



YUBA COMMUNITY COLLEGE DISTRICT  
2088 NORTH BEALE ROAD  
MARYSVILLE, CA 95901  
530.634.7643

**REQUEST FOR QUALIFICATIONS FOR DISTRICT-WIDE  
FURNITURE, FIXTURES, & EQUIPMENT (FF&E) CONSULTING AND COORDINATION  
SERVICES FOR VARIOUS MEASURE J BOND PROJECTS  
(Yuba Community College, District-Wide)**

**RE: RFQ 08-005J / FOR DISTRICT-WIDE FURNITURE, FIXTURES, & EQUIPMENT (FF&E)  
CONSULTING AND COORDINATION SERVICES FOR VARIOUS MEASURE J BOND  
PROJECTS**

**1.0 Request for Qualifications**

The Yuba Community College District (District) is seeking through this Request For Qualifications (RFQ) to identify a single FF&E Consulting and Coordination and Standards Development service provider as required to complete various new and renovation building projects as a part of the Measure J Bond Program.

The District reserves the right to cancel or to amend this RFQ by issuance of addenda hereto. Subsequent addenda, if any, will be available only on the Measure J Bond Program website at <http://www.yccd.edu/measurej/rfp.html>. Questions or clarifications requested by Respondents will be considered by the District only if submitted in writing to the Director of Purchasing/Contracts, by fax (530-743-3896), no later than 4:00 P.M., Thursday, April 24, 2008. Reference RFQ 08-005J on all inquiries. Respondents may not rely upon any verbal response to respondent questions or requests for clarification. All responses to questions will be posted on the Measure J website stated above.

To be considered by the Selection Committee, Respondents must submit a written response 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., Tuesday, May 6, 2008**, Per Section 5.0, below.

**2.0 The District and the Measure J Projects**

Yuba College, in its 80<sup>th</sup> year of community service, founded in 1927, is located on a campus outside of Marysville with twenty-three buildings on a 160-acre site. In December 1965, the College District was reorganized to include Colusa, Sutter, and Yuba counties and in 1974-75 to include large portions of Glenn, Lake, and Yolo counties. The District now stretches across the broad central valley of California from high in the foothills of the Sierra Nevada to the Coast Range and covers 4,192 square miles. 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 District's Distributive Education program also provides course work on-line and through interactive video and video-streaming technology among sites.

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 became known as Measure J.

On November 7, 2006 voters in our eight county service area passed Measure J with 56.61% of the vote district-wide.

### **3.0 Project Description**

Development of District-wide and College specific Furniture, Fixtures, and Equipment (FF&E) standards in consultation with District and College User Groups, Information Technology Systems (ITS) and Media Services personnel, Maintenance & Operations staff, Project Managers, Architects, and other District appointed consultants and employees. Determine individual projects needs, assist with development of furniture layouts, infrastructure requirements (as related to FF&E), procurement strategies and specifications, delivery schedules, product submittal review, installation coordination and inspection, move management and project close-out.

The Yuba Community College District has designated a full-time Senior Buyer to provide dedicated assistance to the Director of Purchasing and Contracts for Measure J Program related requirements. The FF&E consultant shall work closely and in cooperation with YCCD District Staff and the Measure J Bond Program Team and shall be readily accessible at all times for review and coordination with both the District Staff and the Measure J Bond Program Team staff.

### **4.0 FF&E Consulting and Coordination Services to be provided**

The FF&E Consultant, as a minimum, shall undertake the following responsibilities:

1. Inventory existing FF&E property to be incorporated into new or renovated buildings.
2. Assist the District Senior Buyer to Develop District-wide and College specific FF&E Standards.
  - a. District Standards for offices, cubicles, support areas, and meeting rooms.
  - b. District Standards for classrooms, faculty offices, dean offices, technology rooms, laboratories, workspaces, meeting rooms, and other typical spaces.
  - c. District-wide performance standards for FF&E product procurement.
  - d. Provide cost information and comparisons to help the District come to appropriate decisions.
  - e. Schedule, attend, and provide minutes for all meetings necessary to accomplish the tasks noted above.
3. Review FF&E floorplan layouts provided by Architect/Engineer (A/E) teams.
  - a. Verify conformance with District-wide and College specific FF&E Standards.
  - b. Verify data/electrical points to best facilitate FF&E installations within the general parameters of the architectural floor plans.

