



**RFQ No. 2223-02**  
**REQUEST FOR QUALIFICATIONS**  
**CONSTRUCTION MANAGEMENT AND/OR**  
**PROJECT MANAGEMENT PLANNING FOR**  
**DISTRICTWIDE PROJECTS**

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**RFQ Questions Due Date**

August 1, 2022 @ 5:00 PM

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**RFQ Due Date**

August 17, 2022 @ 2:00 PM

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NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

*Greatness. Achieved.*

## 1. REQUEST FOR QUALIFICATIONS

### 1.1 Purpose

By way of this Request for Qualifications ("RFQ"), the North Orange County Community College District ("District") is requesting Statements of Qualifications ("Responses") to provide construction management services and/or project management planning services ("Services"). The District intends to pre-qualify a limited number of Construction Management firms and Project Management Firms ("Consultant") that can provide comprehensive construction management and/or project management services for various District projects.

***Consultant has the option to respond to both Construction Management and Project Management Planning Services or select only one of the services. Please clearly indicate in the cover letter (see section 4.1) which service or services your firm is responding to.***

### 1.2 RFQ Schedule

| Event / Occurrence  | Deadline               |
|---|------------------------|
| RFQ Issued  | July 21, 2022          |
| Deadline for Consultants to submit questions regarding this RFQ | August 1, 2022         |
| <b>Deadline for Consultants to submit Responses</b>             | <b>August 17, 2022</b> |

The District has set the above RFQ schedule that all Consultants must adhere to. The District reserves the right to modify this RFQ schedule as needed and will issue an addendum if it modifies the schedule.

### 1.3 Qualified Consultant

All Consultants submitting a Response to this RFQ and seeking to provide services for the District should be extremely familiar with all applicable regulations, including the procedures for state-funded projects, industry guidelines especially as they apply to community college projects, and be capable of providing work product that will enable the District to strictly comply with said requirements. Consultants must demonstrate a minimum of five (5) years of relevant experience and professional success with similar services for education projects. It is the District's strong preference that relevant Community College experience be highlighted; however, relevant experience with other school districts such as K-12 districts will be considered also.

Pre-Qualified Consultants are in no way guaranteed to receive any work from the District. However, it is the District's intent to look to the pool of Pre-Qualified Consultants when choosing a Consultant to perform construction management services or project management planning services for various facilities improvement projects. The District, on an "as-needed" basis, will issue Request for Proposals ("RFP") to one or more Pre-Qualified Consultants to provide these services on behalf of the District for a particular site/project.

### 1.4 Submission

If your Firm is interested in performing Services for the District, please submit to the District a Response in accordance with this RFQ. Responses must be emailed to [jho@nocccd.edu](mailto:jho@nocccd.edu)

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[cc.Ntran@nocccd.edu](mailto:cc.Ntran@nocccd.edu) and must be submitted no later than the date indicated in the RFQ schedule included in Section 1.2. As the District is working hybrid due to the COVID-19 pandemic, only electronic submittals are accepted. Responses must be received no later than date and time indicated in the RFQ schedule, Section 1.2. Delivery of Responses is the sole responsibility of the Consultant. All Responses must be signed (electronic signatures accepted) and become the property of the District.

### 1.5 Response Format

Each Consultant is required to submit a Response they deem appropriate to the following request. Submittals should be brief and concise but provide sufficient clarity to meet the criteria in the evaluation process. Each Response, tabbed, organized in the same order as the RFQ, and include all sections and information (as required) in Part 3, Statement of Qualifications Response Format. Each Consultant shall submit **one (1)** electronic submittal, in PDF format with bookmarks, of the Response. The District will evaluate the Responses based on the responsiveness to District requirements listed.

NOTE for Exhibits: All Exhibits should be tabbed, labeled and included as part of the appendix. It is at the Firm's discretion to determine how to reference, in the body of the Response, the location of the Exhibits in the appendix. All Exhibits may be recreated in another program as long as the formatting and information requested mirrors the PDF forms attached to this RFQ. The intent of the PDF forms is to keep all the requested information in a uniform format.

