



**Request for Proposal/Request for Qualification**

**Yuba Community College District**

**Yuba College**

**Architectural Services:**

**Classrooms and Restrooms Renovations Project**

**No. RFP/RFQ 21-08**

Revision 3.1

**Issue Date: March 29, 2022**

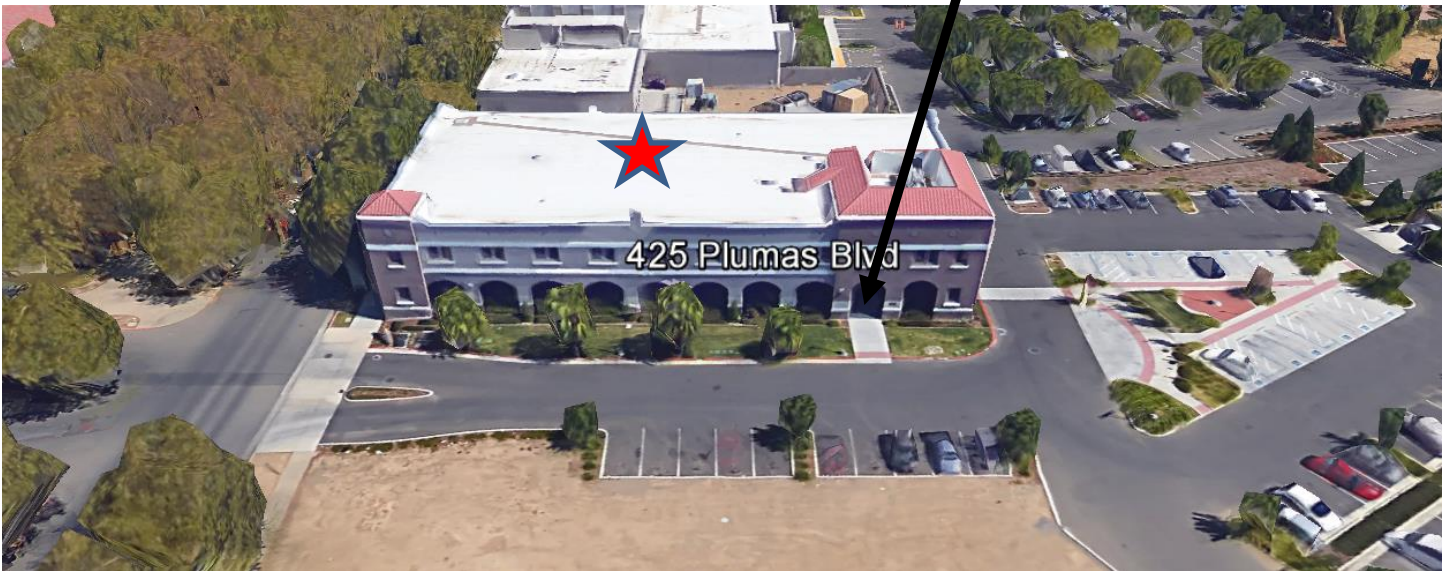
**RFP/RFQ Package Due: May 10, 2022**

**Yuba Community College District, District Offices**  
**Attn.: David Willis**  
**District Director of Facilities Planning, Maintenance & Operations**  
**RFP/RFQ No. 21-08 Architectural Services: Classrooms and Restrooms Renovations**  
**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 and “Statements of Qualifications” from Architectural Firms described in section 2.0 below and in Appendix B.

**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.

## 2.0 Scope of Work / Pre-qualification Process

The College/District has limited resources to renovate and improve spaces. It is therefore required to focus funding resources on spaces that will have the most benefit for Students, Faculty, and Staff. Since the design of these improvements will need to be submitted to the Division of the State Architect’s Office, regulatory code requirements such as accessibility (ADA) will need to be addressed.

### **This project includes designing improvements to the following:**

1. Building 1000: IT needs, desks replaced with flexible furniture. Lead furnishings selections.
2. Building 200: Room 201 full remodel, plus additional rehearsal resource shelving, flooring and paint throughout building Remodel two (2) restrooms.
3. Softball Field relocation: Title IX, ADA, bathroom access issues addressed by moving the Softball field from its current location closer to building 1200 and the main west parking lot. Features should include scoreboard, perimeter fencing and backstop, dugouts, relocate existing bleachers, ADA features and access path to the existing restrooms near building 1200.
4. Building 300 Cafeteria: Remodel into student center, study and gathering locations with new furnishings/features, determination if the second floor can be remodeled and provide access, remodel existing restrooms to provide universal non-gender specific restrooms.
5. Building 100B: Replace countertops, ceiling panels, paint walls, reorganize the spaces which may include some wall changes, new furnishings. Remodel four (4) restrooms.

6. Building 600: Remodel Auto Tech Classroom 616: improved IT (TV's, computers), refinished tables, paint, flooring updates, asbestos abatement. Remodel one (1) restroom.

