



**Request for Statement of Qualification/Proposal (RFQ/RFP)**

**Architectural Services**

**For Roof Replacement Projects**

**Yuba Community College District**

**RFQ/RFP 18-02**

**Issue Date: October 9, 2018**

**RFQ Due: November 13, 2018**

**RFQ/RFP Due Date: November 13, 2018, 11:30am, Yuba College Location Delivered To:**

**Yuba Community College District, District Offices  
Attn.: David Willis  
District Director of Facilities Planning, Maintenance & Operations  
RFQ No. 18-02 YCCD Architectural Services: Roof Replacement Projects  
Address: 425 Plumas Blvd., Suite 200, Yuba City, California, 95991**

**Yuba Community College District  
District Offices**

425 Plumas Blvd, Suite 200 (second floor)  
Yuba City, California, 95991

Proposal Delivery  
Location, Front Counter  
at Second Floor



## TABLE OF CONTENTS

- 1.0 INTRODUCTION
  - 1.1 District Information
  - 1.2 Yuba Community College District Background
  - 1.3 Purpose of the Request
  - 1.4 Qualifications
  - 1.5 Applicable Codes
- 2.0 Projects Summary
  - 2.1 District Staff Contacts during Proposal Process
- 3.0 Proposal Format Organization
  - 3.1. Proposal Delivery, Contents, and Format
- 4.0 Statement of Qualifications
- 5.0 Selection of Architectural/Engineering Services Provider
- 6.0 Basis of Award
- 7.0 Non-Discrimination
- 8.0 Evaluation of Proposals
- 9.0 Responses to RFQ/RFP
- 10.0 Requests for Information (RFI)
- 11.0 Proposal Schedule
- 12.0 District Parking
- 13.0 RFQ Proposals
- 14.0 Award of Contract/Proposal
- 15.0 Reservation of Rights

Appendix A, Statement of Qualifications Form

Appendix B, Academic Calendar

Appendix C, Professional Services Agreement (with design)

Appendix D, Map of Yuba College, Map of Woodland Community College, Map of Lake County Campus

Appendix E, Building Specific Roof Drawings

Appendix F, Non-Collusion Affidavit Form

Appendix G, References Form

Appendix H, Signature Proposal Form

Appendix I, Acknowledgement of Addenda Form

## **1. INTRODUCTION**

### **1.1 District Information:**

The District consists of two colleges, Woodland Community College and Yuba College, with campuses located at six different locations: Yuba College in Marysville, CA; Sutter County Center in Yuba, CA; Beale Education Center, Beale AFB, CA; Woodland Community College in Woodland, CA; Colusa County Center in Williams, CA; and Lake County Campus in Clearlake, CA.

### **1.2 Yuba Community College District**

The Yuba Community College District (YCCD) was founded in 1927 and spans eight counties (Yuba, Sutter, Colusa, Yolo, Lake, Butte, Glenn and Placer) and nearly 4,200 square miles of territory in rural, north-central California. It has colleges in Marysville and Woodland, an educational center in Clearlake, an educational center in Williams, an educational center in Yuba City, and outreach operations at Beale Air Force Base.

### **1.3 Purpose Of Request: Architectural / Engineering Services to be Provided**

The purpose of this Request for Qualifications and Request for Proposals is to solicit proposals from qualified firms to generate design and construction documents for the replacement of several roofs and make structural improvements on other roofs.

The District requests the submission of Request for Qualifications (RFQ)/ Request for Proposal (RFP) from qualified firms, partnerships, corporations, associations, or professional organizations to provide Architectural/Engineering (A/E) services to the District for, but not limited to, those types of projects describe in this RFQ and associated documents.

The District reserves the right to cancel or to amend this RFQ/RFP by issuance of addenda hereto.

## 2.0 Project Types:

The District does not have accurate as-built drawings in some cases. All drawings of existing buildings will be made available to the successful Architectural/Engineering firm. At this time, the District has determined that the projects to be designed will be those listed below:

No.	Description	Comments
1	<p>Field Investigate then provide Design Construction Documents needed to submit to DSA to replace an existing clay tile roof on <b>building 600</b> with standing metal seam roof system similar to the rest of the campus. Provide minimal Project Management services during construction period to approve submittals, review change order scope, provide progress reports every 2 weeks, support and coordinate DSA documents submittals and pay DSA fees, and attend in person project team meetings every 2 weeks. Generate punch list and document 100% project completion. District to hire a DSA Inspector of Record and if needed, a special inspections and testing firm.</p> <p><b>Note:</b> Include replacement of the existing flat roof single ply membrane around the perimeter of the existing sloped roof to provide a "holistic" roofing solution. Include replacement of flashing and add new flashing, "crickets" around roof penetrations, and replace the existing vapor barrier. Specify that the new roof high temperature vapor barrier cannot be left more than 30 days without a new roof being placed over it. Add 2" of closed cell polyisocyanate insulation. During the roof process the building must remain weather-tight. Preferred demolition period to commence May 18, 2019 and be completed within 2 weeks. All demolition materials to be properly disposed of by the contractor and a waste materials manifest shall be provided to the District.</p>	Woodland Community College, 2300 East Gibson Road, Woodland, California,



*Estimated Costs Summary*

Description	Estimated Costs
Estimated Total Cost: Building 600 New standing seam metal roof system	<b>\$636,143</b>

The existing tile roof system was compromised when it was originally installed. The existing roof system has numerous leaks that require the tile to be removed and the underlayment to be replaced. This is the last building on campus to have the tile roofs removed and standing seam metal roof systems installed.

2	<p>Field Investigate then provide Design Construction Documents needed to replace to submit to DSA and to replace the existing <b>building 400</b> composite shingle roof system with a high quality 50 year standing metal seam system, color by College. Provide minimal Project Management services during construction period to approve submittals, review change order scope, provide progress reports every 2 weeks, support and coordinate DSA documents submittals and pay DSA fees, and attend in person project team meetings every 2 weeks. Generate punch list and document 100% project completion. District to hire a DSA Inspector of Record and if needed, a special inspections and testing firm.</p> <p><b>Note:</b> Include replacement of the existing rain gutters. Include replacement of flashing and add new flashing, “crickets” around roof penetrations, and replace the existing vapor barrier. Add 2” of closed cell polyisocyanate insulation. Specify that the new roof high temperature vapor barrier cannot be left more than 30 days without a new roof being placed over it. During the roof process the building must remain weather-tight. Preferred demolition period to commence May 18, 2019 and be completed within 2 weeks. All demolition materials to be properly disposed of by the contractor and a waste materials manifest shall be provided to the District. Firm to support and coordinate DSA documents submittals and pay DSA fees, and attend in person project team meetings every 2 weeks. Generate punch list and document 100% project completion. District to hire a DSA Inspector of Record and if needed, a special inspections and testing firm.</p>	<p>Lake County  Campus, 15880  Dam Road  Extension, Clear  Lake, California  95422</p>
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**Building 400 at Lake County Campus”:**



*Estimated Costs Summary*

Description	Estimated Costs
Estimated Total Cost: New standing seam metal roof system	<b>\$143,625</b>



The existing composite shingle roof system is over 20 years old. The roof shingles are breaking down, curling on the edges, cracking and showing signs of water intrusion, and overall in poor condition. Installing a metal standing seam roof on this building will reduce fire hazard and current/future maintenance costs due to leaks and interior damage, while also improving the aesthetics of the campus. Standing metal seam roof systems have a useful life of approximately 50 years.