NOTE for Firms teaming with Sub-Consultants: Each responding Firm shall select their proposed sub-consultants based on their own criteria. However, RSCCD reserves the right to approve and request additional information or substitutions for sub-consultants proposed for any projects that may be awarded. Sub-Consultants do not need to complete all the Exhibits in this RFQ. Carefully read each section to determine which forms the Sub-consultants need to submit.

### 1.6 Questions

Consultants must carefully read the entire RFQ prior to submitting questions as most questions will be answered in this RFQ. If, however, you should have questions regarding this RFQ, please email [jho@nocccd.edu](mailto:jho@nocccd.edu). All questions must be submitted in writing, referencing this RFQ #2223-02 in the title. The question deadline for this RFQ is included in Section 1.2. After this deadline, the District will not answer, address, and/or review any questions interested Consultants might submit. Responses to all questions received prior to the deadline will be provided to all Consultants via addendum. Addenda, if issued, to this RFQ will not be distributed by the District to any Respondent. Respondents are required and responsible to check the District's "Bid Opportunities" webpage to access any addenda to this RFQ.

### 1.7 Request for Proposals

Pre-Qualified Consultants are in no way guaranteed to receive any work from the District. However, it is the District's intent to look to the pool of Pre-Qualified Consultants when choosing a Consultant to perform construction management services and/or project management planning services for various districtwide projects. The District, on an "as-needed" basis, will issue Request for Proposals ("RFP") to one or more Pre-Qualified Consultants to provide services on behalf of the District for a particular site/project. Each Proposal shall describe the Consultant's experience and expertise with respect to the services, if any, which are unique to the property or project that is the subject of the

Proposal. In addition, the Proposal shall set forth a detailed scope of services, a completion schedule, a schedule of professionals that will be used to supervise and staff the project, and a not-to-exceed dollar amount for the services to be performed. The District will allocate work to said Pre-Qualified Consultants.

Future RFP projects vary in nature, scale, and scope. The projects may consist of improvements, alterations, renovations, additions, modifications, and upgrades related to; barrier removal, energy efficiency, scheduled maintenance, access control, safety and security, site and building infrastructure, MEP/AV/Technology, fire alarm, site improvements, and wayfinding. The projects also include special projects such as hazardous material remediation, staff relocations, portable upgrades/removals, structural investigations, building enclosure investigations, new site/building feasibility studies and major capital improvement projects should they develop during the duration of the services outlined in this RFQ.

## **2. SCOPE OF SERVICES**

### **2.1 Scope of Services – Construction Management**

Provide Construction Management Services to the District, as further described in **Exhibit G – Construction Management Services Agreement** (specifically Exhibit “A” of the agreement). Such services shall be performed consistent with the standard of care for professionals performing similar scopes of services. The Consultant shall, at a minimum, undertake the scope of services reasonably necessary and customarily provided by Construction Management Consultant Firms conducting business in the Southern California area to ensure that all of the District’s goals, standards, policies and procedures are adhered to over the course of the assignment.

### **2.2 Scope of Services – Project Management**

The District is looking for a consultant to work as an extension of staff in the District’s Facilities & Construction Department and/or Campus Capital Projects Departments. The consultant shall work alongside staff in facilities planning, project and program development, including performing a variety of tasks from project planning, scoping, budget development administrative and regulatory approvals through close out, and other related tasks. Tasks may include a variety of planning, design management, oversight of construction, and/or move management at facilities within the district’s boundaries.

The consultants will work in-house as an extension of District/College staff to manage and develop projects that are aligned with the goals of the District/College to ensure the continued progress of activities in any of the phases of planning/predesign, design, construction, close-out, Division of State Architect review, approval and certification, and other program related activities for various projects in the Measure J building program, Scheduled Maintenance, Energy Efficiency Projects, Facility Modification Requests, Special Projects, Feasibility Studies, or other Capital Facilities project needs. They will be required to operate and comply within established protocols, policies and procedures including budget, accounting, contracting, and project management.

