

**Request for Proposal / Request for Qualification
Yuba Community College District**

Yuba College, Building 800 Modernization

For

**Construction Management/Quality Assurance
Services**

RFP No. 22-13

Issue Date: March 13, 2023

RFP/RFQ Package Due Date: April 13, 2023

RFP/RFQ Package Due Date: April 13, 2023, 11:00 am Sharp, Yuba College Location Delivered To:

Yuba Community College District, District Offices
Attn.: David Willis
District Director of Facilities Planning, Maintenance & Operations
RFP/RFQ No. 22-13," Yuba College, Building 800 Life and Physical Science Modernization,
Construction Management / Quality Assurance Services"
Address:
Sutter County Campus, Second Floor, District Offices
Room 217, Attention: David Willis
3301 East Onstott Road, Yuba City, California 95991

Yuba Community College District
Sutter County Campus
District Offices

3301 East Onstott Road (second floor)
Yuba City, California, 95991

Proposal Delivery at
Second Floor, Attn.:
Dave Willis, Room 217



West Building
Entrance

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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 interested experienced Firm's that can provide Construction Management/Quality Assurance Services.

Yuba College: 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 and shall include but are not limited to the following:

1. 2019 EDITION OF TITLE 24 (CALIFORNIA BUILDING STANDARDS CODE) OF THE CALIFORNIA CODE OF REGULATIONS (CCR) AND
2. THE LATEST SUPPLEMENTS:
 - PART 01 CALIFORNIA STANDARDS BUILDING ADMINISTRATIVE CODE (CAC)
 - PART 02 CALIFORNIA BUILDING CODE (CBC)
 - PART 03 CALIFORNIA ELECTRICAL CODE (CEC)
 - PART 04 CALIFORNIA MECHANICAL CODE (CMC)
 - PART 05 CALIFORNIA PLUMBING CODE (CPC)
 - PART 06 CALIFORNIA ENERGY CODE
 - PART 09 CALIFORNIA FIRE CODE (CFC)
 - PART 11 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN CODE)
 - PART 12 CALIFORNIA REFERENCE STANDARDS CODE
3. STATE OF CALIFORNIA, TITLE 19, STATE FIRE MARSHAL (SFM) - PUBLIC SAFETY REGULATIONS
 - NATIONAL FIRE PROTECTION ASSOCIATION, LATEST ADOPTION WITH AMENDMENTS
 - NFPA 13 AUTOMATIC SPRINKLER SYSTEMS EDITION
 - NFPA 14 STANDPIPE SYSTEMS
 - NFPA 20 STATIONARY PUMPS

- NFPA 25 CALIFORNIA EDITION, INSPECTION, TESTING AND MAINTENANCE OF WATER-BASED FIRE PROTECTION SYSTEMS
- NFPA 72 NATIONAL FIRE ALARM CODE
- NFPA 80 FIRE DOOR AND OTHER OPENING PROTECTIVES
- NFPA 92 STANDARD FOR SMOKE CONTROL SYSTEMS
- NFPA 101 LIFE SAFETY CODE, 2018 EDITION

CFC Chapter 33 - FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION
REFERENCE CODE SECTION FOR NFPA STANDARDS - 2019 CBC (SFM)
CHAPTER 35. SEE CHAPTER

2.0 Scope of Work

The Yuba Community College District is accepting proposals for specified Construction Management/Quality Assurance Services in support of the Yuba College, Building 800 Modernization Project.

Project Summary:

This project includes upgrading the HVAC cooling and heating systems and controls, new LED lighting fixtures and controls, new ceilings, painting of walls and doors, completely remodeling Mens and Women's restrooms, concrete slabs in the court yards, and a few other things.

The estimated total cost of construction is **\$3,625,000**.

The Project budget only has \$84,000 for Construction Project Management services. Please review carefully the project scope and provide a proposal that meets the needs of the project. It is imperative that the Substantial completion date be reached on schedule on January 12, 2024. Classes will begin in all building spaces on January 16, 2024.

