETTER

- Identify the name of the entity proposing and the type of organization
- Provide a brief history of the entity proposing
- Identify key team members including proposed sub-consultants
- Provide name of primary contact person
- Summarize most relevant qualifications and experience
- Acknowledge and understand that the successful firms will sign the standardized Agreement for Engineering Services which contains the following indemnity provisions:

[10.1] To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold free and harmless the District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the indemnified parties") from any and all claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, its officers, employees, subcontractors, consultants, or agents.

[10.2] Consultant's obligation pursuant to [section 10.1] includes reimbursing District for the cost of any settlement paid by the indemnified parties and for any and all fees and costs incurred by the indemnified parties to enforce the indemnity herein. Consultant's obligation to indemnify shall not be restricted to insurance proceeds. District shall also have the right to accept or reject any legal representation that Consultant proposes to defend the indemnified parties.

Solano Community College District
Request for Qualifications for Civil Engineering Services
Capital Improvement Program

[10.3] District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant from amounts owing to Consultant.

The following statement must be included in the letter:

“(firm’s name) received a copy of the standardized Agreement for Consultant Services used by Solano Community College District, including the indemnity provisions and professional liability insurance provisions contained therein. If given the opportunity to contract with the District, (firm’s name) has no substantive objections to the use of these agreements.”

(A copy of the District’s Engineering / Professional Services Agreement will be handed-out at the mandatory pre-proposal conference.)

2. RELEVANT QUALIFICATIONS

- Provide a statement demonstrating your team’s ability to accomplish design and construction phase services in a comprehensive and thorough manner within established timeframes and budgets.
- Provide brief written summary of the firm’s philosophy related to the planning and design.
- Describe your firm’s approach to cost estimating, including some history of cost estimates versus actual bid amount, on three school projects awarded in the last five years.
- Describe your firm’s approach to quality control / assurance procedures, including coordination of design disciplines.
- Describe experience working with DSA and ADA requirements.
- Describe your firm’s experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe how your firm has incorporated the use of sustainable design and meeting LEED guidelines.
- Describe firms experience with land development and site development.
- Describe the firm’s capability with site surveys including topographic surveys, boundaries, easements, and property line verification.
- Describe firms experience with traffic studies to accommodate area growth.
- Identify established methods and approaches utilized by your firm to successfully meet completion deadlines.
- Describe your firms experience in developing, implementing and maintaining SWPPP requirements, from a project level and a campus level.
- Describe firm’s approach with coordinating construction activities on an occupied campus.

Solano Community College District
Request for Qualifications for Civil Engineering Services
Capital Improvement Program

3. RELEVANT PROJECT EXPERIENCE

Provide information about prior services/designs prepared by your firm in the last ten (10) years on at least five (5) and no more than fifteen (15) educational projects or other related projects. Include the following information:

- Briefly state the significance of each listed project your firm has worked on that you would like to be considered in this RFQ.
- Specify role of firm or individual if work was not exclusively by the firm.
- Provide at least two (2) examples of projects that have been phased during school occupancy while performing the construction activities.
- Provide the following information for each project listed:
 - district name and name of contact person, title, telephone number, and email address to be contacted for a reference
 - project name, type of project and location
 - beginning and end dates of project (including construction)
 - approximate square footage
 - original budget, bid amount & final construction cost at close-out
 - key individuals of the firm involved and their roles in the project

4. PROJECT TEAM SUMMARY

- Identify key team members, including sub-consultants, and state their qualifications and experience relevant to providing services and the scope of their anticipated services.
- Include current fee schedule per hour for proposed firm members(s) and prospective sub-consultants.

5. LITIGATION HISTORY

Provide a five-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. Failing to provide the requested information or responses which assert attorney-client privilege and fail to provide the information requested, may be considered non-responsive.

