



**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR "ON-CALL" PROFESSIONAL SERVICES  
FOR PLANNING, DESIGN AND CONSTRUCTION PROJECTS**

**RE: RFQ 08-003J / ON-CALL PROFESSIONAL SERVICES  
YUBA COMMUNITY COLLEGE DISTRICT (DISTRICT)  
VARIOUS MEASURE J BOND PROGRAM PROJECTS (PROJECTS)**

**1.0 REQUEST FOR QUALIFICATIONS**

The District requests the submission of Statements of Qualification (SOQ) from consulting firms in various design, engineering, construction and other consulting disciplines to provide "on-call" professional services for planning, design, engineering, evaluation, testing, inspection and other consulting services related to planning, design, construction and renovation of various projects for the Yuba Community College District Measure J Bond Program. Work will be performed at multiple locations; the District Offices and the Yuba College campus are located at 2088 North Beale Road, Marysville, California; Woodland Community College is located at 2300 E. Gibson Road, Woodland, California; the Clear Lake Campus Clear Lake Campus is located at 15880 Dam Road Ext., Clearlake, California. Additionally, there will be new campus locations in Sutter and Colusa Counties at as yet undetermined locations.

The District reserves the right to cancel or to amend this RFQ by issuance of addenda hereto, which will be posted only on the Measure J Bond Program website at <http://www.yccd.edu/measurej/>. Questions or clarifications to this RFQ will be considered by the District only if submitted in writing to the Director, Bond Facilities Construction, by fax (530-743-3896), no later than NOON, Friday, October 19, 2007. Interested parties may not rely upon any verbal response to questions or requests for clarification from any person or entity representing the District.

**2.0 THE DISTRICT AND THE MEASURE J PROJECTS**

The Yuba Community College District was founded in 1927 and serves the counties of Colusa, Sutter, Yuba and large portions of Glenn, Lake, and Yolo counties. The Yuba Community College District provides educational services via its main campus in Marysville, the Woodland Community College campus, the Clear Lake campus, and at its educational center located on Beale Air Force Base. The eight-member Board of Trustees set policy for the District. They are elected by the registered voters of respective services areas within the eight counties.

In June 2006 the Yuba Community College District (YCCD) Board of Trustees unanimously approved a resolution for the placement of a \$190 million Proposition 39 Bond on the November 2006 ballot. This bond initiative was formalized as Measure J. On November 7, 2006 voters in the eight county service area passed Measure J with 56.61% of the vote district-wide. YCCD has begun implementation of the previously approved Facilities Master Plan. As the Measure J Bond

Program and its projects proceed, the Measure J website <http://www.yccd.edu/measurej/index.html> will serve as the vehicle with which the District will keep interested parties informed.

The District has undertaken a major expansion and modernization program to implement the \$190 million Measure J Bond Program approved by voters in 2006. A Program Management consultant (the “Program Manager”) has been retained to assist the District in implementing the Bond Program. The District and the Program Manager are currently working on planning activities to define the scope and location of buildings, infrastructure, and development and renovation projects to be implemented as part of Measure J.

A list of projects proposed under the Bond Measure can be found on the Measure J Bond website at <http://www.yccd.edu/measurej/projects.html>.

The purpose of this Request for Qualifications is to assemble a pool of pre-qualified Consultant firms to provide professional services for one or more projects or other Measure J purposes. The District staff will use this pool to solicit fee proposals and negotiate “on-call” contracts from the pre-qualified pool of firms to perform occasional specific professional services assignments. The District anticipates entering into a “master agreement” with selected Consultants which establishes basic terms and conditions. As assignments are issued by the District to selected Consultants, for each such assignment, the District and the pre-qualified Consultant selected by the District for an assignment will negotiate and execute an amendment to the master agreement relating to each specific assignment. In general, the maximum fee value of any individual task to be awarded under any contract resulting from this solicitation is anticipated to be less than \$69,000.00. Tasks to be awarded under any contract resulting from this solicitation are anticipated to be less than \$150,000.

### **3.0 ON-CALL SERVICES TO BE PROVIDED**

Services to be provided under this offering may include a wide range of disciplines relating to design, and construction. The Consultants entering into ongoing consulting professional services agreements with the District may be awarded specific consulting tasks from time to time, as further described in this RFQ, to address specific campus issues and projects depending on the scope of work associated with a given project and a multitude of other needs that may arise. Typical services that may be required include: architecture, engineering, planning, design, and land use, as well as those services identified in “Qualifications, Paragraph 7.0,” below.

Direct construction services are NOT included in the scope of this RFQ. As required by applicable California Codes, the District will engage in a competitive bidding process for the construction of each project.

### **4.0 PRE-SUBMITTAL CONFERENCE**

A non-mandatory pre-submittal conference will be held on Thursday, October 18, 2007, from 1:30 p.m. to 3:00 p.m. at Yuba Community College, 2088 North Beale Road, Marysville, California 95901, Room 201.

