



RFQ # 2016-10
REQUEST FOR QUALIFICATIONS
FOR
RELOCATION / MOVING SERVICES

RFQ DUE DATE:

November 2, 2016 @ 2:00 P.M. (PST)

RFI DUE DATE:

October 21, 2016 @ 5:00 P.M. (PST)

PROPOSAL NOTIFICATION

North Orange County Community College District (District) invites qualified firms to submit a "Statement of Qualifications" (SOQ) **for Relocation/Moving Services** in support of renovation and new construction projects at three District locations: Cypress College, Fullerton College and School of Continuing Education.

These services include providing relocation/moving services to various departments. Relocation/moving firms must be knowledgeable and have performed similar services for other community colleges or higher education clients.

Five (5) copies and one (1) electronic copy in PDF format on a USB or flash drive device of the SOQ must be received no later than **2:00 p.m. (Pacific Standard Time) on November 2, 2016**. SOQs must be addressed as follows:

Jenney Ho, Director of Purchasing
North Orange County Community College District
1830 W. Romneya Drive 8th Floor
Anaheim, CA 92801-1819

Statement of Qualifications for:

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RELOCATION / MOVING SERVICES**

The District expressly reserves the right to accept or reject any and all SOQs submitted or to waive any irregularities or information in the SOQs, and is under no legal requirement to execute a resulting contract on the basis of this request and intends the material provided only as a means of identifying the various contractor alternatives. The District is issuing this request for SOQ in an effort to obtain a pool of qualified professional firms for relocation/moving services. The District will base its choice on demonstrated competence, qualifications, and evidence of superior conformance with criteria.

This request for SOQs does not commit the District to pay any costs incurred in responding to the SOQ. Issuance of this material in no way obligates the District to award a contract or to pay any costs incurred in the preparation of a response. The District is an equal opportunity employer.

Any inquiries relating to this request for SOQs must be submitted in writing and received no later than **5:00 p.m. (Pacific Standard Time) on October 21, 2016** and shall be directed to Jenney Ho, District Director, Purchasing via email only at jho@nocccd.edu.

REQUEST FOR STATEMENT OF QUALIFICATIONS

1. GENERAL INFORMATION

1.1. PURPOSE: The District continually constructs and remodels buildings, and remodels and reconfigures classrooms, laboratories, offices, and work spaces. Relocation/ moving services are needed on a continual basis to support these reconfigurations and multiple moves within buildings and between buildings. The District is issuing this request for SOQ in an effort to obtain a pool of qualified professional firms for relocation/moving services to persons or departments being displaced or relocated by the District. Any projects or relocation/moving services required by the District will be competitively bid as required by law. All firms proposing must:

1.1.1 Have extensive knowledge of relocation and moving services and capable of providing the in-house personnel and services indicated in the basic services required for standard classroom, office, and/or specialty instructional spaces including laboratories, computer stations, and performance art classrooms.

1.1.2 Have a working understanding of the schedule and accessibility concerns of community college districts, colleges, and departments.

2. STATEMENT OF QUALIFICATIONS SUBMITTAL

2.1 NUMBER OF COPIES OF THE SOQ NEEDED: A firm shall submit five (5) spiral-bound copies plus an electronic PDF copy on a USB flash drive with this SOQ for all of the services listed above provided they are qualified to perform the services described. The relocation/moving services firm shall provide information as stated in this request for SOQ.

On each copy, the relocation/moving Services firm shall print or type his/her name and manually sign the SOQ. A wet signature is required on all copies of the submitted SOQ.

2.2 STATEMENT OF QUALIFICATIONS FORMAT: The SOQ originals must be submitted in spiral-bound format on standard 8½" x 11" paper. Tabloid 11" x 17" paper will not be permitted. The response is limited to a maximum of fifteen (15) pages, single sided, and may include typed text, graphics, charts and photographs. Minimum type or font size shall be 11 point. Front and back covers, tabs and resumes are not included in the fifteen (15) page limit. All other pages, including the Letter of Transmittal (section 3.1) and Certification (section 3.3), will be included in the fifteen (15) page limit. Resumes will be limited to one (1) page per person and included in the appendix.

2.3 OFFICIALS NOT TO BENEFIT: No District employee, Board of Trustees member, or elected official shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.

2.4 REJECTION OF SOQs: The District reserves the right to reject any and all SOQs received as a result of this request for SOQs, or to waive any irregularities or information. The District does not intend to pay for the information solicited or obtained through any response.

2.5 INCURRING COSTS: The District is not liable for any cost incurred by the Service Provider in responding to this request for SOQ.