Classroom improvements will include but will not be limited to the replacement of flooring, wall painting, ceilings and new LED lighting/controls, doors and hardware, white boards, A/V equipment, Accessibility ADA features, new student workstations, and new podiums. The new classroom designs will need to be flexible and adaptable to changing instructional needs.

Restroom improvements will include but will not be limited to the replacement of flooring, new tile, wall painting, ceilings and new LED lighting/controls, new exhaust fans, doors/hardware/automatic entrance door openers, new partitions, new fixtures and sinks/counters, new dispensers, new mirrors, new signs, and accessibility ADA features.

**Project Budget:**

No.	Description/Source	Amount	Comments
1	State Scheduled Maintenance	\$2,145,790	2021/2022 Allocation
2	Classrooms/Obligation Bond	\$2,604,210	Approximate Planned Amount
3	Restrooms/Obligation Bond	\$2,250,000	Approximate Planned Amount
4	FF&E Furnishings/HEERF	\$ 500,000	Approximate Planned Amount
<b>Total:</b>		<b>\$ 7,500,000</b>	Approximate Planned Amount

This is not a State funding match project.

The Architectural Firm will be expected to provide FF&E options and selection support with recommendations to the District regarding the purchase of FF&E. The new classroom designs will need to be flexible and adaptable to changing instructional needs. Architectural fees should be 10 percent **or less** of the project budget.

The Architectural Firm will need to work collaboratively with College Faculty, Staff, and Administrators to lead/discuss and come up with innovative approaches that provide resilient, flexible, adaptable, interactive and engaging instructional spaces. Provide a presentation using MS PowerPoint software with colored renderings and layouts to show what the classrooms and restrooms will look like with features listed, an Architects cost estimate, and a preliminary project schedule. Include at least six (6) design project team meetings, support regarding the DSA process, several meetings with the District Board of Trustees, and up to twenty (20) project team meetings during construction administration. Include all needed on-campus field investigation work to research all College designated classrooms and restrooms and associated systems/spaces as needed. The College/District does not have accurate as-built drawings so there will need to be a substantial investigation of existing conditions, field surveying of the proposed softball field location. The Architectural Firm shall collaboratively work with the College/District to generate a construction phasing approach that will take advantage of "winter break", "Spring Break", and the "Summer Term" to generate a contractor access strategy that is least impactful to College instructional class schedules.

The scope of work also includes contract administration services during the construction phase of the project.

The Architectural Firm will submit the design to DSA and support the DSA process from submission to certification.

The Architectural Firm will be expected to provide a detailed estimate from a certified estimating Firm in the local regional area.

All design work associated with this project becomes the property of the District.

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

Work with the District to develop a new campus map that demonstrates the existing campus. The existing map is in Appendix K.

**Note:** The exact scope of work is not yet fully determined. There may be some electrical, mechanical systems, and associated access improvements (required by DSA).

**Prequalification Process:** Reference Appendix B, entitled, "Statement of Qualification". In order to save time, this project RFP is combining both the pre-qualification process and the proposal process. Only Firms that are first pre-qualified will then have their proposals considered and evaluated by the District Project Evaluation Team. Please take the time to be thorough in your "Statement of Qualification" responses.

## **2.1 Project schedule**

Approximate Start Date: July 15, 2022 (or sooner)

Approximate Design Completion Date: November 15, 2022 (or sooner)

**Submit to DSA:** November 16, 2022 (or sooner)

**Provide a brief project schedule with the proposal.**

## **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)

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

Safety is a top priority for the District. All California OSHA requirements apply. Designs shall incorporate safe industry proven approaches.

### **COVID 19 BEST PRACTICES APPLY:**

Architects and other design consultants 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.

Architects and design professionals are required to login at the maintenance building 1400 on the log sheet to facilitate prompt notification in case there is a positive test result of COVID 19 and notification is required within 24 hours. Architects have the same notification requirements.

### 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/RFQ. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the Districts instructions, selection criteria of this RFP/RFQ, and completeness and clarity of content. Each Respondent's proposal should clearly and accurately demonstrate specialized knowledge and experience required for consideration.

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

- One (1) flash memory stick containing the complete proposal and supporting documentation;
- One (1) original and three (3) copies in paper form of the proposal, which consists of a Proposal Letter and responses to the proposal requirements of this RFP/RFQ.

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
<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. Appendices I, J, K are informational only.</b>	PDF

#### Proposal General Information Contents:

##### 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/RFQ and the criteria as outlined in the RFP/RFQ.

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/RFQ are complete and responsive.