For additional information including scope of services refer to **Exhibit H – Project Management Planning Services Agreement**

### **2.3 Compliance with Applicable Laws**

Consultant's Response must set forth Consultant's understanding of all applicable laws, guidelines, and requirements, including the Education Code, Division of the State Architect (DSA), California Community Colleges Chancellors Office (CCCCO) and local ordinances and/or other applicable guidelines applicable to the Services to be undertaken, as well as Consultant's ability and methodology to comply with the same. Consultant's Response must confirm that the proposed Services will meet all the aforementioned requirements as set by the applicable codes, regulations and guidelines.

### **2.4 Working Conditions**

Each Consultant shall be capable of working indoors and outdoors, as required, in all weather and site conditions including, but not limited to, rain, dirt, mud, and ice. The Consultant's activities may require kneeling, bending, climbing ladders, stepping over trenches, etc.

### **2.5 Deadlines**

Each Consultant must be prepared to provide turnkey services for such cost estimating consulting services as the District may hereafter require. Each Consultant must be prepared and equipped to provide such services in an expeditious and timely manner and on relatively short notice to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

The District shall not be responsible in any manner for the costs associated with the preparation or submission of Consultant's Response. The Response, including all drawings, plans, photos, and narrative materials, shall become the property of the District. The District shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way that the District may choose.

## **3. STATEMENT OF QUALIFICATIONS/PROPOSAL RESPONSE FORMAT**

### **3.1 Firm Information**

Provide a cover letter and introduction, including the company name, headquarters and local office (if different from headquarters) address, telephone number, and e-mail address of the person or persons authorized to represent the institution regarding all matters related to the Response. As part of the narrative, provide a brief synopsis of the firm's corporate structure and history. In a narrative discussion, describe any litigation or threatened litigation against your firm or its owners that may affect your performance or completion of this proposed program. A person authorized to bind the firm to all commitments made in the Response shall sign this letter. In addition to the cover letter, complete **Exhibit A – Firm Information Form** and **Exhibit B – Firm Information Questionnaire**.

### **3.2 Firm Approach and Methodology**

Describe the Consultant's philosophy with regard to approach and experience related to Services outlined in the RFQ, and experience in working with a Community College District. Identify key elements to providing quality service and project delivery that would lead to a successful project completion.

### **3.3 Firm Experience**

Provide a summary of Consultant's relevant expertise and experience in construction management and/or project management consulting services, especially as it relates to

community college facilities. Consultant must demonstrate a minimum of five (5) years of relevant experience and professional success.

Using **Exhibit C – Firm Project Experience Form**, provide a **minimum of three (3)** completed projects, with a minimum of **one (1) project in the State of California**. Provide detailed descriptions of the projects (particularly community college projects) that the consultant has worked on **within the last eight (8) years**, which demonstrates relevant experience for projects of various size, type, and difficulty. Each project description should include the date(s), the scope of work or similar services that was performed, the name, title, address, and telephone number of a contact person who can be contacted for verification of information provided by Consultant. Do not provide **Exhibit C** for Sub-Consultants.

Furthermore, provide a list of all California Community College District contracts held within the last five (5) years including, with respect to each project, the project name, property address, contract amount, and Consultant's contact person at the District on said project. Past performance of the Consultant will be evaluated and Clients listed may be contacted for a reference.

### **3.4 Key Personnel/Team Members**

Please identify your Firm's available team members, key personnel and staff members and their specific expertise and experience in construction management and project management consulting services, especially as it relates to Community College campus projects. Include an organizational chart for the proposed staff and indicate who will be the District's main contact person for your Firm. Each team member proposed should at least have a minimum of 5 years of experience. Provide the names and detailed resumes of key personnel who will be the designated team available, knowledgeable, regularly attentive and working directly with the District. In addition, list all professional registration certification and/or license designations and numbers that are currently active in the State of California. Do not list any inactive registration and/or license designations.

