



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

Request for Proposal
Yuba Community College District

Woodland Community College
Lake County Campus

Modular and Temporary Buildings For Sale

No. RFP 21-10

Issue Date: January 3, 2022

Proposals Due: February 15, 2022



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

RFP Due Date: February 15, 2022, 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. 21-06 WCC and LCC Monument Sign Project
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 to purchase one or more of the following buildings:

1. Modular Buildings 600, 601, 602, 604, and 605.
2. Temporary Maintenance Buildings (3) at the NW corner of the west parking lot.
 - a. West Maintenance Building
 - b. Middle Maintenance Building
 - c. East Maintenance Building

Lake County Campus Address: 15880 Dam Road Extension, Clear Lake, California, 95422

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.



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2.0 Scope of Work

The Yuba Community College District is accepting proposals to sell one (1) or a few or all eight (8) of the buildings listed in section 1.3 above.

General Comments:

The Contractor is 100% responsible to coordinate and securely store materials, tools, equipment, and other items required for the project.

The Contractor shall hire an underground utility locating service to identify all underground utilities. The contractor shall disconnect and isolate all electrical power at the nearest panel or switchgear.

The Contractor is expected to meet briefly as needed at the construction site, during 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 as the project progresses.

The Contractor shall provide “Portable Restrooms” as needed.

The Contractor shall apply and follow all Cal-OSHA regulations. All required PPE shall be in good condition and used when needed to protect employees.

2.1 Project schedule

Approximate Start Date: March 21, 2022

Approximate 100% Completion Date: June 30, 2022 (or sooner)

The contractor may work whatever hours are needed Monday through Friday. Normal working hours are 6:30am to 3:30pm but can be adjusted to meet whatever the Contractor needs.

This is a prevailing wage project. The Contractor is required to upload all certified payroll information to the Department of Industrial (DIR) Relations web site. YCCD will provide a DIR project number.

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

2.2 District Staff Contacts during the Proposal process:



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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

On-site coordination, first contact person access and immediate contact person during construction **OR** if additional site visits are needed during the bidding process.

Michael Sinn

Assistant Director of Maintenance, Operations
2300 East Gibson Road
Woodland, California, 95776
Cell Phone: 530-575-0206
Email: msinn@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 as needed, 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 Contractor shall also take precautions during windy days if there are any risks of material being carried by the wind and deposited on vehicles or other surfaces.

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.



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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 receive and secure all materials, equipment, tools, monument signs, and other items associated with this work.**

COVID 19 BEST PRACTICES APPLY:

Contractors are required to wear facial coverings and maintain social distancing whenever entering buildings and as much as possible when working outside. The frequent use of hand sanitizer is strongly encouraged. Contractor employees shall not report to work at the campus if they are sick or have been recently exposed to anyone knowingly that has tested positive to COVID 19. If a Contractor has been tested for COVID 19, they shall not report to work at the campus until after test results are known and after they are no longer symptomatic. If any contractor employees have been tested or have tested positive for COVID 19, this information shall be immediately shared in writing with the District/College project Managers. No sick employees shall report to work.

Contractors are required to sign-in at each College Campus location. Coordinate this with Michael Sinn.



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2.4 Demolition

The contractor shall provide a debris waste manifest for all items removed from the campus. Debris and waste shall be processed in accordance with all State and Federal codes, laws, and ordinances.

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 District's 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 "X"), submit the following:

- **One (1) flash memory stick containing** the complete proposal and supporting documentation;
- One (1) original written and signed proposal.

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 | PDF |
| 2. Table of Contents | PDF |
| 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, and H. Appendices I, J, K, and L are informational only. | PDF |



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Proposal General Information Contents:

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

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.

Table of Contents

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

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 or 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 and to negotiate the terms of the agreement.



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5.0 Basis of Award

This project will be awarded based on the following criteria:

1. Highest Payment Per Building or in Total by the Most Responsive Qualified Bidder
 - a. Highest Proposal Per Building or in Total.
 - b. Contractor Capability to do the work
 - c. Qualified Contractor (per section 1.3 and below)
 - i. Proper State of California Contractor License in good standing
 - ii. Information provided as requested in the RFP.
 - iii. All Addendums are acknowledged.
 - iv. Contractor listed any exceptions or exclusions.
 - v. Contractors with historical good performance on YCCD projects regarding minimal number and cost of change orders, maintaining project schedules and completing the work promptly, and overall quality of work.
 - vi. Contractors ability to meet schedule requirements.
 - vii. Contractors have demonstrated past project references of "like" projects
 - viii. Contractors references are all good with respect to schedule, cost, and quality.
 - ix. No other factors such as litigation, licenses in good standing, or other similar criteria.
 - x. At least five (5) project references of similar projects completed in the past five (5) years with contact information, scope of work, initial awarded cost, change orders cost, pictures if possible.