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

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

This project will be awarded based on the following criteria:

1. Best Qualified/Lowest Total Cost Responsive Bidder
  - a. Best Qualified Architect
    - i. Proper State of California License in good standing
    - ii. Appendix B Statement of Qualifications Information
    - iii. Architectural Team Members/Credentials
    - iv. Information provided as requested in the RFQ.
    - v. All Addendums are acknowledged.
    - vi. Architectural Firm listed any exceptions or exclusions.
    - vii. Architectural Firms with historical good performance on YCCD projects.
    - viii. The one or two of the lowest total cost responsive qualified proposers may be requested to participate in a ZOOM interview process with the District Project Proposal Evaluation Team.
  - b. Architectural Firm Capability to do the work
  - c. Lowest Total Cost
2. Process:
  - a. Evaluate Statement of Qualifications (Appendix A)
  - b. Evaluate Proposals of Qualified Firms
  - c. Interview top Qualified 1 to 3 Firms with high scoring (rank order) proposals.

#### **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 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/RFQ.



## 7.0 Responses to RFP/RFQ:

Sealed responses to this RFP/RFQ must be clearly marked "RFP/RFQ NO. 21-08 Architectural Services: Classrooms and Restrooms Renovations".

**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/RFQ No. 21-08 Architectural Services: Classrooms and Restrooms Renovations".

**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/RFQ 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 RFQ 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/RFQ 21-08", RFI.**

## 9.0 Evaluation of Proposals Form

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

Proposals of Qualified Firms will be evaluated by a District Facilities Management Team, based on a number of factors which are described below:

### Evaluation Criteria:

- |  |       |                    |
|--|-------|--------------------|
| 1. Firm/Project Team Qualifications, Roles, Experience, Project Examples, Time Commitment, DSA Experience, References: | _____ | 40 Points          |
| 2. Fee Proposal:   | _____ | 30 Points          |
| 3. Previous successful work for the District:  | _____ | 20 Points          |
| 4. "Other Factors" Described in the RFP:   | _____ | 10 Points          |
| _____.   |       |                    |
| _____.   |       |                    |
| <b>Total Score:</b>  | _____ | <b>/100 Points</b> |

### **Comments:**

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

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

The Top 1 to 3 Best Qualified Firms with the Most Advantageous Proposal for the District will be interviewed. The interview will have a 50 point value with questions developed after reviewing the proposals.

The District may negotiate terms with the most qualified Firm that provides the most advantageous proposal for the District. The lowest cost proposer may not be awarded the project, at the full discretion of the District.

## 10.0 Proposal Schedule:

### Important Dates and Times:

- March 29, 2022: Release of Request for Proposal at 4:00PM
- April 12, 2022: 2:00 PM, Optional **ZOOM** Pre-Proposal Meeting
- Link: <https://yccd-edu.zoom.us/j/99763564077?pwd=NFFveFIPUEZ1RGdJMTRLeVVRQUxkZz09>
- Phone: +1 669 900 9128 US
- April 26, 2022 10:30 AM, Optional On-Campus Pre-Proposal Meeting
- Location:** Yuba College, Building 300, Cafeteria, 2088 North Beale Road, Marysville, California 95901
- May 2, 2022: 1:00 PM, All questions and requests for information must be submitted to David Willis at: [dwillis@yccd.edu](mailto:dwillis@yccd.edu).
- May 3, 2022: Addendum Issued if needed.
- May 10, 2022:** **Proposals due at 1:00 PM SHARP**, Yuba Community College District, District Offices Location, see page 2. There will be a public bid opening on this RFP/RFQ.
- July 12, 2022:** Expected date of Award with Purchase Order (Delayed due to fiscal year end June 30, and holidays).

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 dashboard of employee vehicles.

## 12.0 RFP/RFQ Proposals

Proposals received after the deadline will not be opened. Each responder shall submit one (1) signed original, three (3) additional hard paper copies, all in separate binders. **Provide one electronic format copy of the proposal using electronic media such as a flash drive.** Only Flash Drives shall be used for the required electronic format copy.

All materials submitted in response to the RFP/RFQ 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.

### **13.0 Award of Contract**

- A. The Contract will be awarded to the best qualified, most responsive, proposer whose proposal, conforming to the request for proposal and associated addendums, will be most advantageous to the District. The lowest cost Proposing Firm may not be awarded the project.
- B. If a Firm has performed well on other projects at the District and is providing a very qualified team to work on this project then this will be factored into the evaluation process.
- C. The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.
- D. 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.
- E. The RFP/RFQ, its addendums, any follow-up clarifying information, and the proposal of the selected Firm will become part of any contract initiated by the District.
- F. A formal contract shall be signed by the successful proposer and Yuba Community College District to perform this service.
- G. 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/RFQ, unless otherwise modified.
- H. The District intends to award to a single RFP/RFQ Responder.
- I. **Performance and Payment bonds are NOT required.**
- J. Failure to acknowledge all of the addendums, provide the items listed in the RFP/RFQ, may render the proposal unresponsive at the discretion of the District.
- K. The District reserves the right to request clarification of proposal content during the review and evaluation process.
- L. The District reserves the right to negotiate the terms of the agreement to align with budgetary constraints.