The conference, while not mandatory, is highly recommended. General program information will be provided as well as information specific to this solicitation.

## 5.0 SUBMISSION OF RFQ RESPONSE

To be considered by the Selection Committee, Respondents must submit a written response(s) to this RFQ which addresses each and all of the requirements of this RFQ. It is mandatory that responses to this RFQ be submitted to the attention of the Director of Purchasing/Contracts, Yuba Community College, 2088 North Beale Road, Room 1309, Marysville, CA 95901, no later than **2:00 P.M.** (Daylight Savings Time), on **Tuesday, October 30, 2007**.

Qualifications must be submitted in a sealed envelope including six (6) original hard copies **and** a complete electronic copy on a compact disk (CD) in PDF format. No other collateral or reference materials should be submitted. Respondents are solely responsible for timely submission of RFQ responses to the designated location prior to the latest time for submission.

The District will reject summarily as Non-Responsive any RFQ response which is submitted after the date/time set forth above or which is considered by the District in sole and absolute discretion as Non-Responsive to material requirements of the RFQ. The District reserves the right to cancel or amend this RFQ by issuance of written addenda. If addenda to this RFQ are issued, Respondents must acknowledge receipt of addenda in their RFQ responses and RFQ responses must address materials/requirements relating to this RFQ as described in addenda issued by the District. Failure to acknowledge and respond to any addenda issued by the District may render the respondent's RFQ submittal to be deemed Non-responsive and it may be rejected.

As noted in Section 1.0 above, subsequent addenda, if any, will be available only on the Measure J Bond website at <http://www.yccd.edu/measurej/>. All materials submitted to the District will become the property of the District and will not be returned.

## 6.0 FORM OF CONTRACT

The District intends to enter into contracts for professional services using a standard form of the Professional Services Agreement for On-Call Services, collectively referred to hereinafter as the "Agreement" and incorporated here by reference. Subsequent to the release of this RFQ, this form of agreement will be available for review on the Measure J Bond Program website at <http://www.yccd.edu/measurej/>. The scope of basic services will depend upon available funding, the services required, and the preparation of instruments of services necessary to complete the project. Pursuant to Public Contract Code §20103.6 all Respondents are advised that the Agreement includes provisions which obligate the Consultant to indemnify and hold harmless the District.

## 7.0 QUALIFICATIONS

Responding firms must provide a complete Statement Of Qualifications (SOQ), capabilities and experience to provide the services contemplated by this RFQ. The statement of qualifications must address the following items:

7.1 Statement of Qualifications Supplemental Information Form. Each respondent to this RFQ must complete and submit with its Proposal the “Statement of Qualifications Supplemental Information Form” attached to this RFQ and posted on the Measure J Bond Website at <http://www.yccd.edu/measurej/index.html>. This is in addition to the information requested by Sections 7.2, 7.3. 7.4 below, Failure of a responding firm to submit a completed “Statement of Qualifications Supplemental Information Form” will render the respondent’s RFQ response to be deemed non-responsive and rejected.

7.2 Qualifications Statements are requested for the following disciplines/professional services categories:

Architectural/Engineering Services

- Architectural Programming and Design
- Constructability Reviews
- Interior/Space Planning
- Civil Engineering
- Structural Building Surveys
- Utility Infrastructure Surveys
- Surveying
- Soils/Geo-Technical
- Landscape Architecture
- Hazardous Materials Surveys/Air Monitoring
- Environmental Analysis
- Traffic/Parking
- Security Systems/Planning
- Value Engineering
- Building Commissioning Services

Land Use

- CEQA
- EIR
- Traffic/Parking

Construction-Related

- Project Inspection
- Special Tests/Inspections

7.3 Experience. Minimum qualifications of responding firms are: (a) professional staff with California license(s) or accreditations (if appropriate) which are, as of the submission of a response to this RFQ, in good standing; and (b) the completion of services during the design, bidding and/or construction phases, as consultant of record, for a minimum of five (5), and no more than ten (10) projects which were subject to the jurisdiction of the Division of State Architect (“DSA”) or other State or public review agency having jurisdiction.

Submittals must specifically confirm that the responding firm possesses the foregoing minimum qualifications. In addition, the RFQ response must address the following:

- A. Scope of professional services typically provided or offered; summary of firm history.
- B. Prior experience as consultant for public agency public works projects, including a general description of the scope of services provided on each contract.
- C. Services provided for other California community college, university, or educational facility projects.
- D. Identify the responding firm's principals or employees who are licensed or accredited under California law.

#### 7.4 Capacity

##### A. Staff and Technical Resources

- i. Identify specific proposed staff personnel which the responding firm anticipates will be dedicated to the Project; provide description of each staff member's education and experience. For staff personnel identified, provide a description of the typical anticipated role(s) or responsibility(ies) of each staff member relative to the basic services for the Project.

##### B. Insurance Resources

- i. Identify insurance coverages by type, and minimum amounts maintained by the responding firm.