- 2.6 INQUIRIES:** Questions regarding this request for SOQ must be submitted in writing to the District as instructed above. Questions and answers that change or substantially clarify the SOQ will be affirmed in writing and will be posted to the District's Website at www.nocccd.edu. Service Providers are directed not to make personal contact or communicate directly with members of the District's Governing Board. Any contact will constitute grounds for disqualification of consideration.
- 2.7 REQUESTS FOR CLARIFICATION:** Any necessary requests for clarification or explanation of a company's SOQ will be made in writing by the District Director of Purchasing or other designated agent. The response will follow the same procedure or as otherwise directed by the District.
- 2.8 ADDENDA TO THE SOQ:** In the event it becomes necessary to revise any part of this SOQ, addenda will be posted to the District's Website at:
- <https://www.nocccd.edu/vendors-and-contractors-289/1902/bid-and-proposal-opportunities>
- 2.9 RESPONSE DATE:** Service Providers mailing SOQs should allow normal mail delivery time to ensure timely receipt of their SOQ. Service Providers sending responses via delivery service are responsible for delivery directly to the District office at the address above; no late receipt due to deliveries to any other address will be accepted. It is each Service Provider's sole responsibility to ensure its SOQ is timely delivered and received at the location designated and specified above. The District shall not be responsible for any delays in mailing, misdirected mail or other delays.
- 2.10 TYPE OF CONTRACT:** The District uses its own professional services agreement in contracting for professional services. The characteristics of that agreement include:
- 2.10.1** An indemnification provision holding the District harmless from negligence on the part of the Service Provider, Service Provider's employees, agents or consultants;
- 2.10.2** A requirement that the Service Provider comply with all Federal and State laws, including any applicable prevailing wage laws and requirements, and is responsible for obtaining all applicable permits, licenses and reviews relating to the projects; and
- 2.10.3** A requirement that the Service Provider carry and provide proof of commercial general liability insurance, including coverages for contractual liability and workers' compensation as required by law and the District, and automobile insurance.
- 2.10 SOQs must be signed by an official authorized to bind the firm(s) to its provisions.** The Service Provider will make no other distribution of the SOQs.
- 2.11 SOQ PREPARATION:** Each SOQ should be prepared providing a straightforward, concise description of the respondent's ability to meet the requirements of the SOQ. Emphasis should be on completeness and clarity of content.
- 2.12 ORAL PRESENTATION:** Service Providers who submit SOQs may be required to make an oral presentation of their qualifications to the selection committee and/or the District. Such presentations provide an opportunity for the respondents to clarify their qualifications and understanding of the work to be performed. The District Director of Purchasing will schedule these presentations.
- 2.13 PUBLIC RECORDS:** All SOQs shall become the property of the District. Information in SOQs

shall become public property and subject to disclosure laws including any California Public Records Act requests.

3. INFORMATION REQUIRED FROM SERVICE PROVIDER

3.1 LETTER OF TRANSMITTAL: The transmittal letter must include the following:

3.1.1 Brief statement of understanding of the work to be performed and a positive commitment to perform the work.

3.1.2 Name of the contact person or representative for the firm, their title, business address, e-mail, and phone number. State whether the contact person is authorized to bind the firm. If not, provide the name of the individual who is authorized to bind the firm.

3.2 SERVICE PROVIDER INFORMATION: The respondent will provide information about the firm and for each key personnel to be assigned to this project. Be sure to include:

3.2.1 The name, business address, phone number, and email of the firm and Principal who would be responsible for the work.

3.2.2 Current resumes of the proposed Project Manager and key personnel to be committed to District projects.

3.2.3 A list of projects recently completed or under contract by the firm of similar scope to this one with approximate costs and date completed. The list of projects must clearly define the Service Provider's experience with providing the following services:

3.2.3.1 Relocation/moving, planning and packing training of District personnel to be relocated.

3.2.3.2 Preparation of relocation claim forms.

3.2.3.3 Relocation management as needed per Project, including providing property in transit security and securing the real property as necessary.

3.2.3.4 Relocation/moving services shall include set-up in the new space which includes, but not limited to, being fully operational after set-up which includes, but is not limited to, computer stations, printers, telephone, and other specialty instruction spaces including laboratories, offices, and performance art classrooms.

3.2.4 A list of references completes with names, addresses, and phone numbers.

3.2.5 A statement of the extent to which the individual or organization has a place of business within the District.

3.2.6 An assessment of the present workload at the office where this project will be accomplished including number of projects by size and on-site professional and administrative staff availability.

3.2.7 An outline of current hourly billing rates for all staff that will be providing services.

4. SELECTION CRITERIA

It is the policy of the District to discourage any unsolicited verbal or written communications from competing companies which may pertain to or relate directly or indirectly to any SOQ being evaluated by the selection committee or the District which has been submitted in response to this request for SOQ and which contemplates award of a professional contract unless provided for in this SOQ.

