



**Request for Proposal**

**Yuba Community College District**

**Yuba College**

**Multi-Building Structural Roof Repairs and Concrete Stairway Replacement**

**No. RFP 19-10**

**Issue Date: March 4, 2020**

**RFP Due: April 14, 2020**

**RFP Due Date: April 14, 2020, 1:00 pm Sharp, Yuba College Location Delivered To:**

**Yuba Community College District, District Offices**

**Attn.: David Willis**

**District Director of Facilities Planning, Maintenance & Operations**

**RFP No. 19-10 YC Multi-Building Structural Roof Repairs and Concrete Stairway Replacement**

**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



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## **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 City, 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**

The Yuba Community College District seeks proposals from qualified General Contractors to make structural repairs to the roofs on several buildings, upgrade piping supports on one building, add roof access hatches and ladders, replace failing concrete stairway at one building at Yuba College. This is a General Contractor project with multiple trades.

This Request for Proposal is a re-bidding and extension of a previous procurement process numbered RFP 19-08. The RFP requirements have been changed to clarify the bidding requirements and process. The District has just received stamped and signed Division of the State Architect drawings and specifications for this project.

**Yuba College Campus Address:** 2088 North Beale Road, Marysville, California 95901

### **1.4 Applicable Codes**

All work shall meet all State of California Building Codes, and Federal codes, and local ordinances.

All projects at the District/College are prevailing wage projects.

## **2.0 Scope of Work**

The scope of work includes the following:

1. Building 300: Add roof hatch and ladder. Add roof stairway from one level to another.
2. Building 600: Provide structural roof repairs, add a roof hatch and ladder.
3. Building 900: Replace a failing concrete stairway, replace gate and handrail, replace light fixture with LED fixture, and replace exterior doors, door hardware, door frames.
4. Building 1000: Replace multiple pipe supports, raise and reconfigure piping on the roof, and add a roof hatch and ladder.

### General Comments:

The Contractor is 100% responsible to coordinate and securely store materials, tools, equipment, and other items required for the project. The Contractor must receive, inspect, unload, move, properly store, and sign for all materials. All materials need to be locked up and stored properly. The construction area must be cleaned up and organized each night to reduce trip hazards and the risk of a fire. Deliveries that arrive without a Contractor representative on site will not likely be received. All materials must be as specified and pre-approved by the Architect and the District before orders are placed. The District cannot pay for materials until they arrive on site.

The contractor shall provide quality work or it will not be acceptable to the District/College.

The Contractor shall provide their own waste container and have it emptied as needed. The District requires a waste manifest for all project waste.

The Contractor shall use and maintain barricades and barricade tape, and signs to delineate all project boundary areas.

The Contractor shall provide temporary lighting as needed to work safely.

The Contractor should provide "port-a-jons".

The Contractor shall protect all landscape areas, windows & doors, interior building space, and all other College property from damage.

The Contractor is expected to meet briefly each weekly at the construction site, during the busy month or two of the project, with District/College staff at the project site to review progress, discuss issues, and provide a brief update on what is expected to occur during the next week.

The District encourages a positive and open communication strategy that includes a sense of partnership and mutual success on its projects.

**NOTE:** Both TREMCO and GARLAND are approved roof system manufacturers. Refer to project contract documents for more information.

### Existing Roof Warranties:

1. Building 300: **Tremco** Warranty (must use Tremco to maintain warranty)
2. Building 600, 1000: No current warranty

All roof work construction activities shall maintain a weather-tight condition of the roofs during the construction period to greatly reduce the risk of thunderstorms or storms rainwater getting into the buildings. All materials and temporary sealing of the roofs shall also be secured overnight in case winds come up, to avoid materials and debris from blowing off the roofs and creating a safety hazard for students and staff at ground level.

## 2.1 Project schedule

Start Date: May 26, 2020

Strongly Preferred 100% Completion Date: August 31, 2020.

The contractor may work whatever hours are needed Monday through Friday. Normal working hours are 6am to 3pm but can be adjusted to meet whatever the Contractor needs. Note that the College campus is closed on Friday's in June and July so there will not be any classes on these Fridays. The Contractor may still plan to work on Fridays in June and July.