- c. Verify furniture layouts with District FTE classroom goals.
  - d. Verify/coordinate with architect compatibility of proposed classroom and/or office configurations with proposed furniture to ensure maximum efficiency use of designed spaces.
  - e. Develop cost estimates based on FF&E floor plan layouts.
  - f. Schedule, attend, and provide minutes for all meetings necessary to accomplish the tasks noted above.
4. Assist District Senior Buyer to develop bid documents for product procurement.
- a. Create project(s) specific specifications and bid documents/FF&E purchase lists for product procurement.
  - b. Develop phasing plans and schedules for product installation.
  - c. Review all bid documents/FF&E purchase lists and specifications with District purchasing department, Project Manager, ITS staff and Media Services prior to bid or order.
  - d. Develop cost estimates to procure all FF&E for each project(s).
  - e. Review the final A/E provided FF&E floorplans with respect to their accuracy and completeness in all areas related to fitting and supporting the approved FF&E items to be installed.
  - f. Schedule, attend, and provide minutes for all meetings necessary to accomplish the tasks noted above.
5. Coordinate and provide oversight during bidding, purchasing, fabrication, delivery and installation of FF&E.
- a. Coordinate with District Senior Buyer, Project Manager, Construction Manager, and Contractor to ensure timely bid, purchase, fabrication, delivery, and installation in relation to actual construction progress and schedule.
  - b. Attend construction coordination meetings or other meetings as necessary to ensure proper coordination with the contractor and the project schedule. Create and monitor purchasing and installation schedules.
  - c. Review and approve product submittals.
  - d. Confirm deliveries and proper installation on site per contract requirements and prepare Punchlist. Coordinate FF&E installation with District and College ITS and M&O Departments.
  - e. Receive and review the operations and maintenance (O&M) manuals submitted by the vendors. Inform appropriate District and/or College staff of any required or optional training available to support new FF&E items or systems.
  - f. Follow up on repair or replacement of Punchlist items or undelivered product.

6. LEED™ – Sustainable Design – Commitment from YCCD

The Yuba Community College District and its Board of Trustees have formally adopted a [Sustainability Policy](#), which may also be viewed at [www.yccd.edu](http://www.yccd.edu).

Where possible, FF&E are to be selected and specified following the United States Green Building Council LEED™ (Leadership in Energy and Environmental Design) Green Building Rating System B. consensus-based national standard for developing high-performance, sustainable buildings. Refer to the website: <http://www.usgbc.org>. This includes LEED™ for Commercial Interiors (LEED-CI) which addresses the specifics of tenant space in office, retail, and institutional buildings.

- a. Coordinate with architect to ensure delivery of identified points related to FF&E.

7. Move Management

- a. Assist District Senior Buyer, Project Manager, User Group, M&O, IT and Media Services to identify secondary effects resulting from temporary relocation of staff or programs.
- b. Provide move oversight of relocation activities of staff or programs.

## 5.0 Submission of RFQ Response(s)

To be considered by the Selection Committee, Respondents must submit a written response 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., Tuesday, May 6, 2008.**

Qualifications must be submitted in a sealed envelope including six (6) original hard copies. No other collateral or reference materials should be submitted. The total volume of the proposal to comprehensively respond to these items may be no longer than 20, single-sided pages or 10 pages if printed on both sides, excluding front, back covers, tabs and Project Team resumes as noted in Section 6.3 below. Submittals containing more than twenty (20) pages will not be considered. 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 Program website at <http://www.yccd.edu/measurej/rfp.html>.

All materials submitted to the District will become the property of the District and will not be returned.

## 6.0 Qualifications

When submitted the complete statement of qualifications must be comprised of four sections that include and address each of the qualifications noted below. Submittals are to provide the information required below, referencing the same Section Headings and Section numbering as indicated.

### Section 6.1 Letter of Introduction

- A. Provide a letter of introduction signed by an authorized officer of the organization.
- B. If submitting as a team, note which team is the prime consultant or lead joint venture partner (if applicable).
- C. Note individual leading the “FF&E Consulting” team.

### Section 6.2 Statement of Qualifications Supplemental Information Form.

Each Respondent to this RFQ must complete and include with its submittal the specific form entitled “Statement of Qualifications Supplemental Information” (not considered part of the 20 page limitation) attached to this RFQ and posted on the Measure B Bond Website at <http://www.yccd.edu/measurej/rfp.html>. Failure of a responding firm to submit a completed and executed “Statement of Qualifications Supplemental Information” form will render the Respondent’s RFQ submittal to be deemed Non-responsive and it will be rejected.

In responding to Sections 6.3 and 6.4 below, Respondent should communicate its qualifications by making specific reference to those services identified in Section **4.0 “FF&E Consulting and Coordination Services to be provided”** as a minimum criteria of this RFQ.