Project Team Members (partial list):

Architect of Record: Phil Newsom, tBP Architecture (and associated design team members)

District Project Manager: David Willis, Director of Facilities Planning, M & O.

District Contracted DSA Inspector of Record: TBD

District Contracted Structural/Special Inspections and Testing Services: TBD

District Contracted Construction Manager/Quality Assurance Manager: TBD

District Contracted Commissioning Agent: TBD

2.2 Scope of Construction Management and Quality Assurance Services:

The selected firm will have current knowledge and experience in construction and computer aided management practices and construction quality assurance inspections that include construction projects in higher education and specifically within community college campuses.

Construction Management/Quality Assurance Services will include but not necessarily be limited to the following:

1. General:
 - a. Coordinate project activities with and assist District's Project DSA Inspector of Record (IOR);
 - b. Coordinate project activities with District's Architect and consultants;
 - c. Coordinate project activities with the District's Project Manager and College/District associates.
 - d. Make recommendations, if appropriate, which may be incorporated into drawings and specifications for project;

2. Construction Phase:
 - a. Schedule and conduct site meetings weekly and prepare complete and accurate meeting minutes for such meetings for distribution.
 - b. Attend monthly Board meetings and other College/District meetings as required.
 - c. Review and advise the District Project Manager concerning submittals, product samples, and specifications provided to Architect by contractor, subcontractors, and material suppliers for the project.
 - d. Review all Contractor RFIs and Architect Responses to Contractor RFI for potential changes to the Contract Documents.
 - e. Analyze recommendations from Contractor, Architect, or other consultants, and the District Project Manager which could improve the project or decrease construction time or costs.
 - f. Track all preliminary claims notices related to the project.
 - g. Facilitate any claim negotiation and keep the College/District informed
 - h. Track and keep record of all Certified Payroll Reports related to the project. Submit copies of all Certified Payroll Reports to the District Project Manager and verify that the Contractor has submitted these records to the Department of Industrial Relations per the project number provided by the District.
 - i. Review all change order requests issued by contractors and advise the College/District about the form and content of such change orders in relation to the drawings, specifications, and the contract documents.
 - j. Review and make recommendations on all payment requests pursuant to the contract documents, architect agreement, or other consultant agreements related to the project.
 - k. Identify possible payment defaults on part of contractors, subcontractors, material suppliers, or any party who may have claims against the project.
 - l. Perform 1-1/2-hour on-site visits to the project at least weekly mid-May, 2023 through mid-January 2024; at least once per month January 12, 2024 through April 11, 2024; to verify:
 - Materials and labor being furnished are according to drawings, specifications, change orders, and authorized substitutions.
 - Work billed for in each payment request is completed in accordance with the drawings and specifications.
 - Contractor time schedule is maintained as required by construction contract documents.
 - Project costs are maintained within the District's approved budget. Make recommendations regarding change orders and items that add costs to the project.

- Contractor means and methods provide high quality workmanship and project results.
 - Make recommendations that maintain project lowest cost of ownership and lowest long-term maintenance, operations, and energy costs.
- m. Provide monthly Project Status Reports by the 15th of each month to the District Project Manager.

4. Close-Out Activities:

- a. Assist the Architect and the District Project Manager in the preparation of punch lists for contractor, subcontractors, and other consultants on the project, coordinate and assist Architect and District Project Manager in scheduling the completion of all such corrective work and participate in all back checks with Architect and the District Project Manager of punch list work.
- b. Assist the Architect in coordinating and assembling all warranties and guarantees as required by construction contract documents from the Contractor and submit to the District Project Manager;
- c. Coordinate with Architect, DSA, the District Project Manager regarding the final acceptance of Project.
- d. Assist the Commissioning Agent and the Contractor as required to ensure that all mechanical, HVAC, lighting, energy management, fire alarm, fire suppression, and all other systems are started up, programmed, and are operating properly.
- e. Advise the District Project Manager on project closeout and final hard costs;

5. Other scope to be included in Consultant's Contract:

- a. Develop, assemble, and submit documentation required to support the District's position in the resolution of Contractor's claims.
- b. Maintain project records in a shared folder and/or using industry established and project specific software in which the Project Architect, District Project Manager, and other strategic project team members will have access to review.
- c. Other activities as requested by the District.

