

Request for Qualifications/Request for Proposals # 2013/14-16
ENVIRONMENTAL/ENGINEERING/IOR SERVICES
Information Package

The Riverside Community College District (RCCD), on behalf of the RCCD Board of Trustees is seeking to establish a group of pre-approved professional services consultants, through a request for qualification (RFQ) process, for the purpose of providing services listed below, on an as-needed basis, as dictated by the District's workload. The District's intent is to use the qualified list to solicit fee proposals and negotiate contracts to perform project specific consulting assignments. Services provided by the consultant will be required to complete various new and renovation building projects. Multiple, qualified consultants may be selected for each type of consulting service.

The District is seeking statements of qualifications (SOQ) to provide on-call professional services for the following:

- Environmental Services
- Geotechnical Engineering Services
- Civil Engineering and Surveying Services
- Inspection Services – Inspection of Record
- Special Inspection and Materials Testing Services
- Soils Testing Services

In addition, the Request for Qualifications (RFQs) will include a request for proposals (RFPs) for specific engineering services for the Culinary Arts Academy & District Offices and Coil School for the Arts (CAADO/CSA) projects.

A complete response is required in order to be considered for this project. Firms are required to comply with the California Labor Code prevailing wage requirements and the District's insurance requirements. The District reserves the right to reject any and all submissions and seek additional responses if the number or quality of responses does not meet the stated criteria.

All questions and inquiries should be made in writing and e-mailed or faxed to: Majd Askar, Purchasing Manager at majd.askar@rccd.edu or 951-222-8444.

Statements of Qualification (SOQ) must be received by **4:00 PM, on January 16, 2014**, at the District's Purchasing Office:

Mailing Address: Riverside Community College District
North Hall, Purchasing Department
4800 Magnolia Avenue
Riverside, CA 92506

Physical Address: Riverside Community College District
(For personal or courier delivery) North Hall, Purchasing Department
3617 Sanders Street
Riverside, CA 92506

Late Submission will not be accepted and will be returned unopened.

SECTION A – GENERAL INFORMATION

Riverside Community College District (RCCD) is the largest community college system in the Inland Southern California region. RCCD is located in the County of Riverside, in what is referred to as the Inland Empire. Serving a 540 sq. mile area and seven cities in western Riverside County, the district's colleges and education centers educate and train 40,000 students each year. The District operates three separate colleges: Moreno Valley College, Norco College, and Riverside City College, and three other learning centers in the surrounding communities.

In March 2004 the District passed Measure C, a \$350 million bond measure which will fund the projects listed within the District's Facility Master Plan. The projects generally consist of classroom and laboratory modernization and improvements, construction of new learning facilities, strengthening critical power and technology infrastructure and improvement of campus safety systems.

SECTION B – PROJECT SCOPE AND SCOPE OF SERVICES

The purpose of this Request for Qualifications is to assemble a pool of pre-qualified Environmental/Engineering/IOR Service Consulting firms to provide consulting services for one or more projects. The District staff will use this pool to solicit fee proposals and negotiate contracts from the pre-qualified pool of consulting firms to perform project specific consulting assignments. Specific project and scope of services will be identified on a project by project basis, at the time the District solicits fee proposals.

SECTION C – PROJECT SCHEDULE

Specific project schedules will be identified on a project by project basis.

SECTION D - SELECTION PROCESS for QUALIFIED LIST

All submissions received by the due date and meet the requirements above will be reviewed by the District. The firms considered by the District to be most qualified based upon, but not limited to the criteria below, will be added to the District's pre-approved list of consultants. The District reserves the right to determine the final size of the pre-approved list. The District reserves the right to assign individual or multiple projects to members of the pre-approved list or have firms compete for individual projects as they become available.