3

Field investigate **building 1000 roof piping supports**, then provide Design Construction Documents needed to submit to DSA, and install needed piping support curbs and flashing, anchors, and cross curb supports to reinforce the curbs as a system and to reinforce them laterally due to pipe movement, and to keep the piping supports from tearing at the roof surface and compromising the integrity of the roof system. Firm to support and coordinate DSA documents submittals and pay DSA fees, and attend in person project team meetings every 2 weeks. Generate punch list and document 100% project completion. District to hire a DSA Inspector of Record and if needed, a special inspections and testing firm.

**Note** During the roof curb and reinforcement process the building must remain weather-tight. Preferred start date to commence May 18, 2019. All demolition materials to be properly disposed of by the contractor and a waste materials manifest shall be provided to the District.

Yuba College  
Campus, 2088  
North Beale Road,  
Marysville,  
California 95901





4	<p>Field investigate <b>building 600, south upper roof curb section that is drooping down</b> and appears to have a structurally compromised structural component internally. Provide Design Construction Documents needed to submit to DSA, install needed support reinforcement components, flashing, anchors, to reinforce the drain gutter assembly and section as a system and to reinforce them. Firm to support and coordinate DSA documents submittals and pay DSA fees, and attend in person project team meetings every 2 weeks. Generate punch list and document 100% project completion. District to hire a DSA Inspector of Record and if needed, a special inspections and testing firm.</p> <p><b>Note</b> During the reinforcement process the building must remain weather-tight. Preferred start date to commence May 18, 2019. All demolition materials to be properly disposed of by the contractor and a waste materials manifest shall be provided to the District.</p>	<p>Yuba College Campus, 2088 North Beale Road, Marysville, California 95901</p>
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**Notes:**

Include a structural design of an option to replace rotted roof deck or wood members of the affected roof structure below the roofs noted. For building 400 at Lake County Campus, this will be bid with contractors later as a cost per square foot option if discovered later after the existing roofs are removed. At Yuba College Campus, this will not likely be applied for building 600 as the structural repairs will require that the affected section of the roof is just planned up front to be removed and replaced with a pre-engineered and detailed solution. The roof structure at the WCC 600 roof is newer and not likely included in this request.

Include new seamless roof gutters with oversized downspouts and leaf screens on the WCC 600 and LCC 400 roofs.

The overall projects schedule would be to generate design documents as soon as possible, submit them to DSA for review and approval, then send the design documents out for contractor proposals, and complete the construction work during the May through early August timeline in 2019. Please submit a preliminary schedule that supports this overall projects schedule.

## **2.1 District Staff Contacts during the Proposal process:**

Firms interested in submitting a Proposal are directed **not** to make personal contact with the Board of Trustees, District staff, or members of the evaluation committee. Any contact shall constitute grounds for disqualification from consideration.

Single Point of Contact during the Bidding and Design Process:

**David L. Willis**  
**District Director of Maintenance, Operations, and Planning**  
**425 Plumas Blvd., Suite 200 (Second Floor)**  
**Yuba City, California, 95993**  
**Cell Phone: 916-747-4262**  
**Email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu)**

On-site coordination, first contact person (Yuba College, Sutter Campus Locations):

**Bryan Epp**  
**Assistant Director of Maintenance, Operations**  
**2088 North Beale Road**  
**Marysville, California, 95901**  
**Cell Phone: 530-701-9202**  
**Email: [bepp@yccd.edu](mailto:bepp@yccd.edu)**

On-site coordination, first contact person (Woodland Community College, Lake County Campus, Colusa County Center Locations):

**Michael Sinn**  
**Assistant Director of Maintenance, Operations**  
**2300 East Gibson Road**  
**Woodland, California, 95776**  
**Cell Phone: 530-575-0206**  
**Email: [msinn@yccd.edu](mailto:msinn@yccd.edu)**

## **3.0 Proposal Format Organization**

The Firm is requested to use the following proposal format:

### **3.1. Proposal Delivery, Contents, and Format:**

Proposals should provide straightforward, concise information that satisfies the requirements noted in this RFQ. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the Districts instructions, selection criteria of this RFQ, and completeness and clarity of content. Each Respondent's proposal should clearly and accurately demonstrate specialized knowledge and experience required for consideration.

In a sealed box or envelope (clearly marked “”), submit the following:

- One (1) flash memory stick containing the complete proposal and supporting documentation;
- One (1) original and two (2) copies in paper form of the proposal, which consists of a Proposal Letter and responses to the proposal requirements listed in Section 2.3

Proposals shall adhere to the following requirements for contents and format, should be as concise as possible and should not include more than 15 pages of promotional or marketing materials. There is no page limit overall but each proposal is requested to be no more than 75 physical pages (printing on both sides of each page) in total length.

Architectural Engineering firms must comply with the provisions of these instructions for completion and submission of the Proposal. The failure of a Firm to comply with the Proposal Instructions and Requirements will result in rejection of the Proposal for non-responsiveness.

<b>Proposal Section</b>	<b>Format</b>
1. Cover Letter	PDF
2. Table of Contents	PDF
3. Identification of the Firm	PDF
4. Executive Summary	PDF
5. Staffing Resources	PDF
6. Experience	PDF
7. Other Areas of Concern	PDF
8. Technical Competence	PDF
9. Fiscal Stability	PDF
10. Fee Proposal, include labor rates for specific professionals	PDF
11. Statement of Qualifications	PDF
12. Proposal Signature Form	Original, Signed, Notarized
13. Proposal References Form	PDF
14. Firm W9 Form	PDF
15. Insurance Certificates	PDF
16. Architectural and Engineering Licenses, Certifications, Documents Proving Qualifications	PDF
17. Acknowledgement of Addendums	PDF
<b>Appendices</b>	
A. Schedule for Services	PDF

## **CONTENTS OF QUALIFICATIONS PACKAGE**

**(Include the below information and the Statement of Qualification in Appendix A)**

The following is a summary of the Contents. Please address each section in a Tabbed Format.