### **3.5 Sub-Consultants**

Identify Sub-Consultants, if any, that are likely to be used by your Firm in carrying out Services for the District. You can list multiple firms if needed per category (i.e. cost estimating, schedule consultant, etc.). For each Sub-Consultant Firm, please list names, California license or registration numbers, contact person(s), business addresses, phone numbers, e-mail addresses, date established, and time associated with Firm. Please complete **Exhibit A – Firm Information Form** and **Exhibit B – Firm Information Questionnaire** for Sub-Consultants. Provide team member resumes for each team member.

### **3.6 Billing Rates**

Provide billing rates for all personnel and categories of employees as well as any overhead or other special charges. If applicable, Consultant's Response should provide estimates for certain standardized components of the Services. Provide Consultant's typical fee schedule as applicable, as well as any Sub-consultant fees or services that may be needed. Please complete **Exhibit D-1 – Billing Rates for Construction Management** and/or **Exhibit D-2 – Billing Rates for Project Management**.

Consultant hourly rates shall be **all-inclusive** and include/account for all direct labor costs, fringe benefits, travel, insurance, overhead, profit, and all other expenses the Consultant

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will incur in providing Services. All other services not included herein shall be negotiable as required.

### **3.7 Contract**

Consultants shall review the draft District agreements, and provide any comments or objections to the Agreement in its Response – **Exhibit G** for Construction Management Services and **Exhibit H** for Project Management Planning Services. Consultants will be required to substantially accept the form of Agreement, including the indemnification provisions therein. **PLEASE NOTE: The District will not consider any substantial changes to the form of Agreement.**

### **3.8 Certification**

Consultants shall certify that they have received the RFQ, read the instructions and submitted a Statement of Qualifications with the proper authorizations. Consultant shall complete **Exhibit E – Certification, Request for Qualification** and submit it with the Response. Do not provide this form for Sub-Consultants.

### **3.9 Non-Conflict of Interest**

Consultants shall certify that they shall perform Services as an independent contractor and not as an officer, agent or employee of the District. Consultant shall complete **Exhibit F – Statement of Non-Conflict of Interest** and submit it with the Response. Do not provide this form for Sub-Consultants.

Note: During the qualification and selection process (i.e. from the date this RFQ and/or future RFQs are released to the conclusion of the selection process), if it is determined that any individual(s) who works for or represents any interested firm communicates with, contacts and/or solicits Board Members of the District in any fashion, said firm shall be disqualified from the RFQ and/or RFP selection process, and may be removed from any established prequalified list, as well as the removal from the “interested vendors list.”

### **3.10 Local Hire and Local Business Questionnaire**

Consultants shall certify by completing **Exhibit H – Questionnaire Form for Local Hire and Local Business** for Firm and any sub-consultants. The North Orange County Community College District is interested in furthering opportunities for Local Hires and Local Businesses. The District collects this data as part of the RFQ process and any future RFP process.

## **4. INSURANCE REQUIREMENTS**

### **4.1 Insurance Requirements – Construction Management**

The Firm awarded a future contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. For full insurance requirements, refer to **Exhibit I – Construction Management Services Agreement** (specifically Article 14.)

Prior to commencing any contract, the selected firm must provide the District with certificates of insurance that includes the following: the North Orange County Community College District and its Board, Officers and employees, shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s).

## 4.2 Insurance Requirements – Project Management Planning

The Firm awarded a contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. The following minimum insurance is required in order for your firm to qualify for participation in any project with the North Orange County Community College District:

1. Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate, bodily injury and property damage liability per occurrence, including:
  - Owned, non-owned and hired vehicles;
  - Blanket contractual;
  - Broad form property damage;
  - Products/completed operations; and
  - Personal injury;
2. Professional liability insurance, including contractual liability, with limits of \$3,000,000 per claim;
3. Workers' Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

Prior to commencing any contract, the selected firm must provide the District with certificates of insurance that includes the following: the North Orange County Community College District and its Board, Officers and employees, shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s).