3.0 State Project schedule:

13. Anticipated Time Schedule			
Start Preliminary Plans	11/1/2020	Advertise Bid for Construction	2/1/2023
Start Working Drawings	6/1/2021	Award Construction Contract	4/1/2023
Complete Working Drawings	12/1/2021	Advertise Bid for Equipment	7/1/2023
DSA Final Approval	8/1/2022	Complete Project	6/1/2024

Note: The above schedule is the official State Schedule. For the purpose of fee calculation, assume that the Award date to the contractor will likely be May 17, 2023. Substantial completion of the project will be January 12, 2024. And final 100% Final Completion/Certification: April 11, 2024.

2.3 District Staff Contacts during the Proposal process:

Firm 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

Yuba College, Sutter County Center

District Offices

3301 East Onstott Road (Second Floor)

Yuba City, California, 95991

Cell Phone: 916-747-4262

Email: dwillis@yccd.edu

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

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

2.4 Project Safety and Security Requirements

Safety is a top priority for the District. All California OSHA requirements apply. Industry best practices apply. Firm 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.

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

COVID 19 BEST PRACTICES APPLY:

Firms are required to wear facial coverings and maintain social distancing whenever entering occupied College buildings and as much as is reasonable when working outside. The frequent use of hand sanitizer is strongly encouraged. Firm 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 Firm 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 Firm employees have been tested or have tested positive for COVID 19, this information shall be immediately shared with the District/College project Managers. No sick employees shall report to work at the College Campus.

3.0 Proposal Format Organization

The Firm is requested to use the following proposal format:

3.1. Proposal Delivery, Contents, and Format:

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

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

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

There is no page limit.

Firm 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 Firm information. Please submit responses to Appendices A, B, C, D, E, F, and G (if applicable). Appendices H, I, and J are informational only.	PDF

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

First, the Firm must be Pre-Qualified per Appendix B, Statement of Qualifications.

Second, if the Firm is Pre-Qualified, then the Firm’s proposal will be considered.

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

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

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

5.0 Basis of Award

This project will be awarded based on the following criteria:

1. Lowest Total Cost Responsive Qualified Bidder
 - a. Lowest Total Cost
 - b. Firm Capability to do the work
 - c. Qualified Firm
 - i. Proper State of California Firm License and/or certifications in good standing
 - ii. Appendix C Statement of Qualifications Information
 - iii. Information provided as requested in the RFP.
 - iv. All Addendums are acknowledged.
 - v. Firm listed any exceptions or exclusions

- i. Firm has substantial experience with Public K-14 educational projects of similar size and scale. Minimum 3 projects of similar size in last 10 years

The one or two lowest total cost 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 Firm, disabled person owned Firm, and all other qualified Firm to participate in the proposal process.

The District encourages the submission of proposals from all Firms that can meet the stated requirements set for this RFP.

7.0 Responses to RFP:

Sealed responses to this RFP must be clearly marked "RFP NO. 22-13 Yuba College, Building 800 Modernization Project, Construction Management / Quality Assurance Services.

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. 22-13 Yuba College, Building 800 Modernization, Construction Management / Quality Assurance Services".