The highest payment by the most responsive qualified bidder's may be requested to participate in a ZOOM 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.



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7.0 Responses to RFP:

Sealed responses to this RFP must be clearly marked "RFP NO. 21-10 WCC-LCC _Modular and Temporary Buildings For Sale".

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. 21-10 WCC-LCC _Modular and Temporary Buildings For Sale".

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.

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 21-10", RFI.**



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9.0 Proposal Schedule:

Important Dates and Times:

December 22, 2021: Release of Request for Proposal at 1:00PM

All Pre-Bid Meetings Are Optional.

January 25, 2022: Optional Zoom Pre-Bid Meeting Per:

Join from PC, Mac, Linux, iOS or Android:
<https://cccconfer.zoom.us/j/95988156238>

Or Call:

+1 669 900 6833 (US Toll)
+1 253 215 8782 (US Toll)
+1 346 248 7799 (US Toll)
+1 646 876 9923 (US Toll)
+1 301 715 8592 (US Toll)

January 28, 2022: 11:00 AM, **Optional ON Campus Pre-Bid Meeting** at the Lake County Campus at 15880 Dam Road Extension, Bus Terminal at the west parking lot, Clear Lake, California, 95422.

If you need to visit the campus during an alternative time/date, please coordinate Michael Sinn below to coordinate access:

Michael Sinn

Assistant Director of Maintenance, Operations
2300 East Gibson Road
Woodland, California, 95776
Email: msinn@yccd.edu

February 7, 2022: 1:00 PM, All questions and requests for information must be submitted to David Willis at: dwillis@yccd.edu.

February 8, 2022: 5:00 PM, Addendum Issued if needed.

February 15, 2022: **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.

This is a prevailing wage project.



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10.0 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 dashboard of employee vehicles.

11.0 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.** (No CD formatted Disks).

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. 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 or Firm's is made and the project is awarded.



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12.0 Award of Contract

- A. The Contract will be awarded to the highest payment from one or multiple buildings from the 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, any follow-up clarifying information, 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. **BONDS:** The Contractors Performance and Payment bonds are required within 7 calendar days after the award of the project with a purchase order. The Bid Bond is required with the proposal.
- 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. Items listed in the RFP become part of the contract unless the Contractor provides an exception in the proposal. Contractor exceptions, depending on the magnitude, 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.
- K. The District reserves the right to negotiate the terms of the agreement to align with budgetary constraints.
- L. Due to the heightened risk of illness that could then affect the performance of the Contractor, Firms with multiple employee work teams and the resources to adapt and complete the scope of work per the RFP, will be perceived to provide enhanced service and value during the evaluation process.



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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. If the owner is the Superintendent, and has been replaced, the owner may visit the project briefly (less than 1 hour per day up to 2 times per week) to coordinate with the replacement Superintendent.
- The District will not allow or tolerate verbal abuse or any other type of abuse by the Contractor toward any College or District personnel or Contracted professional service providers. Abuse, defined solely by the District as verbal or physical, or written, may lead to a “Stop Work” order by the District until it can be resolved, and steps taken to ensure abuse is not repeated. If abuse occurs again, the District may issue a final “Stop Work” order, require the Contractor to leave the College/District project site and process a Performance Bond claim to complete the work. All costs associated with District “Stop Orders” are 100% the responsibility of the Contractor.
- Disqualify a Contractor after reviewing the proposal and finding concerning performance information in references, inadequate or incomplete proposal information, and historically poor project performance at the District/Colleges.

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.



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14. Bid Bond Requirements (Proposed Form—Contractor can use their standard form):

BID BOND

Know all persons by these presents:

That we, _____, as Principal, and _____, as Surety, are held and firmly bound unto Los Rios Community College District, hereinafter called District, the sum of ten percent (10%) of the total bid amount of Principal for payment of which in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

The condition of the above obligation is such that, whereas, the Principal has submitted a bid for the work described as follows: **RFP 21-10 WCC LCC Modular and Temporary Buildings For Sale.**

Now, therefore, if Principal shall not withdraw said bid within the time period specified after the bid date, as defined in the bidding documents, or within ninety (90) days after the bid date if no time period is specified, and, if selected as the apparent lowest responsive responsible bidder, Principal shall, within the time period specified in the bidding documents: Enter into a written agreement, in the form prescribed in the bidding documents, in accordance with its bid; file with the District all bonds required to be filed, including but not limited to faithful performance and payments bonds; and, furnish certificates of insurance and all other items required by the bidding documents.

In the event of the withdrawal of said bid within the time period specified, or within ninety (90) days if no time period is specified, or the failure of Principal to enter into such agreement and furnish such bonds, certificates of insurance, and all other items as required by the bidding documents, if Principal shall pay to the District an amount to the difference, between the amount specified in said bid and such larger amount for which the District procures the work covered by the bid, if the latter is in excess of the former, then this obligation shall be null and void, otherwise to remain in full force and effect.