### **A. Cover Letter**

The Proposal shall include a Cover Letter on Respondent's official business letterhead, which shall be signed by an individual authorized to legally bind Respondent. The Cover Letter shall also identify the name and telephone number of a person who may be contacted during the Proposal evaluation process.

Executive Summary: Provide an overview of the entire Qualifications Package describing the general approach to building design that Firm will use to meet the goals and fulfill the general functions required in this RFQ.

### **B. Table of Contents**

Provide a Table of Contents that outlines in sequential order the major sections and sub-sections of the Proposal. All pages in the Proposal shall be clearly and consecutively numbered and correspond to the Table of Contents. Use **tabs** to allow information to be more easily located.

### **C. Identification of the Firm**

1. Legal name and address of company.
2. Legal form of company (corporation, partnership, etc.).
3. Name, address, phone number, facsimile number, email address, website address, direct email address for the following: Firm's Principal in Charge, person(s) who will be primarily responsible for providing services for this Qualifications Package, and the contact for scheduling an in-person interview if the Firm is selected for one.
4. California Business License Number

### **D. Executive Summary**

The Proposal shall include an Executive Summary that briefly describes the Proposal, the Team, and the approach to meet the District's goals. The Executive Summary shall describe the approach that will be used to keep costs as low as possible yet provide the minimal services required by California State regulations and codes.

### **E. Project Size**

Identify which size Roof Replacement Projects your firm wishes to undertake:

1. Small Projects < \$5 million
2. Medium Projects \$5 - \$15 million
3. Large Projects > \$15 million

## **F. Staffing Resources**

### **1. Firm Staffing and Key Personnel**

- a. Provide total number of professional staff currently employed by the firm.
- b. Identify person/s who will be principally responsible for working with the District. Indicate the role and responsibility of each person/s, and how many years they have been with the company. If the Firm is chosen as a finalist, the proposed individual/s must attend the interview and in-person presentation.
- c. Provide brief biographies and work experience history of individual/s that will be working directly with the District, highlighting the skills identified with their tasks.
- d. Link each named person with the specific tasks, responsibilities, and deliverables.
- e. If more than one person is named as a candidate for a specific role, include above information for all listed persons.

2. Consultants: The District does wish to interview the top scoring 2 or 3 Architectural teams including representative consultants with which the firm proposes to complete specific projects described in this RFQ/RFP.

## **G. Experience**

1. Provide a description of how the Firm's experience, technical, and professional skills will meet the goals and fulfill the general functions identified in this RFQ/RFP.
2. State the number of years the firm has conducted business. Firm must have at least ten (10) years' experience in providing the outlined scope of required services for public clients, preferably community college districts.
3. Describe any experience with providing services related to a facility funded through the California Community College Chancellor's Office (CCCCO). Include the name of the CCCCCO facilities specialist and identify the project.
4. Describe experience designing and delivering projects under the oversight of the Division of State Architect (DSA). Firm must have a minimum of at least five (5) years experience working with DSA.
5. Building Design Experience:  
Provide a summary list of buildings and modernization/renovation projects designed by your firm by building type and client, with the focus on roof replacement type projects. Note where proposed key personnel have worked on these buildings, and their role.

## 6. Project Specific Experience (References)

Provide a description of at least five (5) most relevant A/E services contracts held by the firm, preferably involving projects for California community colleges or four-year colleges and universities, within the last five years, no more than one page per project, to include:

- Role of the firm and relationship to client
- Design budget estimate, base-bid contractor awarded amount, and final dollar value of the project
- Dollar value of the Architect fee
- Project description
- Staffing and major sub-consultants used
- Duration of project
- Duration of design work from Programming through DSA/agency approval
- Contact name, position, entity name, telephone number, facsimile number and email address for each project.
- DSA and have successfully submitted and fully processed through certification and project closure at least three (3) projects with a value of at least \$1million each. List DSA referenced projects with certification number. Provide the following information on each project:
  - DSA required change of scope change orders percentage and value for each project.
  - DSA review timeline and approach to successfully achieve authorization of the project scope.
  - DSA related schedule impacts.

## H. Proposed Project Team

The Proposal shall include a brief description of the project team members that will be assigned to work on the projects listed in this RFQ/RFP.

## I. Other Areas of Concern: If any of the following has occurred, please describe in detail:

- 1) Termination or failure to complete a contract.
- 2) Termination by any municipal, county, state, federal or local agency.
- 3) Involvement in litigation, arbitration or mediation.
- 4) Provide litigation history for any claims filed by your firm or against your firm related to the provision of architectural services in the last five (5) years.
- 5) Conviction of the firm or its principals for violating a state or federal antitrust law by bid or proposal rigging, collusion, or restrictive competition between bidders or proposers, or conviction of violating any other federal or state law related to bidding or performance of architectural services.
- 6) Conviction of a Felony of any of the members of the project team.
- 7) Knowing concealment of any deficiency in the performance of a prior contract.
- 8) Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
- 9) Willful disregard for applicable rules, laws or regulations.

Firms are required to respond with a "Yes" or "No" to the above listed items and to describe with detail any of the above items that have a Yes answer.

Information regarding any of the above may, at the sole discretion of the District, be deemed to indicate an unsatisfactory record of performance. Failure to disclose any of the above may, at the sole discretion of the District, be deemed to indicate an unsatisfactory record of performance.

#### **J. Technical Competence**

1. Description of in-house resources.
2. Ability to draw upon multi-disciplinary staff (in house or contracted) to address the services requested in this RFQ/RFP.

#### **K. Fiscal Stability:** The Firm should provide evidence of Corporate/Firm stability including:

1. A current report from any commercial credit rating service such as Dun and Bradstreet or Experian; or
2. A letter from a financial institution stating a current line of credit; and
3. Latest audited financial statement and/or annual report that has been certified by a CPA.

#### **L. Fee Proposal** – A fee proposal is requested as part of this RFP. Submit both a fixed price with a list of anticipated reimbursable expenses and a list of professional position hourly rates:

1. Provide a list of **hourly rates** for anticipated positions within the Architect's organization structure. Additional services shall be billed to the District at the Architect's contracted hourly rates. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs.
2. Fees shall be based on an estimated project contractor bid construction cost and not to exceed 11% of the total construction costs as bid by contractors after the design documents are generated and contractors bid the projects. Note the percentage that the firm will charge as a percentage of the total contractor construction costs. The 11% maximum fee percentage does not include fees associated with reimbursable expenses, DSA fees. Changes required to the design as a result of the DSA review process shall be covered by the base Architectural Firm proposal per this RFQ/RFP. If travel expenses are to be included as part of the reimbursable fee structure, describe in detail the rate charges for specific items and the context in which these fees would be applied. Travel expenses shall be kept to an absolute minimum.
3. The delivery method for these projects will be the traditional design, bid, build approach. This RFQ/RFP scope is only associated with and to only include the design and project administration services of the projects.
4. Provide a schedule of values with each project listed separately and to serve as a basis for future progress payments calculations/documentation.