Fall classes start August 19<sup>th</sup>, 2020.

August 19, 2020 through August 31, 2020: Normal working hours can be anytime. It is however important that noisy activities that could disturb classes in the building be coordinated to reduce impacts.

If additional time is needed after August 31, 2020: Contractor to coordinate with the College/District. It is the intention of the College/District to complete the work **without overtime** yet within a reasonable period of time.

This a prevailing wage project.

**Provide a brief project schedule with the proposal with the completion date clearly shown.**

## 2.2 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 Proposal Preparation Process:

**David L. Willis**  
**District Director of Maintenance, Operations, and Planning**  
**425 Plumas Blvd., Suite 200 (Second Floor)**  
**Yuba City, California, 95991**  
**Cell Phone: 916-747-4262**  
**Email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu)**

**Please email Dave Willis to verify that your firm will be submitting a proposal in response to this procurement process.**

On-site coordination, first contact person (Yuba College Campus) access and immediate contact person during construction:

**Bryan Epp**  
**Assistant Director of Maintenance, Operations**  
**2088 North Beale Road**  
**Phone: 530-740-1722**  
**Email: [bepp@yccd.edu](mailto:bepp@yccd.edu)**

**No changes can be made to the project scope without authorization in writing by David Willis.**

## **2.3 Project Safety and Security Requirements**

Safety is a top priority for the District. All California OSHA requirements apply. Industry best practices apply. Contractor employees shall wear shirts with sleeves, a hard hat, eye protection, hearing protection, gloves, substantial leather footwear, long pants, a reflective safety vest, and take all needed precautions to complete the work in a safe manner. Safety shall not be compromised at all during the work.

Enhanced fall protection precautions shall be taken. During windy conditions, precautions shall be taken to ensure the safety of staff and to properly secure materials and debris.

The affected areas of construction shall be properly barricaded, have signs placed, and all reasonable precautions taken to keep staff and students out of the project boundary areas. Debris shall be removed promptly. Protection of College property shall be taken. Contractor is 100% responsible for any damage to College property and facilities.

These campuses have a moderate risk of theft. It is the sole responsibility of the Contractor to secure all materials, equipment, tools, and the affected building.

## **2.4 Demolition**

The contractor shall provide a debris waste manifest for all items removed from the campus. Demolition shall be done in accordance with all State and Federal codes, laws, and ordinances. Demolition shall be coordinated to greatly reduce possible impacts with students and staff.

If required, the Contractor shall provide large open containers. Fire hazards shall be minimized. Minimize debris in parking lots and asphalt areas. Debris shall be completely removed out of all landscape areas and other areas affected by the project after the project is completed. All roofs and rain-gutters shall be clean of all construction debris.

Loud noisy demolition activity shall be coordinated with the College/District to reduce impacts to instructional spaces. Contractors need to include a construction schedule with their proposals.

### 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 RFP. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the Districts instructions, selection criteria of this RFP, 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 of this RFP.

There is no page limit.

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 likely result (at the sole discretion of the District) in rejection of the Proposal for non-responsiveness.

Proposal Section	Format
1. Cover Letter, Section 3.1.A	PDF
2. Table of Contents, Section 3.1.B	PDF
3. Identification of the Firm, Section 3.1.C	PDF
4. Executive Summary, Section 3.1.D	PDF
5. Staffing Resources, Section 3.1.E	PDF
6. Experience, Section 3.1.F	PDF
7. Project Approach, Section 3.1. G	PDF
8. Roofing System Warrantee 3.1.H	PDF
9. Roofing System Quality 3.1.I	PDF
10. Manufacturers Certification Letter for the project in the year to be completed.	PDF
<b>Appendices (See Table of Contents for each one) Submit a response to each Appendix that requires Contractor information. Please submit responses to Appendices A, B, C, D, E, F, G, H, I, J.</b>	PDF



## **Proposal General Information Contents:**

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

Information requested will help the District determine if the Firm is a “Responsible Bidder”.

### **3.1.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, telephone number, and email of a person who may be contacted during the Proposal evaluation process.

### **3.1.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.

### **3.1.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 (as applicable)
5. Other Licenses

### **3.1.D. Executive Summary**

The Proposal shall include an Executive Summary that briefly describes the Firm, the services and types of projects that are the core business, and why this project “fits” within the business model of the Firm.