## 5. SELECTION CRITERIA AND EVALUATION PROCESS

All Responses will be evaluated as per the selection criteria and evaluation process described below. All Consultants shall be advised and understand the policies applicable to contract award if selected.

### 5.1 Selection Criteria

Although not necessarily exhaustive of the criteria to be utilized, the District intends to use the following evaluation criteria in selecting the Consultant for the Project:

- **Responsiveness to the RFQ:** breadth and depth of response, completed Firm Information Form
- **Firm Information:** complete information regarding firm location, ownership, etc. Completed Firm Information Questionnaire (legal history, insurance coverage, safety record, disputes, termination, bankruptcy)
- **Firm Project Experience:** completed the form and demonstrates adequate and relevant experience, community college experience preferred and K-12 experience accepted, experience with Division of the State Architect (DSA) if applicable, proven



experience in meeting schedules and deadlines, adequately addresses items noted on form

- **Project Team and Sub-Consultants:** has provided all team member resumes with appropriate information, project experience noted, licenses noted, qualifications noted
- **Current Workload & Availability:** has adequate resources to support project, firm's support staff, project team and/or sub-consultants
- **Firm Approach & Methodology:** outlines a proposed methodology to be utilized in construction management/project management planning services; and evidence of ability to prioritize project and begin job in a timely fashion
- **Specific Team Member Project Experience:** evaluate team member experience, relevancy for project and scope, totality of team members including sub-consultants identified to work on project
- **Fee:** has provided a proposed fee, provided billing rates for team members and sub-consultants, has competitive rates in comparison to others, completed the Billing Rate Form
- **Budgets/Cost Estimates:** proven experience in accuracy of firm's cost estimates
- Veteran owned firms and/or DVBE firm
- Completed Certification Form
- Completed Statement of Non-Conflict of Interest Form
- Provided Confidential Financial Information (if requested)
- Provided comments on Draft Agreement (if applicable)
- Client Reference Checks: satisfaction of prior/current clients, professional reputation of the firm, past experience working with District.

## 5.2 Evaluation of Responses

Responses will be evaluated by a panel of individuals selected by the District. At the District's discretion, to further assist in evaluation, some, one, or all of the responding firms may be requested to participate in an oral interview. The interview will be used as another opportunity to clarify any issues within a given Response and explore the approaches that may be used to satisfy all District requirements. The District reserves the right to request that some or all of the responding firms consent to being interviewed by selected District personnel and/or representatives and/or submit additional written information.

Based on its evaluation of the Responses that it receives; the District may select a Consultant. The District reserves the right to request that some or all of the respondents submit additional written information and/or that they consent to be interviewed by selected District personnel and/or representatives.

## 5.3 Policies Applicable to Contract Awards

All work to be performed under any awarded contract must conform to all applicable laws and guidelines and all requirements of the District, local jurisdictions as applicable, all other governmental agencies with jurisdiction, and conform to the requirements set forth by this RFQ.

This Request and any potential future RFQs or RFPs do not commit the District to award a contractual agreement with any vendor or to pay any costs incurred in the preparation of Responses or participation in an interview.

The District reserves the right at its sole discretion to: (i) waive or correct any defect or informality in any response, (ii) withdraw this RFQ, (iii) reissue this RFQ, (iv) send out

additional RFQs/RFPs, (v) reject any and/or all RFQs/RFPs, (vi) prior to submission deadline for this RFQ, modify all or any portion of the selection procedures including deadlines for accepting responses, Services to be provided under the RFQ, or the requirements for content or format of the RFQ, (vii) waive irregularities, (viii) procure any services specified in this RFQ by any other means, (ix) determine that no projects will be pursued and/or (x) terminate or change the contracting process articulated in this RFQ because of unforeseen circumstances.

Acceptance by the District of any Responses submitted pursuant to this RFQ shall not constitute any implied intent to enter into an agreement for services.

Responses, including all graphic and narrative materials, shall become the property of the District upon the District's receipt of the Response. The District shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way that the District may choose.

The District reserves the right to negotiate the terms and conditions of any agreement for services that may hereafter be let by the District.