Address: Yuba College, Sutter County Center, 3301 East Onstott Road, Yuba City, California, 95991

Note: Completely seal your proposals in envelope/box and make sure it gets date/time stamped when delivering proposal. **Firm 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 22-13", RFI.**

9.0 Proposal Schedule:

Important Dates and Times:

- March 13, 2023: Release of Request for Proposal/Request for Qualification at 4:00PM
- March 28, 2023: 1:00 PM, Optional Pre-Proposal ZOOM Meeting per the following:
Join Zoom Meeting
<https://yccd-edu.zoom.us/j/85923255415>
Dial by your location
+1 669 444 9171 US
- March 29, 2023: 5:00 PM, All questions and requests for information must be submitted to David Willis at: dwillis@yccd.edu.
- March 30, 2023: Addendum Issued if needed.
- April 6, 2023: Proposals due at 2:00 PM SHARP**, Yuba Community College District, Yuba College, Sutter County Center, District Offices, Second Floor, Attention: David Willis, Room 217, 3301 East Onstott Road, Yuba City, California 95991. There will be a public bid opening on this RFP.

This is a prevailing wage project.

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, one (1) digital copy on a flash drive, two (2) additional hard paper copies, all in separate binders.

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 Firm 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.

12 Award of Contract

- A. The Contract will be awarded to the lowest total cost, most responsive highest 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. 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.
- I. The District reserves the right to request clarification of proposal content during the review and evaluation process.
- J. The District reserves the right to negotiate the terms of the agreement to align with budgetary constraints.
- K. Due to the heightened risk of illness that could then affect the performance of the Firm, Firm 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.
- L. Only Firms that can provide the full comprehensive inspection and testing services as outlined in this RFP will be considered.

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 Firm 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 Construction Manager/QA Inspector on the project if the initially assigned Person on the project is not performing well and not meeting project requirements.

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

14. Bid Bond Requirement: Not Applicable

15. Performance and Payment Bond Requirements: Not Applicable

16. Liquidated Damages: Not Applicable

17. Insurance: The Firm shall provide evidence of adequate liability and professional liability insurance, as determined by the District.

18. Unsatisfactory or Unacceptable Behavior: The District’s Project Manager will investigate and evaluate any case of unacceptable behavior or unsatisfactory performance by the personnel performing work under any resultant contract. Unacceptable behavior or unsatisfactory performance by contract personnel will result in their removal from the project at the request of District’s Project Manager. The decision of the District’s Project Manager will be final in these matters.

RFP 22-13 Yuba College, Yuba College, Building 800 Modernization, Construction Management / Quality Assurance Services

19. Evaluation of Proposals Form

Firm: _____ **Rank Order:** _____ **Date:** _____.

Proposals will be evaluated and include a careful review of the proposals. This RFP will be evaluated by a District Facilities Management Team regarding the factors which are described below:

Evaluation Criteria:

- | | | |
|---|-------|--------------------|
| 1. Total Cost/Fee Description and Structure: | _____ | 40 Points |
| 2. Project Team, Team Members, Sub-Consultants: | _____ | 30 Points__ |
| 3. Project Approach, Quality Assurance, Schedule, Safety: | _____ | 15 Points__ |
| 4. "Like" Project References: | _____ | 15 Points |
| Total Score: | _____ | /100 Points |

Comments:

Evaluator Name (Print): _____ **Evaluator Signature:** _____.

Date: _____ **Recommendation to Award Yes/No:** _____.

Appendix A: Proposal Base Bid Costs BID FORM

No.	Description	Cost
1	Construction Management / Quality Assurance Services:	\$
2	"Unforeseen or Unexpected" CM Services	\$ 10,000.00
3	Other costs:	\$
4	Total Costs:	\$

Do not include any hotel or meal costs.

This is a prevailing wage project.

Provide a detailed breakdown of the costs of this proposal as an attachment to this Bid Form.

Provide hourly rate costs for future additional scope of work items and attach to this Bid Form.

Describe how many and duration of site visits, approach to keeping costs down and encouraging the project schedule to remain on schedule. Describe approach to negotiating PCO's, tracking PCO's, and criteria to accept or deny PCO's.

Provide detailed information regarding credentials and experience of the Construction Manager, the back-up CM, and the software that they have used as a project information and management such as PROCORE.

Also provide BIM modeling understanding of the CM and the back-up CM.

Please describe any reimbursable expenses that may be included in item numbers 1 and 3 above.

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.