### **3.1.E. Staffing Resources**

Firm Staffing and Key Personnel Assigned to this Project

- a. Provide total number of staff currently employed by the firm.
- b. Identify person/s who will be principally responsible for the work and their role.
- c. *Provide a list of first tier sub-contractors*

### **3.1.F. Experience**

1. Provide a description of how the Firm’s experience on these type projects.
2. State the number of years the firm has conducted business. Firm must have at least five (5) years’ related experience.
3. Describe the experience and credentials of the staff assigned to this project. The Superintendent/Foreman shall be on site whenever work is being performed.

### **3.1.G. Project Approach**

Describe the project approach that the contractor will take to provide a safe, efficient, cost effective, high quality project that will protect existing College property/buildings, minimize impacts to student classes, and meet all criteria outlined in this RFP. Describe the site preparations including setting up the project boundaries, if an office trailer will be set on site, if a generator will be on site, where open waste containers and “port-a-jons” will be set up, traffic flow, signs and delineators, safety plan to complete the project without incidents, security of materials and equipment, working hours and days, overall schedule and having a Superintendent on site whenever work is done, receiving deliveries, and maintaining weather-tight buildings at all times during the project construction. Describe the commitment to having weekly construction meetings with the District/College, working with the DSA inspector, communication methods, timely processing of any potential change orders, definition of what constitutes a change order and if there are any items that need to be addressed now, and the importance of maintaining positive respectful relationships throughout the project.

The District would like to have weekly project team meetings (once the projects are in full construction mode) to review the project progress, review the work of the contractor, and discuss issues. The District Project Manager and associated District staff, the Architect of Record, and the DSA Inspector will also attend the project team meetings. In some cases, due to weather or other factors, there may not be a need for the weekly meeting. The contractor shall maintain the ADA parking stalls near buildings in usable status at all times.

### **3.1.H. Roof System Warrantee (See Specifications)**

#### **3.1.I. Roof System Quality (Patching and Tie-In, See Specifications)**

The quality of the roofing systems shall be consistent and very high. All work and materials used shall be approved by the District and the Roofing System Manufacturer. NO substitute “value engineered” products shall be used that compromise the long-term performance or aesthetics of the Roofing System. The Roof System shall be installed using best practices established in the roofing industry and consistent with the requirements of the Roofing Manufacturer, all codes and regulations, and to provide a comprehensive and complete weather-tight roofing system that will provide long-term performance and extremely low maintenance requirements.

No damaged, used, or compromised materials shall be used on the projects. Any damaged, stolen, or vandalized materials are the sole responsibility of the Contractor. The Contractor shall provide adequate secure storage for all materials, tools, and equipment.

Quality of workmanship and materials is critical to the District as a top priority.

#### **4.0 Selection of “Firm” Services Provider**

The process of “Firm” selection is based upon the complete responsiveness of the RFP and the criteria as outlined in the RFP.

The District Project Evaluation Team will read the written proposals. The District Evaluation Team will discuss the proposals and verify that the “Basis of Award” information below and information submitted in response to the RFP are complete and responsive.

The District reserves the right to reject any and all submittals, to amend the RFP process, and to discontinue or re-open the process at any time. The District reserves the right to request clarifications to RFP responses.

#### **5.0 Basis of Award**

This roof replacement project will be awarded based on the following criteria:

1. Lowest Total Cost Responsive Qualified Bidder
  - a. Lowest Total Cost
  - b. Contractor Capability to do the work
  - c. Qualified Contractor
    - i. Proper State of California Contractor License in good standing
    - ii. Roofing System Manufacturer Certified Installer
    - iii. Appendix C Statement of Qualifications Information
    - iv. Information provided as requested in the RFP.
    - v. All Addendums are acknowledged.
    - vi. Contractor listed any exceptions or exclusions. Contractors should bid the project per the RFP and contract documents and then offer exceptions and exclusions or cost deductive or additive alternatives separately from the base bid.
    - vii. If there is a historical context of projects with the District, they have been completed on schedule, providing high quality workmanship, minimal/reasonable change orders, and per the construction documents. Warranties were supported professionally, timely, without impact to College/District, and per manufacturer requirements.

