



RFP #1718-06
REQUEST FOR PROPOSAL
CONSTRUCTION SCHEDULING SERVICES
AND
CONSTRUCTION COST ESTIMATING SERVICES

RFP DUE DATE:
January 21, 2018, 2:00 p.m.

**I.
SCHEDULE OF EVENTS**

EVENT	DATE/TIME*
Release Request for Proposal Documents	12/8/17
Last Day to Request Clarification	12/18/17
Last Day to Respond to Requests for Clarification	12/21/17
Proposals Due/	1/12/18
Proposals Evaluation	1/16-31/18
Interviews with Firm(s) (if deemed necessary by the District)	TBD
Board Approval of Firm & Execute Agreement	TBD
<i>*Note: All dates are preliminary and subject to revision and change by the District</i>	

**II.
DESCRIPTION OF THE PROJECTS**

The North Orange County Community College District (“District”) is seeking qualified firms to provide construction scheduling and construction cost estimating services in connection with various construction projects throughout the District (hereinafter referred to collectively as “Projects”). It is the desire of the District to select one or more firms that can meet or exceed the requirements set forth by the District and to provide comprehensive construction scheduling and construction cost estimating services at the lowest cost and highest quality.

**III.
REQUIREMENTS FOR SUBMITTAL**

Firms may submit a proposal for either construction scheduling or construction cost estimating services, or both. If, however, a firm is submitting a proposal for both types of services requested, the firm shall submit a separate proposal for each type of service. Submittals shall clearly state which services the firm is responding to in its proposal. A firm is permitted to submit for either Scheduling or Cost Estimating services without being disqualified.

Each firm shall submit the following information and documents. All submittals must be limited to twenty (20) pages in total length. All submittals must be received by the District on or before January 12, 2018, at 2:00 p.m. at the following location:

North Orange County Community College District
Attention: Jenney Ho, Purchasing Director
1830 West Romneya Dr., 8th Floor
Anaheim, CA 92801

A. COVER LETTER

The cover letter should state the eligibility of the firm to respond to this RFP, a statement of interest, and any other relevant information regarding the firm. Please also provide complete contact information, including e-mail address, for the person authorized to act on behalf of the firm and to be contacted during the RFP evaluation and selection period.

B. DESCRIPTION OF FIRM

Include name of firm, address, telephone number, fax number, type of firm (i.e., corporation, partnership, etc.), and any licenses held by the firm. Provide background and a brief history of the firm including:

- Number of years in business
- Senior member(s) and length of association
- Whether the firm has gone by a different name while under substantially the same management
- Location of office where project team members will provide services to the District
- List of basic services provided by firm
- List of additional services provided by firm
- List of client references, include reference's contact name and number; also project/s worked on)
- List of Southern California community college district clients – past and current
- A detailed explanation of any claims, disputes, litigation or other legal proceedings with any school or college in which the firm was involved, as well as a discussion of how the claim, dispute, litigation or other legal proceeding was resolved.

C. EXPERIENCE RELATIVE TO DISTRICT NEEDS

Discuss the firm's knowledge of and experience with providing construction scheduling and cost estimating services. Include any experience specific with community college districts in Southern California.

Construction Scheduling Services. Discuss the firm’s experience, methodology and approach to meet the description of services set forth in Attachment “A”.

Construction Cost Estimating Services. Discuss the firm’s experience methodology and approach to meet the description of services set forth in Attachment “B”.

Attach a sample of an Estimate Reconciliation Report as Exhibit A, and a sample of a Baseline Schedule Analysis Report as Exhibit B. Failure to attach these samples may result in disqualification.

D. QUALIFICATIONS OF FIRM’S PERSONNEL

Identify the personnel to be assigned to the District and any specific experience, which uniquely suits the personnel to meet the District’s needs. Provide certifications/licenses held by each personnel.

E. EXPERIENCE WITH LEGAL PROCEEDINGS

Describe your firm’s experience with legal proceedings including court cases and arbitration and serving as an expert witness or consultant.

F. FEES

Provide list of professional classifications intended to be used with corresponding billing rates and other costs to be charged to the District. Proposed billing rates shall be fully burdened.

G. INSURANCE

Provide the names of all insurance policies carried by the firm, number of years with each carrier, policy coverages and limits, and any deductibles or self-insured retention amounts on any policy. The carrier must have Best Key Rating Guide of “A” or better as a California Admitted Insurer. All such insurance shall be on an occurrence basis and should name the District as additional insured.