Phase 1: Basic Firm Informational Items 1 through 7:

1. Firm Name: _____

Primary Address: _____

Firm's Contact Person and Title: _____

Telephone: _____ Facsimile: _____

Email Address: _____

Responsible Managing Employee/Officer: _____

2. Licenses or Certifications: _____

3. Number of years Firm has been in business: _____

If less than 5 years, please describe:

4. Number of years Firm has conducted business under the present name: _____

5. Number of years' experience in California Community College, University or educational facility projects _____.

6. Has the Firm ever completed any work at the Yuba Community College District? _____ If Yes, please elaborate: _____

Phase 2: Potentially Disqualifying Questions 8 through 13 (District may immediately disqualify Firm if its answer to any of Questions 8 through 12 is "NO." Firm's refusal to answer or omission of response to any of Questions may result in disqualification of Firm.):

7. 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 5 years? Yes/No

If yes, identify agency and details: _____

8. Has the Firm been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited from performing 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: _____

9. 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. _

10. Has the Firm ever failed to complete a project in the past ten years? Yes/No;
 If so, give owner and details:

11. 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. _____

12. Does the Firm have project experience that includes a **STEM Building or STEM Building Modernization or a Science Building or Modernization Project** in a K-14 or College/University setting? Yes/No
Please explain. _____

Phase 3: Rating Questions (200 points):

13. Please list and describe on separate sheets the Firm’s top 8 public K-12 and other public works project references with current contact information. Multiple projects for same client are allowed, however a minimum of two (2) different Districts/clients must be represented. It is required that Three (3) of the projects have been completed within the past eight (8) years and must be in similar in size and construction value as the Project.

Scoring Criteria:

- A. At least Five (5) projects value at least **\$5,000,000** in the past 5 years. (up to 30 points)
- B. At least Three (3) projects with a value of **\$15,000,000** or more in the past 10 years (up to 40 points).

Total points for Question 13: up to 70 points

14. 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 = 20 points; 1 = 10 points; 2+ = 0 points.)

15. 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 = 20 points; 1 = 10 points; 2+ = 0 points.)

16. Please describe the Capability/Capacity of your Firm.

(Up to 20 points.)

17. Please describe the Firm's commitment to maintaining a construction schedule

(Up to 10 points.)

18. Please describe the Firm's commitment to meeting regularly at project team meetings

(Up to 10 points.)

19. Please describe the Firm's Quality Assurance Services and how they will be applied on this project to ensure that the work is high quality and uses only specified materials and equipment?

(Up to 50 points.)

Note: The District Project Evaluation Team will likely schedule a ZOOM interview with the top 1 to 3 Firms.

Qualification Criteria:

Phase 1: Questions 1 through 7 are general base level information that is required for pre-qualification.

Phase 2: Questions 8 through 13 are possible disqualifying questions that would render the Firm “not qualified” as determined by the District.

Phase 3: Questions 14 through 19 are rating questions that are scored and more deeply evaluated. (200 points possible) To be considered for a Finalist Interview, each Firm must score at least 170 points in this Phase 3.

Firms must pass phases 1, 2, and 3 and score at least 170 points to be considered for an interview. Only the top 1 or 2 Firms will be considered for an Interview.

Phase 4: Interview (100 points possible)

- There are a total of 300 points possible. Firms must score a total of 250 points out of 300 points to be prequalified.
- The District can disqualify a Firm (at it’s sole discretion).

The Firm must be first pre-qualified. Then, if pre-qualified, the proposal for will be considered. The District may decide not to have an interview or a phase 4.

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: _____.

Firm are required to acknowledge all addenda's within the submitted proposal at the time of submission.

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: _____, 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.