The Lowest Total Cost Responsive Qualified Bidder that provides the most advantageous proposal to the District as defined by the District. The design of the specified roofing system will provide the best value.

The apparent lowest total cost responsive qualified bidder will likely be requested to attend and participate in a one-hour interview process with the District Project Proposal Evaluation Team.

#### **6.0 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 stated requirements set for this RFP.

## 7.0 Responses to RFP:

Sealed responses to this RFP must be clearly marked "RFP NO. 19-10 YC Multi-Buildings Structural Roof Repairs and Concrete Stairway Replacement Project".

**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:**

"RFP No. 19-10 YC Multi-Buildings Structural Roof Repairs and Concrete Stairway Replacement Project".

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

**Note:** Completely seal your proposals in envelope/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.**

## 8.0 Requests for Information (RFI)

Requests for Information concerning the RFP must be in writing and may be submitted via email 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 5 business days and posted on the District's website or responded to per the dates listed in the RFP for addendum publishing. Should more time be needed by the District to answer / respond to RFI's, this information will also be posted on the above website.

- **Include the following in the subject matter field on emails when requesting information: "RFP 19-10", RFI.**

## 9.0 Proposal Schedule:

### Important Dates and Times:

March 4, 2020: Release of Request for Proposal at 4:00PM

**March 16, 2020:** **1:00 PM, Mandatory Pre-Bid Meeting at Yuba College**, Building 1400, Maintenance Conference Room, 2088 North Beale Road, Marysville, California 95901.

Prospective Contractors wishing to participate in this bidding process are required to have a representative attend, sign the login sheet, and conduct a field inspection of the existing roof. No other pre-bid meetings will be held. Contractors that do not attend this mandatory pre-bid meeting are not qualified to bid this project.

April 1, 2020: 5:00 PM, All questions and requests for information must be submitted to David Willis at: [dwillis@yccd.edu](mailto:dwillis@yccd.edu).

April 7, 2020: Addendum Issued if needed.

**April 14, 2020:** **Proposals due at 1:00 PM SHARP**, Yuba Community College District, District Offices Location, see page 1. There will be a public bid opening on this RFP.

**May 22, 2020:** Expected date of Award with Purchase Order

May 26, 2020: First Day of Roof Demolition/Noisy work

**\*August 31, 2020: STRONGLY PREFERRED COMPLETION DATE.**

\*The contractor shall review the Academic Calendar closely and work to minimize loud noisy work that could disrupt classes during days that instruction is occurring.

This is a prevailing wage project.

## 11.0 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 employees associated with this project at no cost to the Firm for the duration of the project at each Campus location. These temporary permits must be displayed at all times on the dash board of employee vehicles.

## 10.0 RFP Proposals

Proposals received after the deadline will not be opened. Each responder shall submit one (1) signed original, two (2) additional hard paper copies, all in separate binders. 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 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. Although there is no page limit.

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.

## 12.0 Award of Contract

- A. The Contract will be awarded to the lowest total cost, most responsive responsible qualified proposer whose proposal, conforming to the request for proposal and associated addendums, will be most advantageous to the District.
- 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 RFP, its addendums, and the proposal of the selected Firm will become part of any contract initiated by the District.
- E. A formal contract shall be signed by the successful proposer and Yuba Community College District to perform this service.
- F. 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 RFP, unless otherwise modified.
- G. The District intends to award to a single RFP Responder.
- H. **The Contractors Performance and Payment bonds are required within 7 calendar days after the award of the project with a purchase order.**
- I. Failure to acknowledge all of the addendums, provide the items listed in the RFP, may render the proposal unresponsive at the discretion of the District.
- J. The District reserves the right to request clarification of proposal content during the review and evaluation process.

### 13.0 Reservation of Rights

The District reserves the right to:

- Reject any or all submittals at its sole discretions.
- Cancel the Request for Proposal (RFP), without cause.
- Modify any requirements contained within the 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 RFP based solely upon its judgment of the qualifications and capabilities of the firm.
- Clarify the content of any proposal to verify that the requirements of the RFP are included.
- Waive “minor” proposal inconsistencies that do not change the scope of work as outlined in the RFP.
- Request an alternative Superintendent on the project if the initially assigned Superintendent on the project is not performing well, not meeting project requirements, not working well with College staff and students, not applying best practice safety methods, **OR** not following College/District guidance regarding project approach.