#### **14.0 Reservation of Rights**

The District reserves the right to:

- Reject any or all submittals at its sole discretions.
- Cancel the Request for Proposal/ Request for Qualifications (RFP/RFQ), without cause.
- Modify any requirements contained within the RFP/RFQ 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/RFQ 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/RFQ are included.
- Waive “minor” proposal inconsistencies that do not change the scope of work as outlined in the RFP/RFQ.

This RFP/RFQ 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/RFQ or in completing any of the work specified.

#### **15. Bid Bond Requirements – Not Applicable**

#### **16. Performance and Payment Bond Requirements: Not Applicable**

#### **17. Liquidated Damages: Not Applicable.**

## Appendix A: Bid Form

No.	Description	Cost
1	Building 1000 FF&E Planning and Coordination	\$
2	Building 200 Large Classroom, 2 Restrooms, FF & E Planning and Coordination	\$
3	Softball Field Relocation	\$
4	Building 300 Cafeteria Remodel to Student Center, 2 Restrooms, FF & E Planning, Coordination	\$
5	Building 100B, Remodel, 4 Restrooms, FF & E Planning and Coordination	
6	Building 600 Auto Classroom Remodel, 1 Restroom	
7	Contract Administration	
8	Division of the State Architect (DSA) Coordination and Support (Does not include any DSA Fees or Inspector of Record costs)	\$
9	New Campus Map. Existing map is in appendix K.	\$
10	<b>Other Costs:</b>	\$
11	<b>Sub-Total Cost:</b>	\$
12	Reimbursable Expenses: Architect to Define/Explain <b>Note:</b> No hotel or travel costs	\$
13	<b>Total Costs:</b>	\$

**Provide hourly rates for each position title.**

**Provide schedule of values.**

**FF&E Coordination includes getting samples of FF & E from interested vendors to provide an opportunity for staff and Faculty to inspect and try it, getting quotes, making recommendations.**

**List all sub-design firms with area of responsibility.**

**Provide a detailed preliminary draft schedule of services.**

## Appendix B: Statement of Qualifications

The Firm 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.

### **Basic Firm Informational Items 1 through 16:**

1. Firm Name: \_\_\_\_\_

2. Primary Address: \_\_\_\_\_

3. Firm's Contact Person and Title: \_\_\_\_\_

4. Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

5. Email Address: \_\_\_\_\_

6. License No.: \_\_\_\_\_ Class: \_\_\_\_\_

Responsible Managing Employee/Officer: \_\_\_\_\_

7. Names and titles of two officers of the Firm:

NAME

TITLE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Specific type of Ownership (Check one)

☐ Individual

☐ Partnership

☐ Corporation; If a corporation, state the following:

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

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

☐ Joint Venture

☐ Other (Specify) \_\_\_\_\_



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

9. Taxpayer Identification No.: \_\_\_\_\_
10. List annual gross income for last three (3) years:
- Year: \_\_\_\_\_ \$ \_\_\_\_\_
- Year: \_\_\_\_\_ \$ \_\_\_\_\_
- Year: \_\_\_\_\_ \$ \_\_\_\_\_
11. Number of years Firm has been in business: \_\_\_\_\_
- If less than 5 years, please describe:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
12. Number of years Firm has conducted business under the present name: \_\_\_\_\_
13. Has the Firm ever been licensed under a different name or different license number? \_\_\_\_.
- If Yes, give name(s) and license number(s) and dates of operation under that name(s) and license number(s) (attach separate sheets if necessary): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
14. Number of years' experience in California Community College, University or educational facility projects \_\_\_\_\_.
15. Has the Firm ever completed any work at the Yuba Community College District? \_\_\_\_\_
- If Yes, please elaborate: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_





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

**Potentially Disqualifying Questions 16 through 22** (District may immediately disqualify Firm if its answer is "Yes."(questions 16 through 21), and "No" for question 22. Firm's refusal to answer or omission of response to any of Questions may result in disqualification of Firm:

16. Has the Firm been defaulted or terminated (other than for convenience) by any California school district, community college district or other California public agency on any project within the past 10 years? Yes/No

If yes, identify agency and details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Has the Firm or any of its owners, officers, or partners, ever been convicted of a crime, or found guilty in a criminal action, involving fraud, theft, making any false claim or material representation to a public agency, or involving any federal, stet, or local law, rule, or regulation related to construction? Yes/No\_\_\_\_\_

If yes, explain, identify the agency, and provide case name and number. \_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

18. Has the Firm been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited from performing work or bidding on work for any California school district, community college district, or other California public agency within the past ten years? Yes/No\_\_\_\_\_

If yes, identify agency and details: \_\_\_\_\_

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19. Has the Firm been in litigation (whether in court or arbitration) with any California school district, community college district, or other California public agency on an issue pertaining to any contract during the past ten years? Yes/No:\_\_\_\_\_

If yes, explain, identify the agency, and provide case name and number. \_

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20. Has the Firm ever failed to complete a project in the past ten years? \_Yes/No:\_\_\_\_\_  
\_\_\_\_ If so, give owner and details: \_\_\_\_\_