SOQs will be evaluated on evidence of understanding of the requirements, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the District. The following criteria are those that will be applied in the evaluation of the SOQ:

- 4.1 Qualifications** – The extent to which the firm has personnel with the necessary experience and training to perform the work.
- 4.2 Availability** – The extent to which the firm has personnel with the time to do the any projects.
- 4.3 Professional Competence** – The extent to which the Service Provider has demonstrated competence in performing similar work or the extent of former client satisfaction.
- 4.4 Organization Depth** – Backup capability relative to key personnel.
- 4.5 Previous Performance** – Previous performance with the District and other governmental or higher education institutional clients.

CERTIFICATION

The respondent is required to include the following **notarized** statement and signature area. Failure to provide a notarized seal shall disqualify the firm:

I certify that _____ has carefully reviewed this request for Statement of Qualifications and recognize that this Statement of Qualifications becomes the property of the District and is non-returnable. I further certify that the enclosed information is accurate, and verifiable by the District, and that the below named signatory is fully authorized to bind the firm to the provisions of this Statement of Qualifications.

Signature of Principal

Name of Firm

Date

Seal:

Signature of Notary

Date

NON-COLLUSION DECLARATION

THE UNDERSIGNED DECLARES:

I am the _____ of _____, the party or proposer ("Proposer") submitting the Statement of Qualifications/Proposal ("Proposal") that is being submitted with this declaration.

The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Proposal is genuine and not collusive or a sham. The Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal. The Proposer has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham Proposal, or to refrain from Proposing. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer. All statements contained in the Proposal are true. The Proposer has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct

and that this declaration is executed on _____ [date],
at _____

[city], _____ [state]."

[Name of Proposer]

[Signature of Proposer (if individual) or its Officer]

[Typed Name of Person Signing]

[Office or Title]

CONFLICT OF INTEREST CERTIFICATION

The undersigned Proposer hereby certifies that:

1. No officer, director, agent, employee, or affiliate of the Proposer has, and none of the Sub-consultants that Proposer contemplates retaining to perform the services covered by the RFQP have, a financial interest in any consultant or contractor currently under agreement to perform work or services for the District, any of its consultants or sub-consultants, or any of the District's colleges, excepting the following firms:_____
2. No officer, director, agent, employee, or affiliate of the Proposer has received or given, and none of the Sub-consultants that Proposer contemplates retaining to perform the services covered by the RFQP have received or given, either directly or indirectly through an intermediary, any gift or gratuity to any consultant or contractor currently under agreement to perform work or services for the District, any of its consultants or sub-consultants, or any of the District's colleges, except for the following:_____.
3. No officer, director, agent, employee, or affiliate of the Proposer has, and none of the Sub-consultants that Proposer contemplates retaining to perform the services covered by the RFQP have any affiliation or business relationship with any official, officer, agent, or employee of the District, any of its consultants or sub-consultants, or any of the District's colleges, or of any consultant or contractor retained by the District, who makes recommendations to the District with respect to the expenditure of money, except for the following affiliation or business relationship:_____
4. No officer, director, agent, employee, or affiliate of the Proposer has, and none of the Sub-consultants that Proposer contemplates retaining to perform the services covered by the RFQP have any affiliation or business relationship with any official, officer, agent, or employee of the District, any of its consultants or sub-consultants, or any of the District's colleges, except for the following affiliation or business relationship:_____
5. No portion of the services covered by the Proposer's Proposal is anticipated to be performed by a person or entity that is already providing, or that Proposer has reason to believe may provide in the future, services, advice, or consultation to (1) the District or any of its colleges in connection with the District's Bond Program, (2) any consultant or contractor retained by the District in connection with the District's Bond Program, or (3) any sub-consultant or subcontractor of any consultant or contractor retained by District in connection with the District's Bond Program, except for the following: ____.
6. The Proposer does not know of any other circumstances, not described above, that create or could be reasonably interpreted as creating, a conflict of interest, except for the following:_____
7. The Proposer agrees to assume continuing duty to disclose to the District any circumstances that may arise in the future within the scope of the requests for disclosure of conflicts of interests stated above.

Proposer: _____

Signature:_____

Signature: _____

Name & Title:_____

Date: _____

ACKNOWLEDGEMENT OF ADDENDA

In connection with the Request for Statement of Qualification and Proposals ("RFQP") issued by the District for General Engineering Services, we acknowledge receipt of, and represent that we have read and understand, the following Addenda:

Addenda No. _____ Dated: _____

Addenda No. _____ Dated: _____

Addenda No. _____ Dated: _____

Addenda No. _____ Dated: _____

Addenda No. _____ Dated: _____

Addenda No. _____ Dated: _____

Proposer: _____

Signature: _____

Name and Title: _____

Date: _____