This RFP does not commit the District to award or 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 RFP or in completing any of the work specified.



#### 14. Bid Bond, Performance Bond, Payment Bond Requirements:

##### Bid Bond Requirements:

Provide a Bid Bond per the following:

**PUBLIC CONTRACT CODE - PCC**  
**DIVISION 2. GENERAL PROVISIONS [1100 - 22355]**

**ARTICLE 4. Bids and Bidders [10160 - 10169]**

*( Article 4 enacted by Stats. 1981, Ch. 306. )*

Section: **10167.**

- (a) All bids shall be presented under sealed cover and accompanied by one of the following forms of bidder's security:
  - (1) An electronic bidder's bond by an admitted surety insurer submitted using an electronic registry service approved by the department advertising the contract.
  - (2) A signed bidder's bond by an admitted surety insurer received by the department advertising the contract.
  - (3) Cash, a cashier's check, or certified check received by, and made payable to, the director of the department advertising the contract.
- (b) **The required bidder's security shall be in an amount equal to at least 10 percent of the amount bid.** A bid shall not be considered unless one of the forms of bidder's security is enclosed with it.
- (c) All bids submitted pursuant to this section shall also comply with the provisions of Section 1601 of the Public Contract Code.

*(Amended by Stats. 2012, Ch. 290, Sec. 3. Effective January 1, 2013.)*

*The Bid Bond shall be provided with the Contractor's Proposal.*

**Performance and Payment Bond Requirements are described in the District Agreement for Services form (Appendix D, Agreement for Services).**

##### 15.0 Liquidated Damages:

There are no liquidated damages on this project.

Appendix A: Proposal Base Bid Costs

- YC Building 300 Roof \$\_\_\_\_\_.
- YC Building 600 Roof \$\_\_\_\_\_.
- YC Building 900 Concrete Stairway \$\_\_\_\_\_.
- YC Building 1000 Roof \$\_\_\_\_\_.
- Other Costs (Please explain): \$\_\_\_\_\_.
- Total YC Costs: \$\_\_\_\_\_.
  
- Allowance for Unforeseen Conditions: \$ 30,000.00 .

**Note:** Each item will require approval by the District with proper documentation. Additional items will be considered on a case by case basis. It remains the contractors responsibility to do reasonable due diligence inspection and evaluation to determine and include as many items as possible during the proposal bidding process and to make all reasonable efforts to identify items before damaging them during the construction process.

- **Total Yuba College Roof's and Concrete Stairway Replacement Costs:** \$\_\_\_\_\_.

**Appendix B: 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:\_\_\_\_\_.

**Firms are required to acknowledge all addenda’s within the submitted proposal at the time of submission.**

## Appendix C: 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) \_\_\_\_\_

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. Number of years' experience in California Community College, University, or Public facility projects \_\_\_\_.

10. Has the Respondent been in litigation on an issue pertaining to any contract during the past five (5) years?

\_\_\_\_\_  
If yes, provide detailed information regarding the litigation, whether it was settled or not, the amount of the settlement, the liability of the claim, the circumstances and type of project, and provide case name and number. \_\_\_\_

11. Has the Respondent ever failed to complete a project in the past five (5) years? \_\_\_\_\_ If so, give owner and details: \_\_\_\_\_

12. Safety Insurance Modifier Number: \_\_\_\_\_.



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**Appendix D: N/A**



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## **Appendix E: Descriptions of Past “Like” Projects:**

**Provide at least five (5) examples of similar projects at Community Colleges or Universities, or K-12 Schools or public agencies/institutions that your firm has completed in the past three (3) years. Projects must be at least \$500,000 in contract value. Include the year completed, base bid costs, change order total costs, if the project was completed on schedule, if the project was a Division of the State Architect project, and the owners contact information. Please include the contact information for the project location.**



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## **Appendix F: YCCD Agreement for Services**

Please refer to the following Drop Box folder link:

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/EgZeN9UpQzdOn28rq2No\\_D8Bz9ba\\_sLSps70YXgMWUNsaA?e=wVLvGk](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/EgZeN9UpQzdOn28rq2No_D8Bz9ba_sLSps70YXgMWUNsaA?e=wVLvGk)



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## Appendix G: 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 made 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 thereof, 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: \_\_\_\_\_, 2020, 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.