## **6. DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

The North Orange County Community College District supports a participation goal of at least three percent (3%) of the overall dollar amount expended each year to Disabled Veterans Business Enterprises (DVBE). If Consultant is selected to provide services to the District, Consultant will be required to sign and return a Certification form (copy included with these RFQ/P documents) certifying that they will provide the District with information regarding the use of any DVBE contractors or consultants on the project. Information about DVBE resources can be found on the Executive Branch's website at <http://www.dgs.ca.gov> or by calling the Office of Small Business and DVBE Certification at 916-375-4940.

## Exhibit A – Firm Information Form

### Background

Firm Name \_\_\_\_\_ Address \_\_\_\_\_

Yr Est. \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-Mail \_\_\_\_\_

### Principals/Officers to Contact:

Primary Contact \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Secondary Contact \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Is the firm authorized to do business in CA? ☐ Yes ☐ No

If Yes, on what basis? ☐ CA Corp ☐ CA Business License ☐ Other: \_\_\_\_\_

Any former address or parent company? ☐ Yes ☐ No

If Yes, please specify: \_\_\_\_\_

Type of Firm: ☐ Sole Owner ☐ Partnership ☐ Corporation  
☐ Joint Venture ☐ Other: \_\_\_\_\_

DVBE Participant? ☐ Yes ☐ No

Veteran Owned Business? ☐ Yes ☐ No

### Experience

Professional Service Fees (indicate index number corresponding to fees received in each noted year):

☐ 2017

☐ 2018

☐ 2019

☐ 2020

☐ 2021

#### Index numbers for Professional Services Fees:

- |                        |                      |
|------------------------|----------------------|
| 1. Less than \$50,000  | 5. \$500,000-\$1M    |
| 2. \$50,000-\$100,000  | 6. \$1M-\$2M         |
| 3. \$100,000-\$250,000 | 7. \$2M-\$5M         |
| 4. \$250,000-\$500,000 | 8. Greater than \$5M |

Years of Service

☐

Community College

**Personnel**

Total # of Personnel:

\_\_\_\_\_

Total # of Consultants:

\_\_\_\_\_

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## Exhibit B – Firm Information Questionnaire

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### ANSWER THE FOLLOWING QUESTIONS

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company? ☐ Yes ☐ No  
If yes, explain on a separate, signed sheet.
2. Does the company have an ongoing relationship or affiliation with a contractor or equipment manufacturer? ☐ Yes ☐ No  
If yes, explain on a separate, signed sheet.
3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss? ☐ Yes ☐ No
4. In the past five (5) years, has the company had any project with disputed amounts more than \$50,000 or a project which was terminated by the owner, owner's representative or other contracting party and which required completion by another party? ☐ Yes ☐ No  
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.
5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership? ☐ Yes ☐ No  
If yes, explain on a separate, signed sheet.
6. Has the company ever had arbitration on contracts in the past five (5) years? ☐ Yes ☐ No  
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, a brief description and final resolution.
7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company? ☐ Yes ☐ No  
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, amount of dispute, and brief description of the situation.
8. Has your firm, or an individual from your firm providing services for a project, ever been terminated for convenience or cause from a project, by either school district, College, CCD, public agency or client? ☐ Yes ☐ No  
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, and brief description of the situation.
9. Has your firm ever worked with the District in the past 8 years? ☐ Yes ☐ No

If yes, provide detail on a separate sheet; state the project name, the service that was provided, and the scope of the project work. Who was your company's main day to day representative on the project and who was the District's main day to day point of contact for the District?

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS RFQ IS TRUE AND CORRECT. FAILURE TO PROVIDE BACK UP TO A "YES" ANSWER AND/OR FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION.

|             |       |        |       |
|-------------|-------|--------|-------|
| Signature:  | _____ | Title: | _____ |
| Print Name: | _____ | Date:  | _____ |
|             | _____ |        | _____ |



Exhibit C – use 2-page exhibit (more extensive project experience)



Exhibit D-1 – Billing Rate Form – Construction Management

Firm Name: \_\_\_\_\_

Billing Rates

Do rates include travel charges? ☐ Yes  
Note: all rates shall include travel and mileage. These will not be acceptable reimbursable items.

| Job Title | Name of Personnel | Hourly Rate |
|-----------|-------------------|-------------|
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Effective Dates of Rates \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE:** Consultant's proposed rates should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, travel, and all other expenses the Consultant will incur in providing Services. All other Services not included herein shall be negotiated as required.