Firms that best meet the needs of the District based on the following criteria will be considered most qualified:

- a. Qualifications and expertise of the firm and team members
- b. Ability to provide superior service and multiple project coordination
- c. Understanding of the District's educational goals, objectives, and management methods
- d. Location of the firm's offices in proximity to the District
- e. Responsiveness of the submission
- f. Ability to maintain an agreed-upon schedule
- g. Client references
- h. Techniques of quality control for all project documents
- i. Knowledge of applicable State and local requirements
- j. Reliability and continuity of the firm
- k. Fee proposal

The District reserves the right to select firms which, in its sole judgment, best meet the needs of the District. The District reserves the right to accept or reject any and all submissions, or any portion or combination thereof, to contract services with whomever and in whatever manner the District decides, to abandon the services entirely, to award on the basis of the total submission, and to waive any informality or non-substantive irregularity, as the interests of the District may require. The award of a contract is at the sole discretion of the District, acting through the Board of Trustees.

All submission materials become the property of the District. Submissions may be withdrawn by the firm submitting the proposal at any time prior to the due date and time.

Following the Statement of Qualification submittal deadline, those firms selected as “short-list finalists” for District Environmental/Engineering/IOR Consulting Services will be required to attend a mandatory, informal interview. The informal interview will be held with the intended purpose of introducing those firms to the District’s primary contacts and to provide information about the expectations required of the selected firm(s). Only those firms selected to participate in the interview will be considered for District Environmental/Engineering/IOR Consulting Services.

- a. The District will solicit Statement of Qualifications from prospective firms.
- b. The District will screen proposals and establish a short list of “finalists” to be interviewed.
- c. The District will conduct informal interviews of the finalist(s).
- d. The District will select the final list of pre-qualified firms who meet the desired qualifications.
- e. District Staff will recommend appointment of the firm to the Board of Trustees.
- f. Fee proposals will be solicited from the pre-qualified pool of consulting firms for project specific consulting assignments.

The following RFQ/RFP Schedule is provided as a courtesy, and is subject to change at the discretion of the District:

RFQ Issued	January 2, 2014
Last Day for Questions	January 9, 2014
RFQ Due	January 16, 2014, No Later than 4:00pm
Interviews	January 29 and 30, 2014
Short List Due	February 7, 2014
Award	February 18, 2014 (Committee Meeting)

SECTION E – OVERVIEW OF SCOPE

The scope of work shall be established through a request for proposals for project specific consulting assignments.

Proposers shall provide the special expertise and design support to include, but no limited to the following:

1. Environmental Services

The District is seeking firms to provide environmental consulting services for various new and renovation building projects. Consultant will provide services related to the preparation of all documentation necessary to initiate, process, review and ultimately obtain certification of required environmental reports ranging from categorical exemptions to Environmental Impact Reports, in compliance with the California Environmental Quality Act (CEQA).

Services may include the following:

- a. Conduct scoping activities to identify issues and define the proposed project and alternatives for analysis; meet on an ongoing basis with community and agency representatives, district administrators, architects and associated firms already under contract at the district; prepare, maintain and implement a CEQA processing schedule to assure efficient and timely preparation and processing of environmental reports.
- b. Prepare and distribute initial study and notice of preparation
- c. Prepare administrative draft environmental documents for review
- d. Prepare and circulate draft environmental document
- e. Conduct public hearings and meetings as required
- f. Prepare final environmental documents
- g. Present final report to the Board

The consultant will be responsible for coordinating any required analysis and the preparation of the environmental documents, and must be willing to work collaboratively with other members of the District's project team. Detailed information regarding the proposed facility enhancements will be provided at the time the District seeks project specific proposals.

2. Geotechnical Engineering Services

The District is seeking firms to provide geotechnical Environmental/Engineering/IOR Services for various new and renovation building projects. The consultant will be expected to produce data including recommendation of foundation type, allowable loading and other technical data as needed by the structural/foundation engineer relating to soil conditions and to prepare a Geologic Hazard report as required by the California Department of General Services, Division of State Architect (DSA) for submittal to the California Geological Survey (CGS). It shall be the consultant's responsibility to conduct field and laboratory work, including obtaining any required drilling permits, to meet the requirements of the California Building Code (CBC), currently adopted edition.