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## Appendix “H” References Form (Example Template)

<b>Bidder shall provide a minimum of Five (5) verifiable references with current contact information, preferably from a California public educational institution and/or California public agency, within the last 5 years. See clarification note below regarding reference requirements. All phone numbers and emails must be current (please verify).</b>	
<b>REFERENCE #1</b>	
NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
<b>REFERENCE #2</b>	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
<b>REFERENCE #3</b>	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	

**You may of course use the Firm’s established reference template.**



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## Appendix "I" 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 and is 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;

---



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7. 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.

Invoices must be emailed to the following with all support documentation:

Vendors with a first letter of A through N: [rlangly@yccd.edu](mailto:rlangly@yccd.edu); [rordiway@yccd.edu](mailto:rordiway@yccd.edu)

Vendors with a first letter of O through Z: [ksiler@yccd.edu](mailto:ksiler@yccd.edu); [rordiway@yccd.edu](mailto:rordiway@yccd.edu)

It is critical that invoices have all required support documentation including an updated schedule of values with 5% retainage for construction projects, updated project schedule, description of completed work, and any other information that will help to justify and support the progress payment request.

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

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

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

Notary Required On This Project

Notary Stamp:





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## **Appendix J: Contractor Licenses, Roof Manufacturer Certifications, etc..**

--Provided by Firm



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## **Appendix K: DSA Approved Drawings and Specifications Package**

**See Folder Link:**

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/EszOqvxcNrtlinkQv3tMQy8B6c031AUhQcu\\_RSyDK-qObA?e=s6FI2i](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/EszOqvxcNrtlinkQv3tMQy8B6c031AUhQcu_RSyDK-qObA?e=s6FI2i)



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## **Appendix L: Existing Buildings Reference Drawings:**

**See Folder Link:**

[https://goyccd-my.sharepoint.com/:f:/q/personal/w0398409\\_yccd\\_edu/EngwF\\_eJKftDnoIHudaIDBEB2lv8SDZTwCKJVrOp2YK6iw?e=dEVkHK](https://goyccd-my.sharepoint.com/:f:/q/personal/w0398409_yccd_edu/EngwF_eJKftDnoIHudaIDBEB2lv8SDZTwCKJVrOp2YK6iw?e=dEVkHK)



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## Appendix M: YCCD Academic Calendars

### Yuba Community College District 2019-20

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						

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			

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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 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 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		

November 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

December 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 18 18 16 16 0 = 84 days

**SUMMER SESSION 2019**  
First 6 Weeks: 6/10-7/18  
8 Weeks: 6/10-8/1

**FALL SEMESTER 2019**  
Full-Term: 8/19-12/18  
Finals Week: 12/12-12/18  
First 9 Weeks: 8/19-10/16  
Last 9 Weeks: 10/17-12/18

**SPRING SEMESTER 2020**  
Full-Term: 1/13-5/18  
Finals Week: 5/12-5/18  
Spring Break: 3/30-4/3  
First 9 Weeks: 1/13-3/13  
Last 9 Weeks: 3/16-5/18

**CONVOCATION - CAMPUS CLOSED**  
2019: 8/14  
2020: 8/12\*

**PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN**  
(Optional Flex Activities)  
2019: 8/12-8/13, 8/15-8/16  
2020: 1/7-1/10, 8/10\*-8/11\*, 8/13\*-8/14\*

**CAMPUS CLOSED**  
2019: 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/19, 7/26  
2020: 6/5, 6/12, 6/19, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31

**HOLIDAYS - CAMPUS CLOSED**  
2019: 7/4, 9/2, 11/11, 11/28-11/29, 12/24-12/27, 12/30-12/31  
2020: 1/1, 1/20, 2/14, 2/17, 3/31, 4/2-4/3, 5/25, 7/2

**NO CLASSES - CAMPUS OPEN**  
2019: 6/3-6/6, 8/2, 8/5-8/9, 8/12-8/13, 8/15-8/16, 12/19-12/20, 12/23  
2020: 1/2-1/3, 1/6-1/10, 3/30, 4/1, 5/19-5/22, 5/26-5/29, 6/1-6/4, 6/8-6/11, 8/7\*, 8/10\*-8/11\*, 8/13\*-8/14\*

**COMMENCEMENT**  
2020: 5/15

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>

\*The schedule for August 2020 is subject to change.