# Exhibit D-2 – Billing Rate Form – Project Management Planning

Firm Name: \_\_\_\_\_

## Billing Rates

Do rates include travel charges? ☐ Yes  
*Note: all rates shall include travel and mileage. These will not be acceptable reimbursable items.*

| Job Title | Name of Personnel | Hourly Rate |
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Effective Dates of Rates \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE:** Consultant's proposed rates should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, travel, and all other expenses the Consultant will incur in providing Services. All other Services not included herein shall be negotiated as required.

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## Exhibit E – Certification, Requests for Qualifications

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I certify that I have read and received a complete set of documents including the instructions for submitting a Response to the attached Request for Qualifications. I further certify that I am submitting one (1) electronic Response containing a complete, single-document PDF version of the Firm's Response to this request and that I am authorized to commit the Firm to the Response submitted.

I consent to North Orange County Community College District contacting references included in this Statement of Qualifications, including but not limited to other school districts listed herein for the purposes of obtaining information about the survey experience.

FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A STATEMENT OF QUALIFICATIONS DISQUALIFICATION

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SIGNATURE

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TYPED OR PRINTED NAME

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TITLE

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COMPANY

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ADDRESS

---

CITY, STATE, ZIP

---

TELEPHONE

---

FAX

---

DATE

If you are a corporation, please  
provide your corporate seal here.



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## Exhibit F – Statement of Non-Conflict of Interest

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The undersigned, on behalf of the consulting Firm set forth below (the "Consultant"), does hereby certify and warrant that if selected, the Consultant, while performing the consulting services required by the Request for Qualifications, shall do so as an independent contractor and not as an officer, agent or employee of the North Orange County Community College District ("the District").

(1) No officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years;

(2) The Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months;

(3) No officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested in the Consultant Agreement;

(4) The Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement; and

(5) During the selection process (from the date the RFQ is issued and ending on the date of the award of the contract), if it is determined that any individual(s) who work(s) and/or represent(s) the Consultant for business purposes communicates, contacts and/or solicits District's Governing Board ("Board"), selection committee members, any members of Citizens' Oversight Committee, or with any employee of the District except for clarification and questions as described herein in Section 1.6 in any fashion, such Consultant shall be disqualified from the RFQ selection process and from participating in any future RFQs and/or RFPs. This may also result in the removal of the Vendor, Firm, Contractor and/or Consultant from any established Pre-qualified list, as well as the removal from the "interested vendors" list.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**IF CONSULTANT IS UNABLE TO VERIFY THAT NO CONSULTANT EMPLOYEES ARE ALSO EMPLOYEES, OFFICERS OR AGENTS OF THE DISTRICT, PLEASE READ SECTION BELOW AND PROVIDE ADDITIONAL INFORMATION ON A SEPARATE SHEET.**

(1) Consultants are required to disclose any Consultant's employee, officer or agent who is also an employee of the District. Please provide this information on a separate sheet.

(2) For all "dual employees" disclosed by a Consultant, the Consultant must provide specific details of the general/routine roles and responsibilities of the "dual employee" for the Consultant and the specific duties and responsibilities of the "dual employee" relating to the RFP and services required by the RFP.

(3) For Consultant who discloses that an employee, officer or agent of the Consultant is also a District employee, the District reserves the right to reject any Proposal based on the roles and responsibilities of the "dual employee" violating BP 7004 or Government Code §1126(a).



## **Exhibit G – Construction Management Agreement**

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*Refer to the following pages*

## **Exhibit H – Project Management Agreement**

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*Refer to the following pages*