In the event suit is brought upon this bond by District, in addition to the penal sum of this Bid Bond, Surety shall pay reasonable attorneys' fees and costs incurred by District in such suit.



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Surety hereby expressly waives the provisions of California Civil Code section 2845.

In witness whereof, we have hereunto set our hands this _____ day of _____, 20____.

Principal:

Surety: __ (Name of firm)

By: _____

By:

Title: _____

Title:

Broker Name or Agent Name:

License Number:

Bond or company appointment must be listed with the CA Department of Insurance
Notary acknowledgments for Surety and Surety's Power of Attorney must be attached.

Address for Notices:



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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.

15. Performance and Payment Bond Requirements: Required for this project and described in the District Agreement for Services form (Appendix E, Agreement for Services).

16.0 Liquidated Damages:

There are no liquidated damages on this project.

The Contractor is however encouraged to complete the work asap and by the mentioned dates in this RFP unless otherwise mutually agreed upon by the Contractor and the District due to factors that are outside the control of the Contractor.



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Appendix A: Proposal Base Bid Payments:

| No. | Description | Cost |
|-----|--|------|
| 1 | West Maintenance Building: West Parking Lot: | \$ |
| 2 | Center Maintenance Building: West Parking Lot: | \$ |
| 3 | East Maintenance Building: West Parking Lot | \$ |
| 4 | Modular Building 600 | \$ |
| 5 | Modular Building 601 | \$ |
| 6 | Modular Building 602 | \$ |
| 7 | Modular Building 604 | \$ |
| 8 | Modular Building 605 | \$ |
| 9 | Civil Work, Including Excavations, Fill, Compaction: | \$ |
| 10 | Utilities Removal and Isolation: | |
| 11 | Other: | \$ |
| 12 | Total Costs: | \$ |

***Note:** Each item will require approval by the District with proper documentation. Additional items will be considered on a case by case basis.

List all First Tier Sub-Contractors.

List Department of Industrial Relations (DIR) numbers for Prime Contractor and First Tier Sub-Contractors.



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Appendix B: Contractors Project Approach, Safety, COVID PPE and Incident Notification Plan, Protection of Existing Underground Utilities, Exterior Sidewalks, Staffing Resources, Preliminary Schedule, etc...



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Appendix C: 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.



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Appendix D: 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: _____, 2022/2023, 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 E: YCCD Agreement for Services

Link:

https://goyccd-my.sharepoint.com/:w:/g/personal/w0398409_yccd_edu/Ed-C4ZFleABMr7vUQTN0YJwB95FKJ75WkJ3j42Hj8U38OA?e=Us1Z75



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Appendix “F” 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: rkaur1@yccd.edu; rordiway@yccd.edu

Vendors with a first letter of O through Z: hgardner@yccd.edu; 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 “G” References Form (Example Template)

| | |
|---|--|
| <p>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, representing projects started and completed within the last 5 years. See clarification note below regarding reference requirements.</p> <p>All phone numbers and emails must be current (please verify).</p> | |
| REFERENCE #1 | |
| NAME | |
| ADDRESS | |
| CITY, STATE ZIP CODE | |
| TELEPHONE # | |
| CONTACT | |
| DATES OF SERVICE | |
| REFERENCE #2 | |
| NAME | |
| ADDRESS | |
| CITY, STATE, ZIP CODE | |
| TELEPHONE # | |
| CONTACT | |
| DATES OF SERVICE | |
| REFERENCE #3 | |
| 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 H: Statement of Qualifications

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



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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. DIR Registration Number and current status: _____.
13. Safety Insurance Modifier Number: _____.
14. Consultant's proposal must set forth Consultant's understanding of all applicable Health and Safety laws, guidelines, and requirements including Cal/OSHA Title 8, the EPA (Environmental Protection Agency), the Education Code, the CDE (California Department of Education), the DTSC (Department of Toxic Substances Control), and the California Division of State Architects (DSA) regulations, and local ordinances and/or other applicable zoning or planning ordinances/regulations, relative to the work to be undertaken as well as Consultant's ability to comply with the same and the methodology by which Consultants will do so. Consultant proposals must confirm that the nature of the Work to be performed will meet all the aforementioned requirements for said Work as set by the applicable codes and regulations and all other applicable ordinances and guidelines.
15. First-Tier Sub-Contractor Firms shall also provide their Contractor License Number and Division of Industrial Relations Registration Number, and expiration dates. If First-Tier Contractor is to do the abatement work, they shall provide all of the above information 1 through 14 and Appendix D.