August 2020*						
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					

83 days

January 2020						
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	

February 2020						
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

March 2020						
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				

April 2020						
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		

May 2020						
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						

June 2020						
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				

July 2020						
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 16 0



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# Yuba Community College District 2021-22

June 2021						
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 2021**  
First 6 Weeks: 6/14 - 7/22  
8 Weeks: 6/14-8/5

**SUMMER SESSION 2022**  
First 6 Weeks: 6/13-7/21  
8 Weeks: 6/13-8/4

July 2021						
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

**FALL SEMESTER 2021**  
Full-Term: 8/16-12/16  
Finals Week: 12/10-12/16 (full-term classes only)  
First 9 Weeks: 8/16-10/14  
Last 9 Weeks: 10/15-12/16

**SPRING SEMESTER 2022**  
Full-Term: 1/24-5/27  
Finals Week: 5/23-5/27 (full-term classes only)  
First 9 Weeks: 1/24-3/23  
Last 9 Weeks: 3/24-5/27  
Spring Break: 3/28-4/1  
Commencement: 5/27/2022

August 2021						
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**  
2021: 8/11

**PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN**  
(Optional Flex Activities)  
2021: 8/10, 8/12, 8/13, 10/6  
2022: 1/18-1/21

September 2021						
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		

**CAMPUS CLOSED**  
2021: 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30  
2022: 6/10, 6/17, 6/24, 7/1, 7/8, 7/15, 7/22, 7/29

**HOLIDAYS - CAMPUS CLOSED**  
2021: 7/5, 9/6, 11/11, 11/25-11/26, 12/23-12/31  
2022: 1/17, 2/18, 2/21, 3/30-4/1, 5/30, 7/4

October 2021						
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						

**NO CLASSES - CAMPUS OPEN**  
2021: 6/1-6/4, 6/7-6/10, 8/6, 8/9-8/10, 8/12-8/13, 10/6, 12/17, 12/20-12/22  
2022: 1/3-1/7, 1/10-1/14, 1/18-1/21, 3/28, 3/29, 5/31-6/3, 6/6-6/9

November 2021						
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				

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

December 2021						
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	

17 18 17 16 16 = 84 days

January 2022						
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					

February 2022						
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					

March 2022						
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		

April 2022						
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

May 2022						
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	★	28
29	30	31				

June 2022						
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		

July - August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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	1	2	3	4	5	6

83 days = 16 17 17 17 16



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**Appendix N: Map of Yuba College, 2088 North Beale Road, Marysville, California, 95901**