#### **4.0 Statement of Qualifications**

In addition to the above required qualification information, consider the following:

The District is interested in considering Qualifications from firms that meet or exceed the following minimum acceptable qualifications:

- A. Demonstrated performance of A/E services on projects of the same size and similar scope for higher education clients.
- B. Ten (10) years experience as A/E firm.
- C. Established firm presence in California, including familiarity with the California Community Colleges Systems Office procedures for Capital Construction, and processing of plans through the Division of State Architect.
- D. Appropriate professional licensing of key architects and/or engineers.

#### **5.0 Selection of Architectural/Engineering Services Provider**

The process of A/E firm selections is based upon the complete responsiveness of the RFQ/RFP and the criteria as outlined below.

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:

- A. Qualifications received will be reviewed for responsiveness.
- B. The Proposal fixed price fee costs, estimated DSA fees, estimated reimbursable expenses, and list of professional hourly rate costs.
- C. Oral presentations of the firm's qualifications for the specific project.

The Review Committee will then recommend the highest ranked firm for the respective project to the Board of Trustees for approval as the A/E for that project(s).

Recommendations by the Review Committee for the selection of A/E Services providers 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 A/E Agreement will only be affected 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 agreements, or no agreements, as a result of this Request for Qualifications/ Request for Proposals (RFQ/RFP) process.

The District reserves the right to reject any and all submittals, to amend the RFQ/RFP process, and to discontinue or re-open the process at any time. The submittals will be evaluated based on each respondent's qualifications, proposal criteria, service fees, and relevant experience.



## **6.0 Basis Of Award**

As the basis of award the District intends to utilize the determination of “best qualified to provide the required services at a fair and reasonable price to the District.” 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/RFP.

## **7.0 Non-Discrimination**

The District does not discriminate with regard to race, color, gender, national origin, disability, or any other protected or other classification in the awarding of contracts/agreements. The District welcomes all Qualified Firms to participate in the project Request for Qualification/Proposal process.

The District encourages firms that are women or minority owned, emerging small businesses, veteran owned firms, disabled person owned firms, and all other qualified firms to participate in the proposal process.

The District encourages the submission of proposals from all Firms that can meet the mandatory requirements set for the in this RFQ/RFP.

**8.0 Evaluation of Proposals Form**

**Firm:** \_\_\_\_\_.

Proposals will be evaluated and include a careful review of the proposals and the ability of the firm to perform cost effective solutions as described in this request, including reference checks of the firm doing the work. This RFQ will be evaluated by a District Facilities Management Team and awarded based on a number of factors which are described below:

Evaluation Criteria:

- |  |       |                    |
|--|-------|--------------------|
| 1. Firm/Project Team Qualifications:                     | _____ | 30 Points          |
| 2. Fee Proposal:   | _____ | 35 Points          |
| 3. "Like" Project References:                            | _____ | 15 Points          |
| 4. Division of the State Architect (DSA) Experience:     | _____ | 10 Points          |
| 5. Experience and Capability on Types of Project in RFQ: | _____ | 10 Points          |
| <b>Total Score:</b>                                      | _____ | <b>/100 Points</b> |

**Comments:**

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**Evaluator Name (Print):** \_\_\_\_\_ **Evaluator Signature:** \_\_\_\_\_.

**Date:** \_\_\_\_\_ **Recommendation to Award Yes/No:** \_\_\_\_\_.

## 9.0 Responses to RFQ/RFP:

Sealed responses to this RFQ/RFP must be clearly marked "RFQ/RFP NO. 18-02, Architectural Services for Roof Replacement Projects".

**Responses shall be mailed to or hand-delivered to the following address:**

**Yuba Community College District, District Offices**

**Attn.: David Willis**

District Director of Facilities Planning, Maintenance & Operations

**Envelope/Box Marked:**

"RFQ/RFP No. 18-02 "Architectural Services for Roof Replacement Projects".

**Address: 425 Plumas Blvd., Suite 200, Room 216, Yuba City, California, 95991**

**Note:** Completely seal your proposals in envelop/box and make sure it gets date/time stamped when delivering proposal. **Firms are each 100% responsible** to make sure proposals that are mailed using a carrier such as UPS, FED Ex, etc...are received and date/time stamped by District personnel prior to the proposal due date/time. No proposals will be considered if they are late, even if it is only 5 minutes late. Please make sure your proposals are delivered and received promptly prior to the due date/time. There will be a public proposal opening at the due date/time.

**Do NOT email your proposals. Emailed proposals that are not sent per the above guidance requirements will not be considered.**

## 10.0 Requests for Information (RFI)

Requests for Information concerning the RFQ/RFP must be in writing and may be submitted via e-mail no later than the date shown below. Please direct all questions to David Willis, email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu).

Following the RFI deadline, all questions and answers will be summarized and posted on the District's website: <https://www.yccd.edu/central-services/purchasing/>, then, click on the "Requests for Proposals / Quotes" tab on the right hand side of this web page. It is anticipated that responses to inquiries received by the required time and date will be provided within 3 business days and posted on the District's website. Should more time be needed by the District to answer / respond to RFI's, this information will also be posted on the above website.

The District has developed Procurement Milestones, shown below, with dates showing the key events in this solicitation process. This RFQ and schedule are subject to change, and the Director will notify Respondents of any changes via email to the contact designated by each Respondent. Respondents must take the following actions according to the specified timelines in order to participate in this process.

## 11.0 Proposal Schedule:

- October 9: Release of Request for Proposal at 4:00PM
- October 24:** **11:00AM Mandatory Pre-RFQ Meeting**, Lake County Campus, Building 400, 15880 Dam Road Extension, Clearlake, California, 95422
- October 25:** **10:00AM Mandatory Pre-RFQ/RFP Meeting**, Woodland Community College Campus, 2300 E. Gibson Road, Woodland, Ca 95776. First meet at building 100, room 113, then tour the campus.
- October 26:** **10:00AM Mandatory Pre-RFQ Meeting**, Yuba College Campus, 2088 North Beale Road, Building 1400 Maintenance Building, West Entrance, Conference Room, then tour the campus.

**Proposing firms are strongly encouraged to attend all three of the above Pre-Proposal Mandatory on site meetings.**

**Other Pre-RFQ/RFP meeting times can be arranged** if you cannot make the above times and dates. Please contact the following respective person to coordinate and sign the meeting log sheet. All proposers must visit all three locations and sign the Pre-Proposal login sheets to be considered a qualifying firm.