In addition to the reports required by DSA and design criteria, consultant shall review plans and specifications during the design stage to see if recommendations have been properly interpreted. Consultant shall also respond/address DSA comments during plan check review process on comments regarding soils report items.

Firms must be willing to work collaboratively with other members of the District's project team. Detailed information regarding the proposed facility enhancements will be provided at the time the District seeks project specific proposals.

3. Civil Engineering and Surveying Services

The District is seeking firms to provide surveying services for various new and renovation building projects. Professional capabilities must include a demonstrable expertise in the surveying discipline necessary to accomplish the following services.

- a. Property boundary surveying
- b. Topography mapping
- c. Right-of-way surveying
- d. Construction surveying, including, slope staking, roadway surfacing, ditches, structures, curbs, gutters, sidewalks, walls, site utilities and reference points
- e. Aerial mapping

Firms must be willing to work collaboratively with other members of the District's project team. Detailed information regarding the proposed facility enhancements will be provided at the time the District seeks project specific proposals.

4. Inspection Services – Inspector of Record

The District is firms who can provide inspection services as Division of the State Architect (DSA) Inspectors of Record (IOR) services for new buildings as well as high school modernizations. The DSA Inspectors (Class 1, 2 and 3) shall provide to the District inspection services required pursuant to, or that are reasonably necessary in order to obtain DSA approvals, under Title 24 of the California Code of Regulations. This includes:

- a. All on-site inspections services and inspection-related activities
- b. Perform certain specialty inspections
- c. Oversee special inspections by approved specialty inspectors
- d. All required documentation and reporting

Firms must be willing to work collaboratively with other members of the District's project team. Detailed information regarding the proposed facility enhancements will be provided at the time the District seeks project specific proposals.

5. Special Inspection and Materials Testing Services

The District is seeking firms to provide special inspection and materials testing services for various new and renovation building projects. It is anticipated that the selected firm will test, inspect and document the construction materials and assemblies according to applicable codes, regulations and standards.

Materials testing and special inspection is as required by the construction documents and Title 24 and its referenced standards. These tests and inspections may include but not be limited to the following materials: concrete, wood, soils, masonry, rebar, roofing, fireproofing, welding and steel. The construction documents may require other testing or inspection services beyond those directly required by Title 24.

Firms will be required to have current DSA lab certifications for construction materials testing. Firms must be willing to work collaboratively with other members of the District's project team. Detailed information regarding the proposed facility enhancements will be provided at the time the District seeks project specific proposals.

6. Soils Testing Services

The District is seeking firms to provide soils testing services for various new and renovation building projects. It is anticipated that the selected firm will perform preliminary endangerment assessment, and conduct soil and groundwater investigations. The firms will need to comply with all DTSC requirements.

Firms must be willing to work collaboratively with other members of the District's project team. Detailed information regarding the proposed facility enhancements will be provided at the time the District seeks project specific proposals.

SECTION F - RFQ RESPONSE REQUIREMENTS

In order to be considered for selection, the response to this RFQ shall provide the information necessary for evaluation of your firm/team. The District intends to select a firm/team that has demonstrated significant experience in higher education Environmental/Engineering/IOR Service projects. Statements of Qualification will be reviewed and a determination made by the District based upon the submitted information and any other information available to the District. The District may request a firm to submit additional information pertinent to the RFQ. The District also reserves the right to investigate other available resources in addition to any documents or information submitted by the consultant. The information below describes the criteria that will impact the selection committee's decision.

1. Table of Contents

2. Cover Letter

Provide a brief introduction including which professional service proposer is submitting a proposal for, address of the office submitting the proposal, telephone and fax number, e-mail address, and the name of the team member who will serve as the District's primary contact throughout the Program. The letter must be signed by the person responsible for the submission and include a statement that said person has the authority to bind the company with the contents included in the proposal.

3. Firm/Team Profile

Provide a brief description of your firm's history, firm size, office location(s), and your firm's capabilities to perform the requirements of this scope of work.