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21. Is the Firm currently or has the Firm been in a state of "Bankruptcy" in the past ten years?  
Yes/No:\_\_\_\_\_

If yes, please explain. \_\_\_\_\_

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

22. Does the Firm have recent project experience that includes design and planning of remodel/renovations of instructional and support spaces (including restrooms) at a Community College in California? Yes/No  
Please explain. \_\_\_\_\_

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**Rating Questions:**

23. Please list and describe on separate sheets the Firm's top 10 "like" College project references with current contact information. The project reference list should include the following criteria:
- a) Project Name
  - b) Project Owner and Contact Information
  - c) Project Scope
  - d) Division of the State Architect (DSA) Experience
  - e) Original Contract Completion Date
  - f) Actual Project Completion Date
  - g) Original Construction Contract Price
  - h) Final Adjusted Construction Contract Price
  - i) Any issues that Firm had to overcome on the project

Scoring Criteria:

- A. "Like" type Instructional and Support space College Projects (25 points)
- B. DSA Experience (25 points)
- C. Project Change Orders less than 5% (up to 10 points)
- D. Other criteria noted above (up to 10 points)

Total points: up to 70 points



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24. How many years has your Firm been in business in California as an Architectural Firm under your present business name and license number? \_\_\_\_\_  
(less than 5 years = 0 points; 5-7 years = 3 points; 8+ years = 10 points.)
25. In the last 10 years, how many legal proceedings (filed in court or arbitrations) has your Firm initiated against an owner, regardless of outcome? \_\_\_\_\_  
(0 = 10 points; 1 = 5 points; 2+ = 0 points.)
26. In the last 10 years, how many legal proceedings (filed in court or arbitrations) has an owner initiated against your Firm, regardless of outcome? \_\_\_\_\_  
(0 = 10 points; 1 = 5 points; 2+ = 0 points.)
27. Has your Firm been denied an award of public works contract based on a public agency's finding that your Firm was not a responsible Proposer within the last 10 years? \_\_\_\_\_  
(No = 5 points; Yes = 0 points.)
28. Please describe the Capability/Capacity of your Firm. Please provide a comprehensive list of projects that the Architectural Firm has in process and reasoning/justification regarding how the Firm has capacity to perform the required services on this project.

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(Up to 20 points.)

29. Please describe the Firm's commitment to maintaining design and planning schedule. How will the Firm recover the schedule if it slips due to COVID-19 or similar illness impacts, or the Firm gets busy with other projects? Please describe specific actions the Firm will take to maintain the Project schedule.

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(Up to 15 points.)



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30. Please list and describe the Firms Team Members that will be working on the project, roles, percent of time commitment, and provide support information of their experience working on “like” projects and credentials. Has this team worked together before? Provide examples.

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(Up to 40 points.)

31. Please describe the Firm’s commitment to meeting regularly at project team meetings, maintaining positive communication, providing progress updates, and providing timely RFI’s and administrative contract support information during the Project. Please describe specific actions the Firm will commit to maintain a positive relationship with the District and the applicable College through the above description:

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(Up to 20 points.)

**Qualification Criteria:**

Questions 1 through 16 are general base level information that is required for pre-qualification.

Questions 16 through 22 are possible disqualifying questions that would render the Firm “not qualified” as determined by the District.

Questions 23 through 31 are rating questions that are scored and more deeply evaluated. Not scoring the minimum threshold value will render the Firm “not qualified”.

- There are a total of 200 points possible.
- The District can disqualify a Firm (at it’s sole discretion) if the Firm does not meet the requirements of Questions 16 through 22.
- To be determined as a Qualified Firm, and to have Proposals Considered, each Firm must score at least 175 points.
- Once a Firm is Qualified, the associated Proposal will be evaluated by the District. The top 1 to 3 Firms will be interviewed.
- Interviews are worth 50 points.



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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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## **Addendum 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: Reference Drawings Link:**

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/EgjfluRoD\\_RHoWbwsNNb2UEB04LDLsTfQSPns\\_BILAZqFQ?e=on9dxO](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/EgjfluRoD_RHoWbwsNNb2UEB04LDLsTfQSPns_BILAZqFQ?e=on9dxO)



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## **Appendix F: YCCD Professional Services Agreement (PSA)**

**Link:**

[https://goyccd-my.sharepoint.com/:w:/g/personal/w0398409\\_yccd\\_edu/EaOF1539HJpOkqkjSTfZUJgBmnNDF6Z3XTBwk2iS2fZ3wg?e=l5Q8Ti](https://goyccd-my.sharepoint.com/:w:/g/personal/w0398409_yccd_edu/EaOF1539HJpOkqkjSTfZUJgBmnNDF6Z3XTBwk2iS2fZ3wg?e=l5Q8Ti)

**Only the Firm that is awarded the project will need to fill out this form.**



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## Appendix “G” 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: [rlangley@yccd.edu](mailto:rlangley@yccd.edu); [rordiway@yccd.edu](mailto:rordiway@yccd.edu)