On-site coordination, first contact person (Yuba College, Sutter Campus Locations):

**Bryan Epp**  
**Assistant Director of Maintenance, Operations**  
**2088 North Beale Road**  
**Marysville, California, 95901**  
**Cell Phone: 530-701-9202**  
**Email: [bepp@yccd.edu](mailto:bepp@yccd.edu)**

On-site coordination, first contact person (Woodland Community College, Lake County Campus, Colusa County Center Locations):

**Michael Sinn**  
**Assistant Director of Maintenance, Operations**  
**2300 East Gibson Road**  
**Woodland, California, 95776**  
**Cell Phone: 530-575-0206**  
**Email: [msinn@yccd.edu](mailto:msinn@yccd.edu)**

- November 2: All questions and requests for information must be submitted to David Willis at: [dwillis@yccd.edu](mailto:dwillis@yccd.edu) by 4pm.
- November 5: Addendum Issued if needed.
- November 13:** **Proposals due at 11:30AM**, Yuba Community College District, District Offices Location, see page 1. There will be a public bid opening on this RFQ/RFP.
- November 14: Top 2 or 3 Architectural Firms are invited to participate in an interview process by 5pm.
- November 16:** **A "Initial Short List" of the top scoring 2 or 3 Architectural firms will be requested to interview on Friday, November 16, 1pm to 4pm.**

December 5: Top Architectural Firm recommendation to Board Facilities/Audit Committee.

December 20: Possible Board of Trustees Authorization to Award

**January 4: District Awards Projects to Architectural Firm By Issuing Purchase Order**

The District reserves the right to alter or amend the above timetable as required to conclude the process to the District's satisfaction.

### **12.0 District Parking:**

-No parking in Reserved Spaces without a proper permit

-Permit Parking is enforced in all general lots between 6:00 am and 6:00 pm, Monday through Friday. All general lots require a properly displayed, valid permit during these times

-Daily Parking Permits are \$2.00

-Permits are available for purchase at any of the permit machines located in the student parking lots

-All other parking regulations are enforced 24 hours a day, seven days a week. This includes designated staff spaces, handicap spaces, timed spaces, red zones, yellow zones, and areas not marked (no parking at any time)

-Once this project is awarded, temporary parking permits will be processed as requested by the successful firm for all service Architect employees associated with this project at no cost to the Architect for the duration of the project at each Campus location. These temporary permits must be displayed at all times on the dash board of service Architect vehicles.

### **13.0 RFQ Proposals**

**Deadline for submission is 11:30AM. PST, November 13, 2018.** Proposals received after the deadline will not be opened. Each responder shall submit one (1) signed original, two (2) additional hard paper copies. **Provide one electronic format copy of the proposal using electronic media such as a flash drive, CD, etc..**

All materials submitted in response to the RFQ/RFP shall be on 8-1/2"x11" paper, preferably in Portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Content shall be tabbed and numbered per the items included in the Submittal Requirements. All Proposals will be reviewed and evaluated by a District Selection Committee. The District at its sole discretion may interview finalists, or select a firm or firms to perform work based solely on the evaluation of the Proposal. Page limit of 100 paper pages, double sided print (200 pages total). Fewer pages is better and encouraged with tab references.

All Proposals become the sole property of the District and the content will be held confidential until the selection of the firm is made and the project is awarded.

## 14.0 Award of Contract

- A. The Contract will be awarded to the most responsible and responsive proposer whose proposal, conforming to the request, will be most advantageous to the District. An Interview process of the top 2 or 3 proposer firms may be included per this RFQ/RFP to allow the District to meet the District and Project Team members of the proposer to further discuss the project approach, schedule, capacities of the proposer to deliver, and any other considerations that warrant further discussion and evaluation.
- B. The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.
- C. The District reserves the right to reject any or all proposals or any part of the proposal and to waive informalities and minor irregularities in the proposals received.
- D. The RFQ/RFP, its addendums, and the proposal of the selected Firm will become part of any contract initiated by the District.
- F. In no event shall a proposer submit its own standard contract terms and conditions as a response to this RFQ/RFP. The terms of any contract may be negotiated as part of the negotiation process with the exception of contract provisions that are nonnegotiable.
- G. A formal contract shall be signed by the successful proposer and Yuba Community College District to perform this service.
- H. The District reserves the right to enter into discussions with any one or all of the Responders after Proposals have been initially reviewed. Such responses shall be subject to all provisions, terms and conditions as set forth in the RFQ/RFP, unless otherwise modified.
- J. Award shall be made to the Responder whose submittal, conforming to the RFQ/RFP, will be the most advantageous to the District after consideration of the defined evaluation criteria.
- K. The District intends to award to a single RFQ/RFP Responder.

## 15.0 Reservation of Rights

The District reserves the right to:

- Reject any or all submittals at its sole discretions.
- Cancel the Request for Qualifications/Proposal (RFQ/RFP), without cause.
- Modify any requirements contained within the RFQ/RFP and request a revised submission from all Providers.
- Establish other evaluation criteria determined to be in the best interest of the District.
- Contract with any of the firms responding to the RFQ/RFP based solely upon its judgment of the qualifications and capabilities of the firm.

The District reserves the right to cancel the contract any time during the contract period after providing at least a written 14-day notice to the Firm. The District would consider cancellation of the contract if the Firm does not fulfill the contracted requirements of this RFQ in a timely and professional fashion); or, if for some reason the performance of the Firm or quality of the work adversely impacts the mission of the District in serving Students or Staff; or, if available funding resources to implement the service contract were no longer available.

This RFQ does not commit the District to negotiate a contract. The District will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFQ.

## Appendix A: Statement of Qualifications Form

The Respondent shall furnish the following information. Failure to comply with this requirement will render the submittal informal and may cause its rejection. Additional sheets may be attached if necessary.

1. Firm name and primary address:

\_\_\_\_\_

2. Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

3. Email Address: \_\_\_\_\_

4. Names and titles of two officers of the firm:

	NAME	TITLE
4.1	_____	_____
4.2	_____	_____

5. Specific type of Ownership (Check one)

5.1  Individual

5.2  Partnership

5.3  Corporation; If a corporation, state the following:

State of incorporation: \_\_\_\_\_

Date of incorporation: \_\_\_\_\_ President/CEO: \_\_\_\_\_

5.4  Joint Venture

5.5  Other (Specify) \_\_\_\_\_





425 Plumas Blvd., Suite 200, Yuba City, California, 95991

### STATEMENT OF QUALIFICATIONS

6. Taxpayer Identification \_\_\_\_\_
7. Number of years Respondent has been in business: \_\_\_\_\_
8. Number of years Respondent has conducted business under the present name: \_\_\_\_\_
9. Has the Respondent ever been licensed under a different name or different license number? \_\_\_\_\_? If Yes, give name and license number: \_\_\_\_\_
10. Number of years experience in California Community College, University or educational facility projects \_\_\_\_\_.
11. Has the Respondent or any of its principals defaulted to as to cause a loss to a surety on a payment or performance bond? \_\_\_\_\_  
If yes, give dates, name and address of surety, and details: \_\_\_\_\_
12. Has the Respondent been assessed liquidated damages for any project in the past three years? \_\_\_\_\_  
If so, give owner and details: \_\_\_\_\_
13. Has the Respondent been in litigation on an issue pertaining to any contract during the past three years? \_\_\_\_\_  
If yes, explain and provide case name and number. \_\_\_\_\_
14. Has the Respondent ever failed to complete a project in the past three years? \_\_\_\_\_ If so, give owner and details: \_\_\_\_\_
15. Do you now or have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? \_\_\_\_\_  
If so, please elaborate. \_\_\_\_\_
16. Has the Respondent ever completed any work at the Yuba Community College District? \_\_\_\_\_  
If so, please elaborate. \_\_\_\_\_