- a. Demonstrate the firm's knowledge of and experience with services similar in scope to this RFQ.
- b. Adequately describe how the firm is qualified to address the items described under Section E of this RFQ.

4. Company Qualifications

Provide a brief history of your firm including:

a. Legal Entity

Describe the legal entity under which your organization operates.

- If your firm is a corporation, provide the date of incorporation, state(s) of incorporation filed, president's name, vice president's name(s), secretary's name, and treasurer's name.
- If your firm is a partnership or joint venture provide the date of organization, type of partnership or venture, names of general partners and limited partners. Joint ventures are to provide an explanation why they are associating.
- If your firm is a sole proprietor provide the date of organization and the name of the owner.
- Indicate the year your organization was founded under the present name.
- List any other former names under which the organization has operated.
- If your organization operates from more than one location, indicate the office from which the proposed project will be served.
- Indicate total years' experience the firm has performing the services requested.
- Indicate location of office in which work will be performed.

b. Litigation/Arbitration/Termination in the last 7 years

If you have been a party in any litigation, mediation, arbitration with an owner, or if you have been terminated for cause, describe each event in detail and indicate the final results. Additional backup may be included in the Appendix.

5. Project Experience and References

Provide a list of contracts from the past five (5) years for services similar in scope to this RFQ. Include a minimum of three (3) educational client references with whom you have contracted within the last three (3) years. The list must include the following information for each contract:

- Client name and contact information
- Dates of service
- Description of service
- Contract amount

Provide specific examples of how the proposer provided similar services timely and per the owners anticipated schedule.

6. Project Team

a. Resumes. Provide resumes for each key team member who will provide the requested services. Resumes shall include at a minimum, the following information:

b.

- Number of years employed by firm
- Education
- Licenses
- Relevant technical experience
- A list of projects worked on, at what capacity they were involved and the dates personnel were assigned to the project

c. Consultants. Provide a list of any proposed sub-consultants and the work that they will perform. List the names, California Registration/License Numbers, business address, phone numbers, fax numbers, e-mail address, date established, and time associated with the firm.

7. Approach

Include a brief synopsis of the proposers understanding of the Districts needs and how the proposer plans to meet them. Use this section to address the ability of the proposer to undertake and accomplish the required scope of services while meeting any deadlines, record of meeting schedules and deadlines of other clients; advantages over other parties in the same industry; strength and stability as a business concern; and supportive client references.

Describe the respondent's ability to manage multiple projects and competing priorities, while maintaining quality, meeting schedules and staying within budget.

8. Fee Proposals for Geotechnical Engineering Services, Inspection Services – Inspection of Record Special Inspection and Materials Testing Services, and Soils Testing Services

Provide two (2) separate fee proposals, along with your firm's qualifications, to perform consulting services for the following projects: Fee proposal #1- Culinary Arts Academy & District Offices (CAADO), fee proposal #2 - Coil School for the Arts (CSA). The project plans and scope of work may be obtained electronically at <https://secure.smartbidnet.com/External/PublicPlanRoom.aspx?Id=104529&i=1>

a. Hourly Rates:

Identify all personnel that may be, directly and indirectly, assigned to the project as well as the proposed hourly rates. The hourly rates should be quoted as fully-burdened hourly rates and shall remain valid for a period of six (6) months from the date of the Proposal. The proposed rates shall be used as the maximum rate to be charged on any project per the terms of project specific services agreement. The method of compensation for each individual project shall be determined by the District, at its sole option, based on hourly rates, a negotiated fixed fee, or a combination thereof.

b. Include Reimbursable Expenses

c. Fees to perform Consultant Services for the above projects must be submitted with the Request for Qualifications by the due date.

SECTION G – RFQ/RFP SUBMITTAL REQUIREMENTS

The individual or official of the firm who has the authority to bind the firm contractually must sign the RFQ. Interested firms should submit eight (8) copies of their bound proposal, including one original with original signatures, to RCCD by the due date. Proposals should be clearly labeled "Request for Qualifications, Environmental/Engineering/IOR Services" and delivered to RCCD.