Policies shall have a non-renewal or cancellation clause of not less than thirty (30) days. Minimum limits of insurance required by the District for consultant and sub-consultants are as follows:

A. Commercial General Liability Insurance (CGL) with a combined single limit of not less than One Million Dollars (\$1,000,000) each occurrence / Three Million Dollars (\$3,000,000) in the annual aggregate. Umbrella policies will not be accepted to substitute for the insurance requirement;

B. Business Automobile Liability Insurance with a combined single limit of not less than One Million Dollars (\$1,000,000) each accident and Three Million Dollars (\$3,000,000) aggregate. Umbrella policies will not be accepted to substitute for the insurance requirement;

C. Professional Liability (Errors & Omissions) Insurance with a limit not less than One Million Dollars (\$1,000,000) each occurrence / Three Million Dollars (\$3,000,000) in the annual

aggregate. Umbrella policies will not be accepted to substitute for the insurance requirement;

D. Workers' Compensation Insurance as required by the State of California with a minimum of One Million Dollars (\$1,000,000).

Please disclose any claims made on any policy of insurance held by the firm in the last seven years along with a detailed explanation of the nature and type of claim, whether the claim has been resolved, and the terms of the resolution.

IV. GENERAL INFORMATION

A. SUBMITTAL OF PROPOSALS

All submittals should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be held responsible for any errors or omissions on the part of the firm in the preparation of the submittal. The District reserves the right to reject any and all submittals, or to waive any irregularities or information in the submittals. Firms are advised that the District reserves the right to amend this RFP at any time. Amendments will be done formally by providing written amendments to all potential firms known to have received a copy of the RFP and/or by publishing the amendment on the District's website.

B. SIGNATURES

Submittal must be signed by a representative of the firm with authorization to bind the firm by contract.

C. DISQUALIFIED PROPOSALS

Any submittal received by the District after the time and dated stated above, shall be refused and returned unopened. It is the firm's sole responsibility to ensure proposals are received timely at the location set forth in Section III. The District shall not be responsible to deliver any proposals sent via mail or other similar delivery method and the District shall not be responsible for any misdirected mail.

D. WITHDRAWAL OF SUBMITTAL

Firms may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittals.

E. COPIES OF SUBMITTAL

Each firm making a submittal must include an original of the proposal and a final copy of the proposal on a flash drive or thumb drive using Adobe Acrobat PDF format files. The electronic copy of the proposal shall be contained in one comprehensive PDF file. In no event shall the electronic file contain more than one PDF file.

F. CONTACT/ QUESTIONS REGARDING RFP

Firms interested in making a submittal are directed **not** to contact anyone other than the person noted below or to make any contact with any members of the District's Governing Board. Any such contact will constitute grounds for disqualification of consideration. Questions regarding the RFP should be directed to Richard Williams, District Director, Facilities Planning & Construction via email at rwilliams@nocccd.edu by the deadline set forth in Section I.

Any interpretation, clarification, or correction of this RFP will only be made by addendum and issued to all potential firms known to have received a copy of the RFP and/or by publishing the amendment on the District's website. No person or firm is authorized to make any oral interpretation of any provision in this RFP, nor shall any oral interpretation be binding on the District.

G. RIGHTS OF THE DISTRICT

This Request for Proposal ("RFP") does not commit the District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFP. The District further reserves the right to select the firm that it considers to be in the best interest of the District.

H. FEES

The District will negotiate contract fees for the services to be provided from the best qualified firm(s).

I. OWNERSHIP OF DOCUMENTS

All proposals and materials submitted in response to this RFP shall become the property of the District and shall be considered a part of public records and subject to disclosure under the California Public Records Act, unless exempted by law. In addition, all documents, reports, schedules, notes and other work developed in the performance of any services resulting from this RFP shall be the sole property of District and may be used by District for any purposes without additional compensation to the selected firm. The selected firm agrees not to assert any rights or to establish any claim under the design patent or copyright laws.

J. CONFLICT OF INTEREST

The firm is in agreement that it presently has no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The firm further agrees that no person having any such known interest or conveyed an interest shall be employed, directly or indirectly, in the delivery of services under this RFP.

K. INDEPENDENT CONTRACTOR

The firm represents itself as an independent contractor offering such services to the general public and shall not represent him/herself or his/her employees to be an employee of the District. Therefore, the firm shall assume all legal and financial responsibility for taxes, FICA, employee

fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses.

L. COMPLIANCE WITH LAWS

In connection with the furnishing of services or performance of work under this RFP, the firm agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, and all other applicable federal and state laws, regulations and executive orders to the extent that the same may be applicable.

M. INTERVIEWS

At the District's sole discretion and to further assist in evaluation, firms may be requested to participate in an oral interview.

N. MASTER AGREEMENT

The selected firm shall provide all services as set forth in the form Master Services Agreement for Construction Cost Estimating Services attached hereto as Attachment "C" and/or form Master Services Agreement for Construction Scheduling Service attached hereto as Attachment "D."

F. ADDITIONAL FORM TO BE SUBMITTED WITH THE PROPOSAL

Attachment E – Non Collusion Affidavit