Appendix “F” Proposal Signature Form

Link:

[YCCD Short-Form PSA_N https://goyccd-my.sharepoint.com/:w:/g/personal/w0398409_yccd_edu/EavP4YkY5gFPjkqySBnTSHUBIK8M9BnD3hfdy9Qw2Fcw_A?e=pYVDiQo-Design, rev. 3.docx](https://goyccd-my.sharepoint.com/:w:/g/personal/w0398409_yccd_edu/EavP4YkY5gFPjkqySBnTSHUBIK8M9BnD3hfdy9Qw2Fcw_A?e=pYVDiQo-Design, rev. 3.docx)

Note: This PSA is only required to be filled out by the successful Firm, once selected.

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;

- 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: hgardner@yccd.edu; rharvey@yccd.edu

Vendors with a first letter of O through Z: hgardner@yccd.edu; rharvey@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:



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.

Appendix H: Project Information—

DSA Approved Drawings and Specifications Link:

[Drawings & Specifications and Addendums 1 & 2](#)

[Drawings & Specifications and Addendums 1 & 2](https://go.yccd-my.sharepoint.com/:f/g/personal/w0398409_yccd_edu/EquumQ6tHKhFAsFz3X1hvncBt2RhVbQluGnr0uuU9-PO6w?e=ZaJ8a8%20Specifications%20and%20Addendums%201%20&%202)

Appendix I: YCCD Academic Calendars—see next page

Yuba Community College District 2023-24

Revised on 11/10/2022 to add Juneteenth (June 19) as a mandatory holiday

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	

SUMMER SESSION 2023
First 6 Weeks: 6/12 - 7/20
8 Weeks: 6/12 - 8/3

SUMMER SESSION 2024
First 6 Weeks: 6/10 - 7/18
8 Weeks: 6/10 - 8/1

FALL SEMESTER 2023
Full-Term: 8/14 - 12/15
Finals Week: 12/11 - 12/15
First 9 Weeks: 8/14 - 10/12
Last 9 Weeks: 10/13 - 12/15

SPRING SEMESTER 2024
Full-Term: 1/22 - 5/24
Finals Week: 5/20 - 5/24
First 9 Weeks: 1/22 - 3/20
Last 9 Weeks: 3/21 - 5/24
Spring Break: 4/1 - 4/5
Commencement: 5/24

CONVOCATION - CAMPUS CLOSED
2023: 8/9

PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN (Optional Flex Activities)
2022: 8/10, 8/11, 9/26, 10/25
2023: 1/16-1/19

CAMPUS CLOSED
2023: 6/9, 6/16, 6/23, 6/30, 7/7, 7/14, 7/21, 7/28
2024: 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/19, 7/26

HOLIDAYS - CAMPUS CLOSED
2023: 6/19, 7/4, 9/4, 11/10, 11/23-11/24, 12/22-12/29
2024: 1/1, 1/15, 2/16, 2/19, 4/1, 4/4, 4/5, 5/27, 6/19, 7/4

NO CLASSES - CAMPUS OPEN
2023: 6/1-6/2, 6/5-6/8, 8/4, 8/7, 8/8, 8/10, 8/11, 9/26, 10/25, 12/18-12/21
2024: 1/2 - 1/5, 1/8 - 1/12, 1/16 - 1/19, 4/2-4/3, 5/28 - 5/31, 6/3 - 6/6, 8/2

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

July 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					

August 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	26
27	28	29	30	31		

September 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

October 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				

November 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		

December 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						

17 17 17 17 16 = 84 days

January 2024						
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			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
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 2024						
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 2024						
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	★	25
26	27	28	29	30	31	