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

17. Has the Respondent completed any renovation type projects that required a Division of the State Architect (DSA) review and authorization? \_\_\_\_\_  
If so, please elaborate, list number of projects, year, role, project team, type of project, contractor change order amount and percentage of contractor base bid, contractor name, College or University, and if the project was completed on schedule. \_\_\_\_\_
18. Has the Respondent worked with a Community College District with limited financial project resources yet with high expectations to provide high quality learning environments? If so, please elaborate: \_\_\_\_\_
19. Has the Respondent completed any Performing Arts or Culinary Services type projects that required a Division of the State Architect (DSA) review and authorization? \_\_\_\_  
If so, please elaborate, list number of projects, year, role, project team, type of project, contractor change order amount and percentage of contractor base bid, contractor name, College or University, and if the project was completed on schedule. \_\_\_\_\_
20. What strategy will the Firm use to limit change orders during construction? Consider that the District does not have accurate as-built drawings or complete archive drawings available of existing conditions. Please elaborate: \_\_\_\_\_
21. Has the Respondent completed any Long-Range Facilities Master Planning type services for a College or University? If so, please elaborate: \_\_\_\_\_
22. Has the Respondent ever updated Facilities Construction Standards for a College or University? If so, please elaborate: \_\_\_\_\_
23. Has the Respondent ever had success leveraging a number of secondary financial funding options (other than the typical Capital Bond, State Appropriations) to complete a project. If so, please elaborate: \_\_\_\_\_

The District is interested in learning more about funding options for projects.

425 Plumas Blvd., Suite 200, Yuba City, California, 95991

## Appendix B: YCCD Academic Calendar 2018/2019

### Yuba Community College District 35-Week Calendar 2018-19

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**SUMMER SESSION 2018**

First 6 Weeks: 6/11 - 7/19  
8 Weeks: 6/11 - 8/2

**SUMMER SESSION 2019**

First 6 Weeks: 6/10 - 7/18  
8 Weeks: 6/10 - 8/1

**FALL SEMESTER 2018**

Full-Term: 8/13 - 12/14  
Finals Week: 12/10 - 12/14 (full-term classes only)  
First 9 Weeks: 8/13 - 10/12  
Last 9 Weeks: 10/15 - 12/14

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**SPRING SEMESTER 2019**

Full-Term: 1/14 - 5/20  
Finals Week: 5/14 - 5/20 (full-term classes only)  
Spring Break: 4/1 - 4/5  
First 9 Weeks: 1/14 - 3/13  
Last 9 Weeks: 3/14 - 5/20

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**CONVOCATION - CAMPUS CLOSED**

2018: 8/8  
2019: 8/7\*

**PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN**  
(Optional Flex Activities)

2018: 8/9-8/10, 9/4, 10/24  
2019: 1/8-1/11, 8/8\*-8/9\*

**CAMPUS CLOSED**

2018: 6/8, 6/15, 6/22, 6/29, 7/6, 7/13, 7/20, 7/27  
2019: 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/9, 7/26

March 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**HOLIDAYS - CAMPUS CLOSED**

2018: 7/4, 9/3, 11/12, 11/22-11/23, 12/24-12/28, 12/31  
2019: 1/1, 1/21, 2/15, 2/18, 4/1, 4/4-4/5, 5/27, 7/4

**NO CLASSES - CAMPUS OPEN**

2018: 6/1, 6/4-6/7, 8/3, 8/6-8/7, 8/9-8/10, 9/4, 10/24, 12/17-12/21  
2019: 1/2-1/4, 1/7-1/11, 4/2-4/3, 5/21-5/24, 5/28-5/31, 6/3-6/6, 8/2, 8/5\*-8/6\*, 8/8\*-8/9\*

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**COMMENCEMENT**

2019: 5/17

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17*	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

INSTRUCTIONAL DAYS		
	Days	Weeks
Fall Semester	84 days	18
Spring Semester	83 days	17
Convocation	1 days	
Flex Days (Prof. Dev. Days)	8 days	
<b>TOTAL</b>	<b>176 days</b>	<b>35</b>

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

\*The schedule for August 2019 is subject to change.

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2019*						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 17 17 17 17 0 =

84 days

83 days

= 16 17 17 17 16 0



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

## **Appendix C: YCCD Professional Services Agreement, with Design**

Please refer to the following DropBox folder link:

<https://www.dropbox.com/sh/t060coqsyabhee4/AABlljNQUNajk6GUeV7ehtyfa?dl=0>

425 Plumas Blvd., Suite 200, Yuba City, California, 95991

## Appendix D: Map of Yuba College, 2088 North Beale Road, Marysville, California, 95901

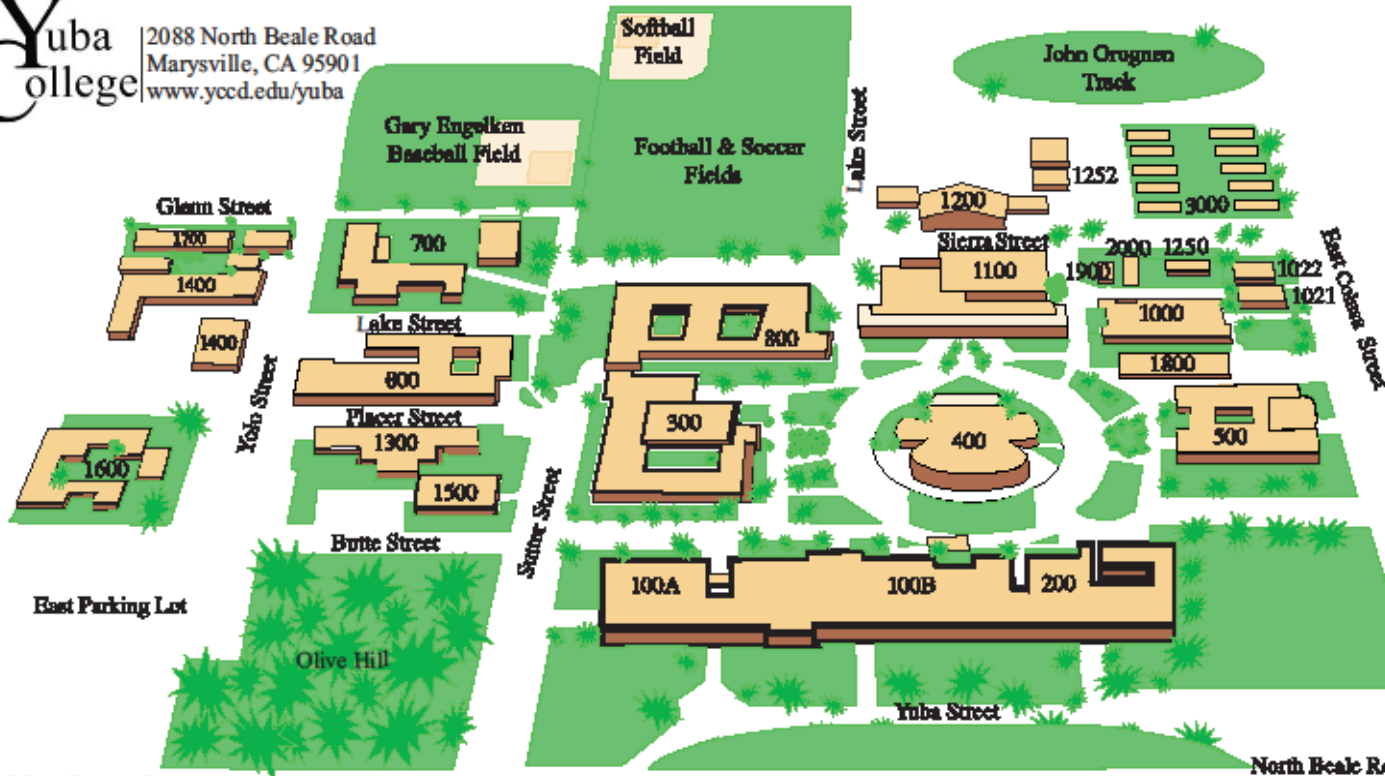


# YCCCD

YUBA COMMUNITY  
COLLEGE DISTRICT

425 Plumas Blvd., Suite 200, Yuba City, California, 95991

**Yuba College**  
2088 North Beale Road  
Marysville, CA 95901  
www.yccd.edu/yuba

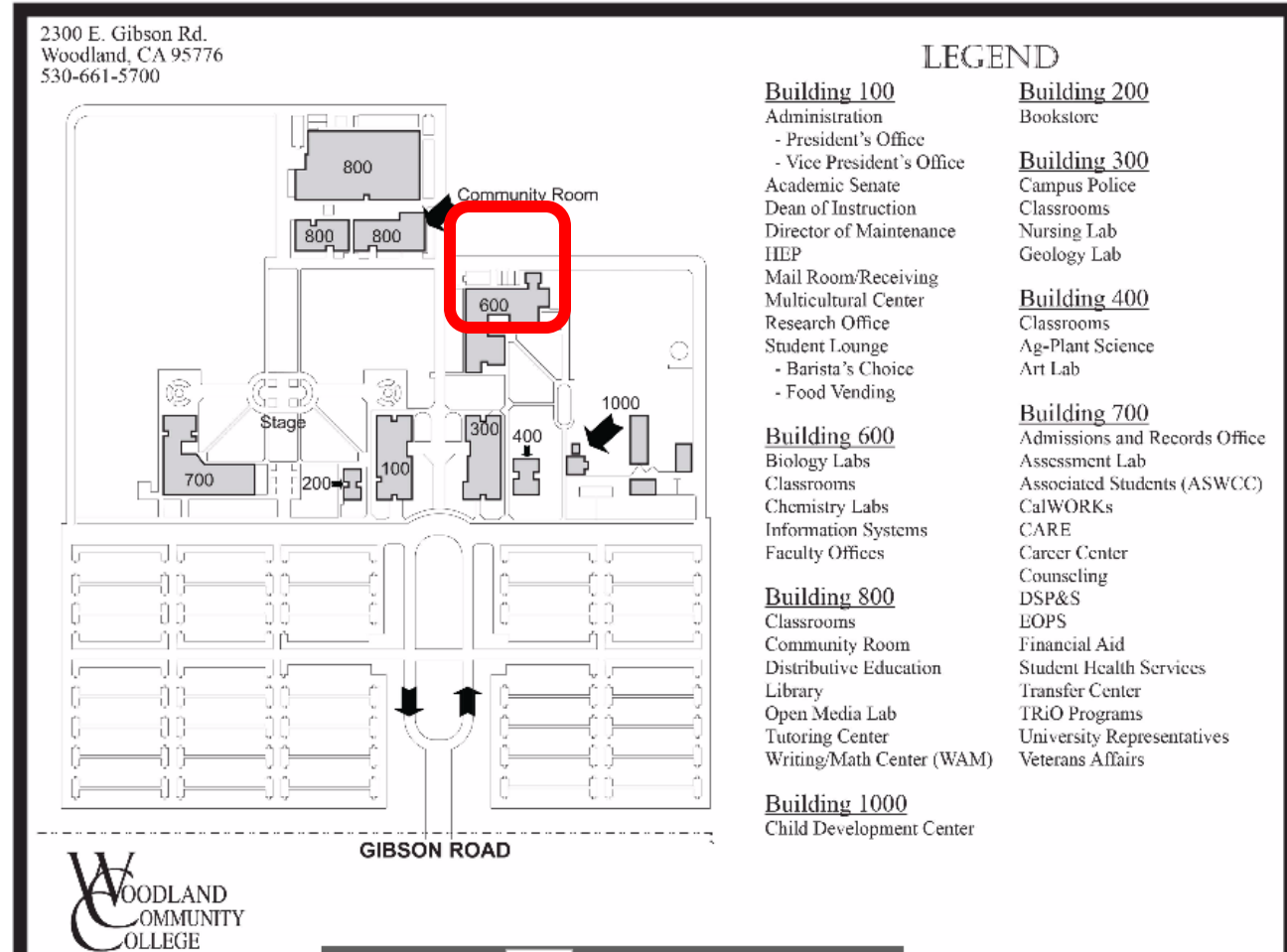


**Map Legend**

- |  |   |
|--|---|
| 100A District Administration, Personnel                            | 1100 College Success Ctr, ITV 2 Classroom, Learning Resources Center, Library |
| 100B EOP&S, Financial Aid, Registration, Student Support Services  | 1200 Athletics and Gymnasium  |
| 200 Music  | 1252 Classroom  |
| 300 Yuba College Administration, Bookstore, Cafeteria, Campus Life | 1300 Collins Hall, Foundation, Photography                                    |
| 400 Box Office and Theatre   | 1400 Maintenance, Print Shop  |
| 500 Business and Social Science                                    | 1500 Osuna Hall   |
| 600 Applied Arts, Science & Technology                             | 1600 Warren Hall: Child Care Center, Police Dept                              |
| 700 Engineering, Math, MESA & Nursing                              | 1700 Automotive Body and Public Safety  |
| 800 Life & Physical Sciences                                       | 1800 Disabled Students & Veterans Services                                    |
| 1000 Fine/Language Arts  | 1900 Distributive Education Center, ITV 1 Classroom                           |
| 1021 Classroom   | 2000 Adaptive Physical Education  |
| 1022 Classroom   | 3000 Classrooms   |