6. APPENDIX

- Additional information pertinent to this submission
- Key team member and sub-consultant resumes

SELECTION CRITERIA

A. EVALUATION

A Selection Committee will evaluate all SOQ's for responsiveness and evaluated pursuant to the specific criteria set forth in sections 1-5 of this RFQ, including, without limitation:

1. Firm Qualifications

- a) Location of office and accessibility to the projects.
- b) Reputation of the firm.
 - i) Satisfaction of previous clients (client relationships).
 - ii) Timeliness of work and ability of the firm to meet schedules.

Solano Community College District
Request for Qualifications for Civil Engineering Services
Capital Improvement Program

- iii) Accuracy of cost estimates and designing to the budget.
- iv) Quality of the documents and ability to minimize issues during construction
- c) Current commitments and ability of firm to handle several simultaneous projects.
- d) Level of construction administration services, which are provided by the firm and its consultants during construction.
- e) Capacity and commitment to provide services to client.
- f) Project Engineer's knowledge of applicable state regulations.

2. Design Qualifications

- a) Experience in planning, design, and administering the construction of community college or educational projects.
- b) Use of sustainable design and value engineering in design.
- c) Experience with SWPPP.
- d) Change Order experience.
- e) Knowledge of state laws and other governmental requirements for community college and K12 educational campuses.
- f) Project Engineer's experience in successful and timely approval of firm's projects through all state and local regulatory agencies.
- g) Experience with construction cost reduction measures.

B. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request an entity submitting an RFO 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.

C. INTERVIEWS

The District, at its sole discretion, may elect to interview selected firms. The District may elect to interview one or more proposers. If a firm is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District's selection committee to review the firm's proposal and other matters the committee deems relevant.

Following the interviews, it is expected that the selection committee will make recommendations to District staff regarding selection of firms for inclusion in the pool of qualified firms. The criteria for these recommendations will include those identified herein, as well as cost considerations.

D. FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFQ for all or any portion of the work described herein and/or in an Agreement offered to the entity, to reject any SOQ as non-responsive, and/or not to contract with any firm submitting an SOQ for the services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ in response to this RFQ, including any supporting materials.

Solano Community College District
Request for Qualifications for Civil Engineering Services
Capital Improvement Program

The awarding of a contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful proposing architectural services company will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm.

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 designated as proprietary at the time of submittal, and are specifically requested to be returned.

E. SUBMISSION GUIDELINES

Respondents to this RFQ should mail or deliver one (1) unbound, six (6) bound copies and an electronic copy of their proposals to:

Laura Scott
Purchasing
Solano Community College District
360 Campus Lane, Suite 201
Fairfield, CA 94534

ALL RESPONSES ARE DUE BY 2:00P.M., ON January 22, 2014.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

If you have any questions regarding this RFQ please email Ines Zildzic on or before January 15, 2014 at izildzic@kitchell.com.

Each Submittal must conform and be responsive to the requirements set forth in this RFQ. Incomplete statements will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a firm is responsive, responsible, and qualified.

The District reserves the right to reject any or all SOQ's, to waive any informalities or irregularities not affected by law, to evaluate the SOQ submitted and to award contract(s) according to the SOQ, which best serves the interests of the District.

The District hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit its response to this RFQ and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition or physical disability on consideration for the award.

Solano Community College District
 Request for Qualifications for Civil Engineering Services
 Capital Improvement Program

RFQ RESPONSE SCHEDULE SUMMARY:

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

DATE	EVENT	TIME DEADLINE
December 26, 2013	Release and advertisement of RFQ #14-008.	
January 7, 2014	Mandatory pre-proposal conference.	1:00 p.m.
January 15, 2014	Deadline for submission of written questions to District concerning RFQ #14-008.	5:00 p.m.
January 17, 2014	Answers to written questions will be posted on the District website. www.solano.edu/purchasing	5:00 p.m.
January 22, 2014	Deadline for all submissions in response to RFQ #14-008.	2:00 p.m.
January 24, 2014	If required, release of short-listed firms selected to interview.	5:00 p.m.
January 30, 2014	Interviews of short-listed firms if determined by the District that interviews are required.	Begin 9:00 a.m.
February 4, 2014	Notification to firms selected for the pool of qualified firms.	5:00 p.m.

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!