### Section 6.3 Project Team Qualifications

- A. Identify the following members within the firm and provide their resumes with qualifications especially as it relates to FF&E Consulting and Coordination Services. Resumes are not considered part of the 20 page limitation required of submitted proposals. Resumes are to be no longer than 1 single-sided page
  1. Principal-in-Charge
  2. Project Manager
  3. Others
- B. List company or individual team members experience in providing same services. Include name of projects, client, city, and state.
- C. Certification that the “FF&E consultant or firm” is legally permitted or licensed to conduct business in the State of California.
- D. Identify any proposed subconsultants. List license numbers and dates as well as business addresses, phone numbers and fax numbers. Include resumes and related experience for appropriate members of these firms.

### Section 6.4 Firm Resources

- A. Provide a statement demonstrating your firm’s or team’s ability and capacity to accomplish the scope of services in a comprehensive and thorough manner.
- B. Explain the firm’s technical capabilities in the following areas:

1. Software proposed to be used to produce the deliverables for the project and the ability to provide the District with electronic files.
2. Quality control / assurance procedures.
3. Experience working with California Community Colleges State Clearing House for purchasing.

## **7.0 Compensation**

Following the qualifications-based selection process, the District will request Firm Fixed-Price proposal(s) for all or part of the specific services delineated in Section 4.0 above from that firm, or those firms, identified for specific assigned project(s). Those proposals may be subsequently negotiated by the District. The specific terms and conditions for an assigned project will be set forth in an amendment to the Professional Services Agreement referred to in Section 8.0 below. If fee negotiations with any firm deemed most qualified for the project, based on the firm(s) SOQ, and interviews if conducted, are not successful, the District will then seek to negotiate and execute a contract with the next qualified firm. The District may elect not to award one or more of the identified scopes of work to the selected consultant(s).

## **8.0 Form of Professional Services Agreement**

The District intends to enter into contract(s) for consulting services using a standard form of the Professional Services Agreement, collectively referred to hereinafter as “the Agreement” and which may be viewed on the Measure J Bond Program website at <http://www.yccd.edu/measurej/rfp.html>. The scope of Basic Services will depend upon available funding, the services required, and the preparation of any other related elements necessary to complete the services.

- 8.1 Respondents must thoroughly review the form of the Agreement prior to submitting their RFQ. Respondent’s full and complete acceptance of the Agreement is required for a submittal to be deemed fully responsive to this RFQ. See item 15 in the Statement of Qualifications Supplemental Information Form.
- 8.2 Pursuant to Public Contract Code §20103.6 all Respondents are advised that the Consultant Contract includes provisions which obligate the Consultant to indemnify and hold harmless the District. Candidates are referred generally to the Consultant Contract and specifically referred to the indemnification provisions set forth in Exhibit C, Section 10.

## **9.0 Selection of a FF&E Consulting and Coordination Services Consultant**

The process to select a firm for FF&E Consulting and Coordination Services is based upon the complete responsiveness of the submittal. Submitted qualifications will then be subsequently reviewed by the District.

It is anticipated that an initial schedule identifying those project requirements may be determined by the District within sixty (60) to ninety (90) days of date of publication of this RFQ by the District. The District will determine the schedule and priority of which projects will require the services addressed in this RFQ.

Subject to the District’s express reservation of rights to modify the selection process, the selection process anticipated by the District will consist of the following:

- 9.1 Qualifications received will be reviewed for responsiveness. Respondents whose submittals are deemed Non-Responsive will be notified accordingly by mail.
- 9.2 Based upon a review of qualifications, a rank ordered "short-list" of qualified firms will be determined.
- 9.3 Ranked short-listed firms will be requested to make oral presentations of the firm's qualifications.

The Review Committee will then recommend the highest ranked firm to the Board of Trustees for approval as the FF&E Consulting and Coordination Services provider.

Recommendations by the Review Committee for the selection of a FF&E Consulting and Coordination Services provider will be based upon the ability of the provider 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 Review Committee is not binding on the District. Formal award of any FF&E Consulting and Coordination Services Agreement will only be affected after the District 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 Consultant Contract, or no Consultant Contracts, as a result of this Request for Qualifications.

#### **10.0 Evaluation & Acceptance of Statements of Qualification**

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.

#### **11.0 Basis of Award**

As the basis of award the District intends to utilize the determination of "best qualified to provide the required services." There is no guarantee expressed or implied that the District will provide work to all or any of the Respondents that submit a response to this RFQ.

#### **12.0 Selection Criteria**

The District retains the sole discretion to determine issues of compliance and to determine whether a submitted SOQ 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 6.1 through Section 6.4, inclusive, of this RFQ.

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