SECTION H - BASIS OF AWARD AND RFQ/RFP MODIFICATION

The RFQs will be evaluated based on each firm's qualifications, relevant experience with similar work, and location. This Request for Qualifications does not commit the District to awarding a Contract, to paying any costs incurred in the preparation of the submittal for this request, or to procuring or contracting for services. The District reserves the right to cancel in whole or in part this RFQ, to reject any and all submittals, to accept the firm it considers most favorable to the District's interest in its sole discretion, and to waive irregularities or informalities in any submittal. The District also reserves the right to reject all submissions and seek new submissions when such procedure is considered by it to be in the best interest of the District. The District further reserves the right to withdraw, modify or discontinue this RFQ process at any time. If one of these events should occur, participating candidates will be notified as soon as practically possible. The District may at its option revise the schedule of events or anticipated date of award or may request further information from any firm. All submittals become the property of the Riverside Community College District.

SECTION I - AGREEMENT

The firm(s) selected by the District to perform the services outlined in this RFQ/RFP for the listed projects will be required to execute an Agreement for Professional Services with the RCCD. Attention will be directed at the time of contract negotiation to the specific types and amounts of insurance that the selected firm will be required to maintain under the Agreement with the District, in consideration of those outlined under Section K.

SECTION J - CONFIDENTIALITY

The California Public Records Act (Cal. Govt. Code Sections 6250, et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between the District and Proposer shall be available to the public.

If the Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the District withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal or Bid as confidential. Additionally, Proposer may not designate its Price Proposal or other Proposal Forms as confidential.

If Proposer requests that District withhold from disclosure information identified as confidential and District complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless District from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Proposer information), and pay any and all cost and expenses related to withholding Proposer information. Proposer shall not make a claim, sue or maintain any legal action against District or its directors, officers, employees or agents in connection with the withholding from disclosure of Proposer information.

If the Proposer does not request that the District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without liability to the District.

SECTION K - INSURANCE

The selected Consultant shall, at all times during the term of the Agreement, carry, maintain and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance in accordance with District Policy, with minimum limits of \$1,000,000 each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by the Consultant.

SECTION L - WORKER'S COMPENSATION INSURANCE

The selected Consultant agrees to comply fully with all provisions of all applicable workers' compensation insurance laws, and shall procure and maintain in full force and effect worker's compensation insurance covering its partners, employees and agents while said persons are performing services pursuant to this Agreement. In the event that an employee of Provider performing this Agreement files a worker's compensation claim against the District, Provider agrees to defend and hold the District harmless from such claim.

SECTION M - HOLD HARMLESS AND INDEMNIFICATION

The provider shall hold harmless and indemnify the District, its officers, agents and employees from and against any and all actions, suits, or other proceedings, costs (including reasonable attorneys' fees) and damages as may arise as a result of performing the work hereunder, except such actions, suits or other proceeding as may arise as a result of the negligence or willful misconduct of the District, its officers, agents, and employees.

SECTION N - FORM 700 - STATEMENT OF ECONOMIC INTERESTS

Successful applicants may be required to complete the California Fair Political & Practices Commission Form 700 – Statement of Economic Interests. That requirement will be determined by the District’s General Counsel.

SECTION O -DISTRICT RIGHTS

The District may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The District also reserves certain rights, including, but not limited to, the following:

1. Reject any or all of the responses to the RFP.
2. Revise and/or cancel the RFP.
3. Determine the number of consultants in the pre-approved list.
4. Approve or disapprove the use of particular consultants.
5. Negotiate with any, all, or none of the Proposers.
6. Question outside entities regarding Proposer’s past performance.
7. Create evaluation panels and seek the assistance of outside technical experts and consultants or any other source to review, rank, and evaluate responses to this RFP.
8. Hold meetings and conduct discussions and correspondence with Proposers responding the RFP to gain an improved understanding and evaluation of responses.