Vendors with a first letter of O through Z: [hgardner@yccd.edu](mailto:hgardner@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 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 H: Project Team / Approach**

**Provide an org. chart, resumes of team members, description of time commitment, and roles and responsibilities on the project.**

**Provide preliminary project schedule. Consideration regarding availability of faculty. Faculty may not be as available between mid-May and mid-August.**

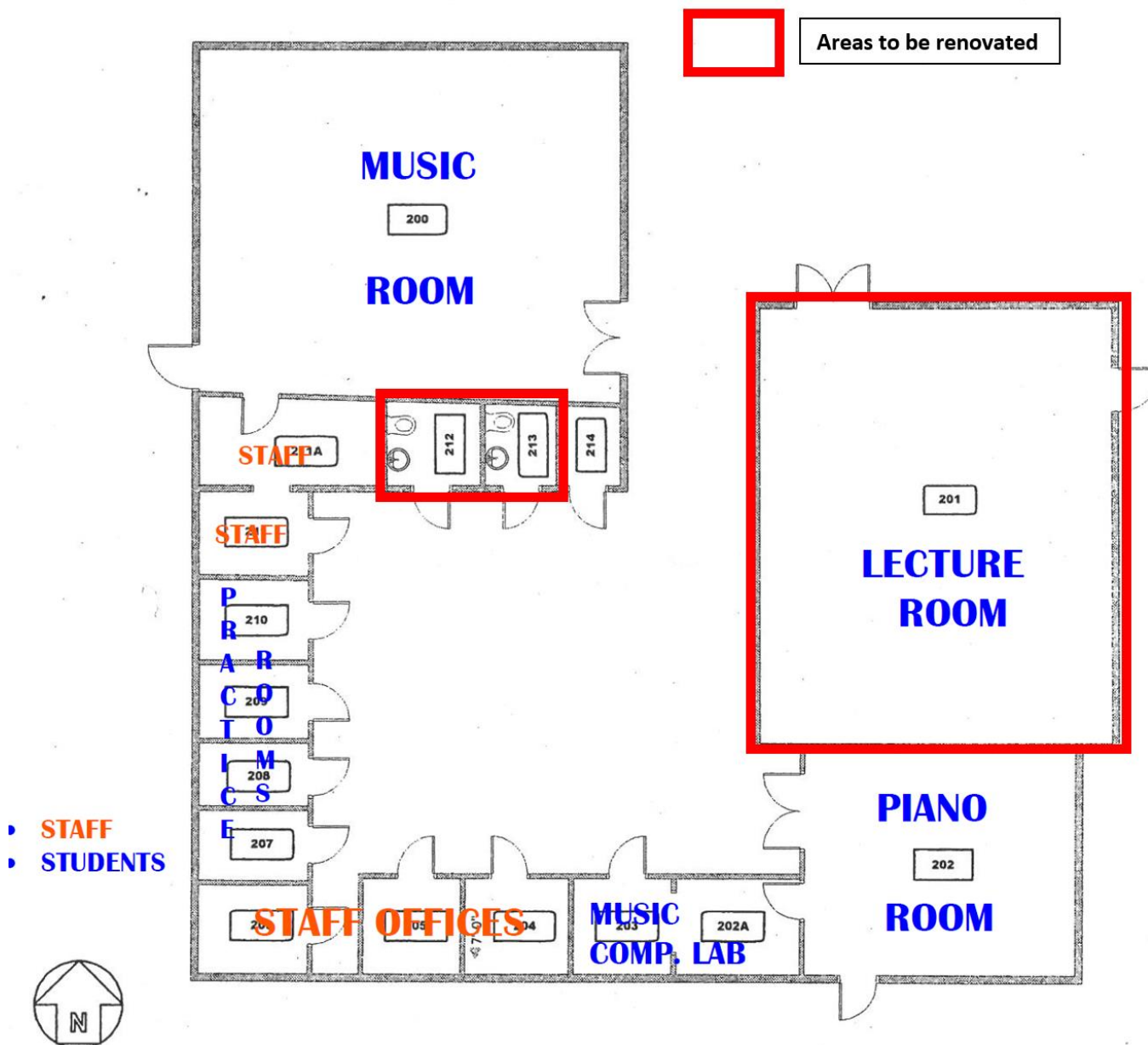
**Provide a list of sub-designers with credentials, roles, resumes of key personnel.**

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## Appendix I: Project Scope Information

Building 200 Large Classroom No. 201 and Two (2) Restrooms:

### Yuba College Building 200



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**Softball Field:**

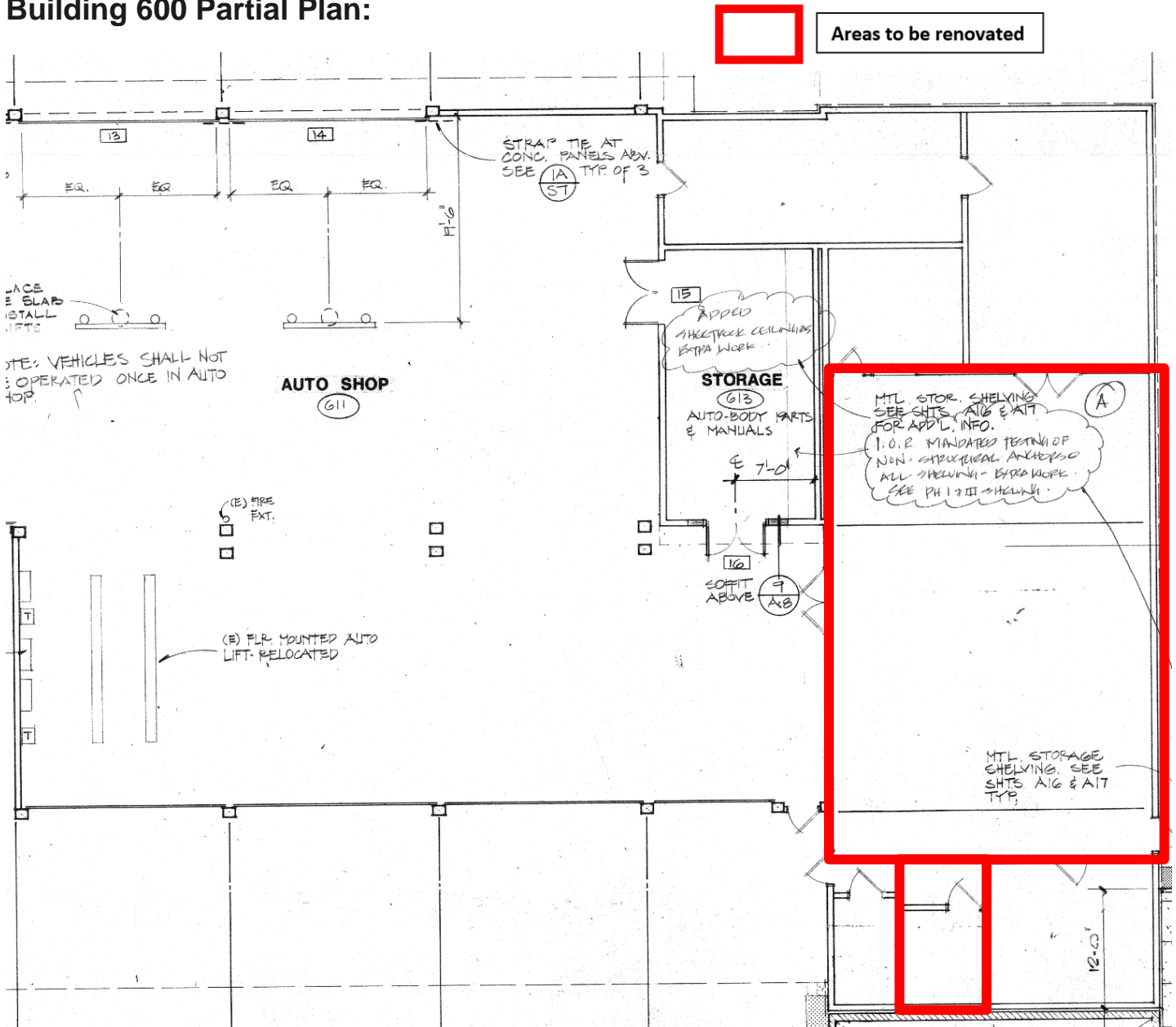
**Yuba College, Approximate New Softball Field Location:**





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## Building 600 Partial Plan:







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**Appendix J: YCCD Academic Calendars—see next page**

# 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

**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	
<b>TOTAL</b>	<b>176 days</b>	<b>35</b>

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

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 =



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### Yuba Community College District 2022-23

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 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						

August 2022						
Su	M	Tu	W	Th	F	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 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	

October 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					

November 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			

December 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

17 17 17 17 16 = 84 days

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

**FALL SEMESTER 2022**  
Full-Term: 8/15-12/16  
Finals Week: 12/12-12/16 (full-term classes only)  
First 9 Weeks: 8/15-10/13  
Last 9 Weeks: 10/14-12/16

**SPRING SEMESTER 2023**  
Full-Term: 1/23-5/26  
Finals Week: 5/22-5/26 (full-term classes only)  
First 9 Weeks: 1/23-3/24  
Last 9 Weeks: 4/3-5/26  
Spring Break: 3/27-3/31  
Commencement: 5/26/2023

**CONVOCATION - CAMPUS CLOSED**  
2022 8/10

**PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN**  
(Optional Flex Activities)  
2022: 8/11, 8/12, 9/28, 10/25  
2023: 1/17-1/20

**CAMPUS CLOSED**  
2022: 6/10, 6/17, 6/24, 7/1, 7/8, 7/15, 7/22, 7/29  
2023: 6/9, 6/16, 6/23, 6/30, 7/7, 7/14, 7/21, 7/28