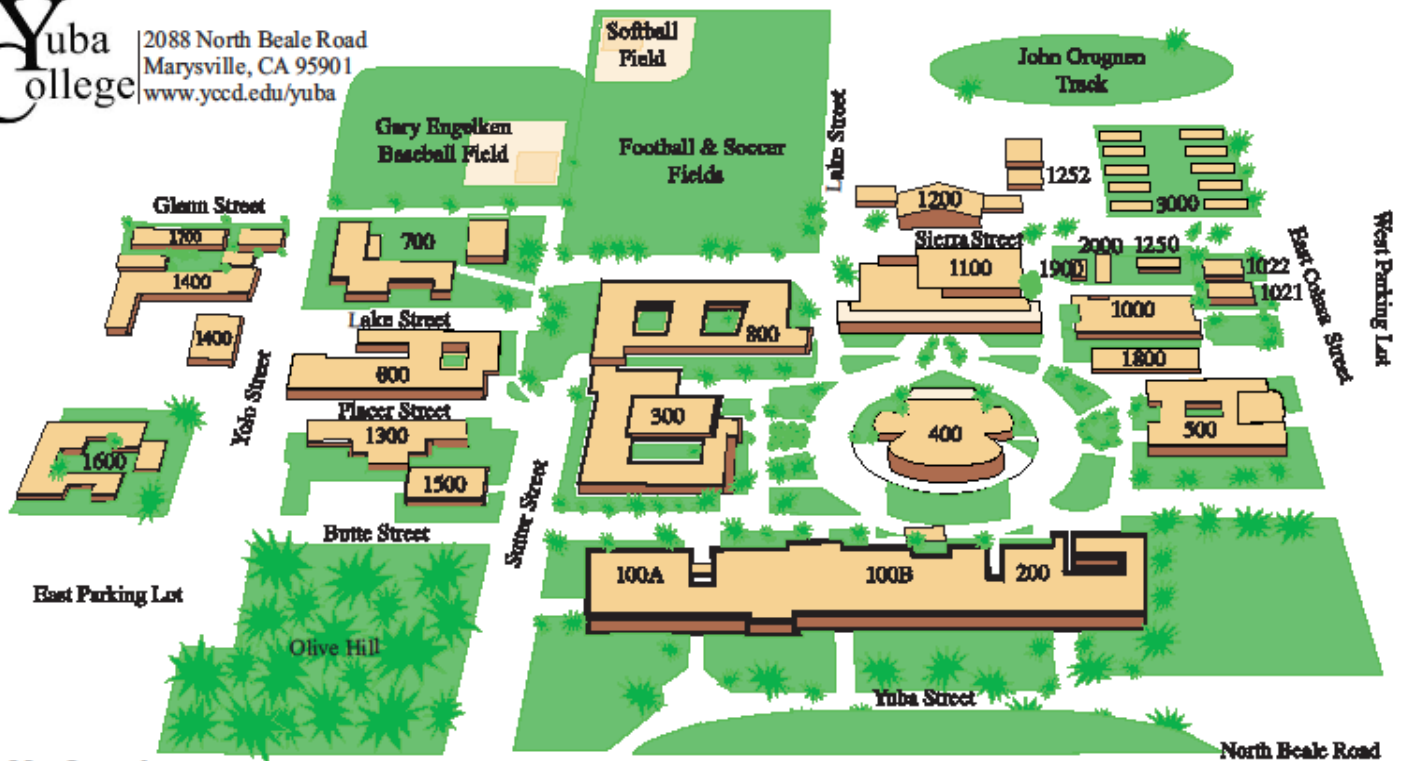


Buildings with scope for this project. Please refer to DSA approved drawings and specifications.

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2088 North Beale Road  
Marysville, CA 95901  
[www.yccd.edu/yuba](http://www.yccd.edu/yuba)



**Map Legend**

- 100A District Administration, Personnel
- 100B EOP&S, Financial Aid, Registration, Student Support Services
- 200 Music
- 300 Yuba College Administration, Bookstore, Cafeteria, Campus Life
- 400 Box Office and Theatre
- 500 Business and Social Science
- 600 Applied Arts, Science & Technology
- 700 Engineering, Math, MESA & Nursing
- 800 Life & Physical Sciences
- 1000 Fine/Language Arts
- 1021 Classroom
- 1022 Classroom

- 1100 College Success Ctr, ITV 2 Classroom, Learning Resources Center, Library
- 1200 Athletics and Gymnasium
- 1250 Classroom
- 1300 Collins Hall, Foundation, Photography
- 1400 Maintenance, Print Shop
- 1500 Osuna Hall
- 1600 Warren Hall: Child Care Center, Police Dept
- 1700 Automotive Body and Public Safety
- 1800 Disabled Students & Veterans Services
- 1900 Distributive Education Center, ITV 1 Classroom
- 2000 Adaptive Physical Education
- 3000 Classrooms



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## **Appendix O: Limited Pre-Renovation Asbestos & Lead Survey**

Please refer to this link:

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/EInxeH2duBRCjUdAIF-NIq0BDjR6EVe5e0-R74y7K2EEeg?e=ipcEpb](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/EInxeH2duBRCjUdAIF-NIq0BDjR6EVe5e0-R74y7K2EEeg?e=ipcEpb)



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**The End.**