425 Plumas Blvd., Suite 200, Yuba City, California, 95991

**Appendix D, continued: Map of Woodland Community College, 2300 East Gibson Road, Woodland, California, 95776**



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

## Appendix D: Map of Lake County Campus

CLEAR LAKE CAMPUS, 15880 DAM ROAD EXT., CLEARLAKE, CA 95422

CLEAR LAKE CAMPUS



### Clear Lake Campus

- |   |                                  |
|---|----------------------------------|
| 1 Building E - Maintenance & Operations Facility  | 16 Classroom 902                 |
| 2 Bus Stop  | 17 Student Lounge 903            |
| 3 Building 100 - Administration, Student Services, LRC, Library and Media Services, Restrooms | 18 Classroom 904                 |
| 4 Building 200 - Culinary Arts/Aroma's Restaurant   | 19 Classroom 905                 |
| 5 Building 500 - Welding Shop   | 20 Classroom 906                 |
| 6 Building 401  | 21 Classroom 907                 |
| 7 Building 400 - Business/Computer Lab  | 22 Classroom 908                 |
| 8 Building 402 - Faculty/Adjunct Offices  | 23 Building 604                  |
| 9 Restrooms   | 24 Building 605                  |
| 10 Faculty/Staff Parking  | 25 Building 800                  |
| 11 Lower Level Parking  | 26 Building 601                  |
| 12 Student Bookstore  | 27 Building 602 - Faculty Lounge |
| 13 Building 801 - Childcare Development Center  | 28 Classroom 603                 |
| 14 Building 700 - Science/Math/Early Childhood Education, Restrooms                           | 29 Upper Parking Lot/ Level 1    |
| 15 Classroom 901  | 30 Upper Parking Lot/ Level 2    |
|   | 31 Upper Parking Lot/ Level 3    |







425 Plumas Blvd., Suite 200, Yuba City, California, 95991

## **Appendix “E”: Building Specific Roof Drawings**

Please refer to the following DropBox folder link:

<https://www.dropbox.com/sh/t060coqsyabhee4/AABljNQUNajk6GUeV7ehtyfa?dl=0>



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

## Appendix “F” Non-Collusion Affidavit Form

STATE OF CALIFORNIA, COUNTY OF \_\_\_\_\_ I, being first duly sworn, deposes and says that I am the \_\_\_\_\_ of \_\_\_\_\_, the party submitting the foregoing proposal (“the Proposal”). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not make in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or a sham.
3. The Firm has not directly or indirectly induced or solicited another Firm to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Firm or anyone else to put in a sham proposal, or to refrain from bidding.
4. The Firm has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other Firm, or to fix any overhead, profit or cost element of the proposal price or that of any other Firm, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Firm has not, directly or indirectly, submitted the proposal price or any breakdown thereof, or the contents there of, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Executed on this date: \_\_\_\_\_, 2018 / 2019, at:

\_\_\_\_\_  
(City, County, and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_.

Address: \_\_\_\_\_.

Area Code & Phone Number: \_\_\_\_\_.

Note: In addition to other bid documents, bidders on public works projects are required by Public Contract Code section 7106 to submit a certification form that they have not colluded with another proposer.



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

## Appendix “G” References Form

(Include at least 5 recent references in California)

Firm/Proposer:

---

---

1. Reference

Name:

---

Contact:

---

Address:

---

Phone #:

---

Email Address:

---

Description of Services Provided:

---

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**\*Please verify that the contact information is current.**



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

## Appendix “H” Proposal Signature Form

The undersigned acknowledges the following:

1. Having become familiar with the specifications and requirements of the Request for Proposal, hereby offers to provide **all services** in accordance with the proposal set forth herein, including all referenced material and attachments.
2. By submitting a signed proposal in response to this solicitation, the **Firm** acknowledges that they completely understand the scope of the needed services and that the proposed services as described in the proposal will meet or exceed the needs of the District.
3. Late proposals will not be accepted (even if they are only 5 minutes late).
4. The District reserves the right to reject any and all proposals and that this proposal shall remain open and not be withdrawn for a minimum of 90 days.
5. Cancellation Clause: The District may, without cause, terminate the contract(s) or a project under the contract(s) by giving written notice of such termination to the awarded firm. In the event of such termination the District shall reimburse the firm for services performed and reasonable expenses actually incurred by the firm in relation to the terminated project prior to the firm’s receipt of such notice of termination. The cost of proposal generation, associated travel, copies, postage, etc., will not be reimbursed and is considered a typical and normal part of the bid process which not reimbursed for any of the proposers.
6. If the prospective Firm is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the state of California , and that, \_\_\_\_\_, is authorized to act for and bind the corporation.

Entity Type (Select One):

Sole Owner: \_\_\_\_\_

Partnership: \_\_\_\_\_.

Corporation: \_\_\_\_\_.

Other; Please specify;

---



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Regular monthly progress payments are made using **NET 30** as a basis for payment, with Net 30 time starting after receipt of the invoice with all required support documentation, and once this information is reviewed and approved by the District.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Print name \_\_\_\_\_ Title \_\_\_\_\_

Notary Required On This Project

Notary Stamp:





425 Plumas Blvd., Suite 200, Yuba City, California, 95991

## Appendix I: Acknowledgement of Addenda Form

The undersigned acknowledges receipt of the following addenda from the District pursuant to the Request for Proposal:

Acknowledgement: Yes **or** Not Applicable

Addendum No. 1: \_\_\_\_\_.

Addendum No. 2: \_\_\_\_\_.

Addendum No. 3: \_\_\_\_\_.

Addendum No. 4: \_\_\_\_\_.

Addendum No. 5: \_\_\_\_\_.

**Failure to acknowledge the Addenda's may, at the Descretion of the District, determine the Proposal to be incomplete and unresponsive. Firms are required to acknowledge all addenda's within the submitted proposal at the time of submission.**

**The End.**