##### C. Staffing and Methodology

- i. Address the extent to which the District will be permitted to request specific staff personnel to provide or perform all or portions of the basic services.
- ii. Provide the location of primary offices and which office would have responsibility for this project.

## 8.0 SCHEDULE

The District will interview for and award projects as the need arises.

## 9.0 COMPENSATION

Respondents must include a schedule of hourly rates for various classes of employees who will perform basic services and potential additional services which may be requested by the District. This schedule must remain valid for one (1) year from the date of submittal. Consultants selected through this RFQ process will execute a Professional Services Agreement with the District to provide services on an ongoing and as-assigned basis (See Section 10.0 below). The Agreement

will not establish a basis for compensation for all assignments issued under the Agreement. The compensation for each specific professional services task assigned by the District to the Consultant will be established in an amendment to the Agreement (see Section 2.0 above).

It is the intent of the District to award Agreements for ongoing On-Call Services on the basis of firm qualifications, rather than cost. It is the preference and intent of the District that Agreements provide for the District's payment of fees to the Consultant on a lump sum/fixed price basis. Firms subsequently selected for interviews (see Section 10.0 below) may be asked to submit a fee proposal for a specific scope of work consistent with the District's preference and intent.

## **10.0 SELECTION OF CONSULTANT**

The District anticipates that a Review Committee will review the submitted qualifications and establish a "short-list" of firms in various services and disciplines. Selected firms may be requested to make verbal presentation of the firm's qualifications and proposal to a selection committee for the project. Applicants will be ranked after the review process. The selection committee will then recommend to the District and Chancellor the highest rated firm(s) to be submitted to the Board of Trustees for approval of award of a Professional Services Agreement.

Recommendation of the Review Committee for retention of a consultant(s) will be based upon the ability of the consultant to achieve the District's objectives and demonstrated competence and qualifications to perform the basic services at a fair and reasonable price to the District. The recommendation by the selection committee is not binding on the District. Formal award of any Agreement will only be effected after the District's Board of Trustees has formally approved of such award. The District reserves the right to waive minor irregularities in the solicitation process. The District may award one or more contracts, or no contracts, as a result of this Request for Qualifications.

## **11.0 EVALUATION, ACCEPTANCE OF SOQ & BASIS OF AWARD**

The District reserves the right to reject any and all SOQs, to amend the RFQ and the RFQ process, and to discontinue or re-open the process at any time. The SOQs will be evaluated based on each respondent's qualifications and relevant experience. The SOQs received in response to this request will be reviewed and evaluated. There is no guarantee expressed or implied that the District will provide work to all or any of the respondents that submit an SOQ in response to this RFQ.

## **12.0 SELECTION CRITERIA**

The District retains the sole discretion to determine issues of compliance and to determine whether a submittal is responsive, responsible and qualified. The District's Review Committee will utilize several evaluation criteria but will be primarily focused on the Respondents' information provided in response to sections 7.2, 7.3, and 7.4, inclusive, of this RFQ.

Respondents should include a letter of interest and firm introduction, signed by the appropriate managing executive, of not more than two (2) pages. The letter must include the physical address of the office from which this project will be managed. This letter should be immediately followed by Respondent's replies to Sections 7.1 through 7.4.

The total volume of the proposal to comprehensively respond to these items may be no longer than 40, single-sided pages or 20 pages if printed on both sides. Complete and accurate responses to these sections, along with an electronic copy of the entire submittal on CD in PDF format, should be bound separately from any other materials or information provided by respondent, and will constitute a responsive proposal.

The forty (40) page, single sided requirement is applicable only to responses to Sections 7.2, 7.3, and 7.4, inclusive, of this RFQ. The “Statement of Qualifications Supplemental Information Form”, List of References, and Self-Certification Form, the Letter of interest, Table of Contents, divider pages and tabs, and addenda acknowledgements, if any, are NOT included within the forty (40) page limitation.

The District’s Review Committee will utilize several evaluation criteria, including, but not limited to the following:

- The completed “Statement of Qualifications Supplemental Information Form”, required by Section 7.1 above.
- Those minimum qualifications required by Sections 7.2, 7.3, and 7.4, above.
- Approach for providing the Respondents’ services.
- Depth of relevant educational sector experience.
- Experience in communicating program progress through networked and web-based program management systems.
- A minimum of five years experience in programs requiring a collaborative working relationship with in similar programs.
- Illustrated creativity in problem-solving, technical competence and past performance record.

### **13.0 BI-ANNUAL RECERTIFICATION**

The District will maintain a pool of qualified applicants for the duration of the projected 6-year program implementation. Subject to Measure J Program requirements, it is the intent of the District to issue requests for recertification bi-annually to all responding firms to confirm their continuing interest, and allow them to update their contact information and experience. Firms who do not reply to the request for recertification may be deleted from the pool of pre-qualified firms, at the sole discretion of the District. Subsequent further Requests for Qualifications for professional services may be issued at the discretion of the District and if required by Measure J Program requirements.

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