June 2024						
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						

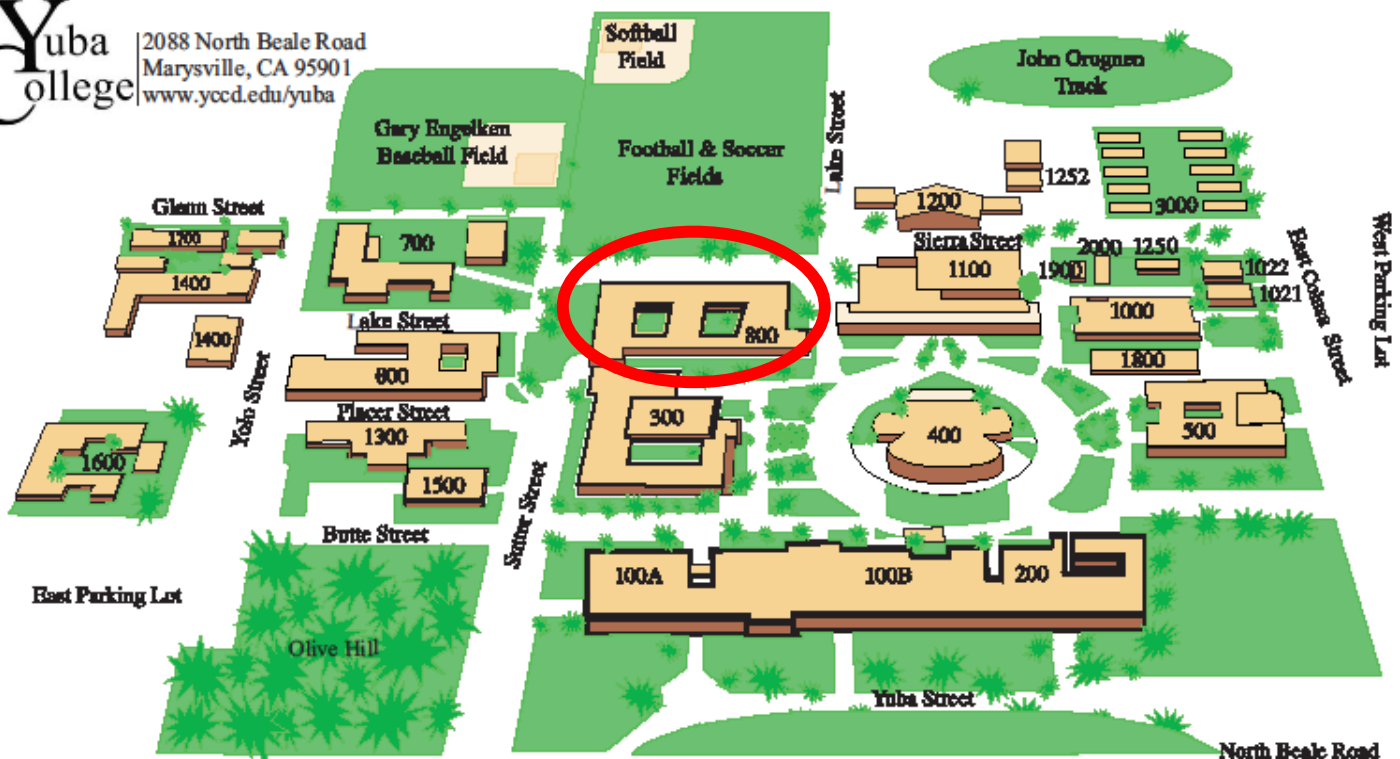
July - August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

83 days = 16 17 17 17 16

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



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



Map Legend

100A	District Administration, Personnel	1100	College Success Ctr, ITV 2 Classroom, Learning Resources Center, Library
100B	EOP&S, Financial Aid, Registration, Student Support Services	1200	Athletics and Gymnasium
200	Music	1250	Classroom
300	Yuba College Administration, Bookstore, Cafeteria, Campus Life	1300	Collins Hall, Foundation, Photography
400	Box Office and Theatre	1400	Maintenance, Print Shop
500	Business and Social Science	1500	Osuna Hall
600	Applied Arts, Science & Technology	1600	Warren Hall: Child Care Center, Police Dept
700	Engineering, Math, MESA & Nursing	1700	Automotive Body and Public Safety
800	Life & Physical Sciences	1800	Disabled Students & Veterans Services
1000	Fine/Language Arts	1900	Distributive Education Center, ITV 1 Classroom
1021	Classroom	2000	Adaptive Physical Education
1022	Classroom	3000	Classrooms

Appendix K: Not Applicable.

The end.