**HOLIDAYS - CAMPUS CLOSED**  
2022: 7/4, 9/5, 11/11, 11/24-11/25, 12/23-12/30  
2023: 1/2, 1/16, 2/17, 2/20, 3/29-3/31, 5/29, 7/4

**NO CLASSES - CAMPUS OPEN**  
2022: 6/1-6/3, 6/6-6/9, 8/5, 8/8-8/9, 8/11-8/12, 9/28, 10/25, 12/19-12/22  
2023: 1/3-1/6, 1/9-1/13, 1/17-1/20, 3/27-3/28, 5/30-6/2, 6/5-6/8, 8/4

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

January 2023						
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 2023						
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 2023						
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 2023						
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 2023						
Su	M	Tu	W	Th	F	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	★	27
28	29	30	31			

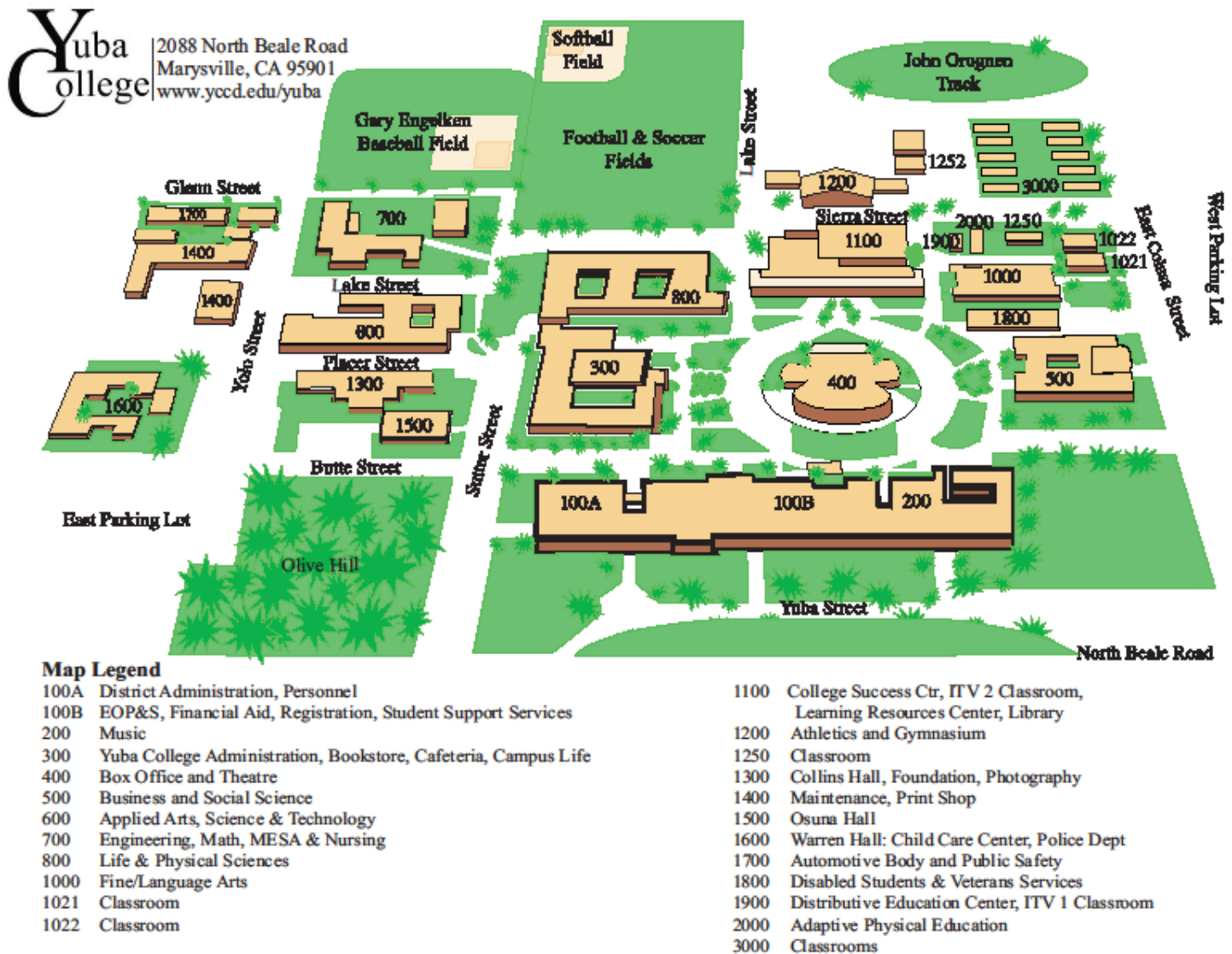
June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July - August 2023						
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

83 days = 16 17 17 17 16

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





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

# Yuba College CAMPUS MAP



For more information visit: [yc.yccd.edu](http://yc.yccd.edu)



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**The End.**