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The undersigned is duly authorized to execute this Statement of Qualifications under penalty of perjury on behalf of the above-identified Firm. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Statement of Qualifications and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness, and accuracy of responses to this Statement of Qualifications. The undersigned declares and certifies that the responses to this Statement of Qualifications are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Firm acknowledges and agrees that if the District determines that any response herein is false or misleading or contains misstatements of fact so as to be false or misleading, the District may find the Firm is not qualified and the District can reject the proposal for non-responsiveness or non-responsibility.

Executed this ___ day of _____ 20__ at _____.

(City and State)

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

By: _____

(Signature of Firm's Authorized Officer or Representative)

(Typed or Printed Name)

Title: _____



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Appendix I: Project Information

There are no drawings of the existing buildings.



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Appendix J: YCCD Academic Calendar

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 | | | |

| 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 |

| 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 | | | | |

| 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 | | |

| 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 | | | | | | |

| 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 | | | | |

| 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

SUMMER SESSION 2021
First 6 Weeks: 6/14 - 7/22
8 Weeks: 6/14-8/5

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

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

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

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

| 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 |

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

| 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 | | | | |

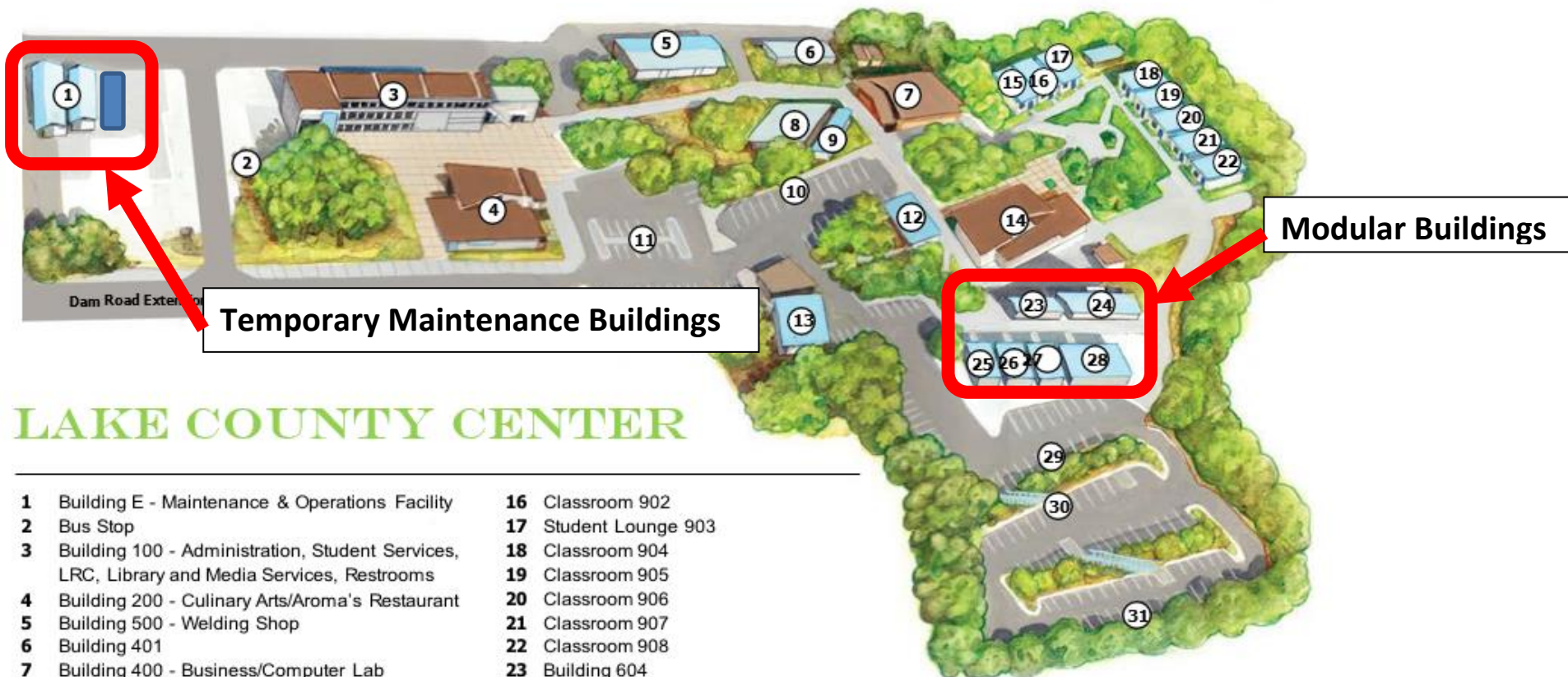
| June 2022 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

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

83 days = 16 17 17 17 16

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Appendix K: Map of Lake County Campus and Woodland Community College Campus



LAKE COUNTY CENTER

- | | |
|---|----------------------------------|
| 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 |



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The End.