



REQUEST FOR QUALIFICATIONS (RFQ) NO. 125

DSA INSPECTION SERVICES

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
900 Otay Lakes Road, Chula Vista, California 91910**

Key RFQ Dates:

Issued:	August 30, 2010
Mandatory Pre-Proposal:	10:00 a.m. September 8, 2010
Last Day for Questions:	3:00 p.m. September 9, 2010
Submittal:	3:00 p.m. September 15, 2010
Shortlist Announcement:	September 17, 2010
Potential Interview Dates:	September 27, 2010
Issue Notice (Est.)	TBD

RFQ No.125
DSA INSPECTION FOR PROPOSITION R PROJECTS

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REQUEST FOR QUALIFICATIONS No. 125
DSA INSPECTION SERVICES FOR PROPOSITION R PROJECTS

I. INTRODUCTION

A. Purpose of RFQ

The Southwestern Community College District (District) is seeking technical qualifications from qualified DSA Inspectors interested in providing the District with continuous DSA special inspection services.

Firms that successfully qualify will be placed on a pre-approved list for future negotiations and/or request for cost proposals of various projects to be identified in the future. A tentative list of Prop R Projects can be found in Exhibit B. The exact scope of services required by the District will be set forth in the agreement between the District and the selected Consultant. See Exhibit A for additional services typically requested of the District.

Your firm is invited to submit a written response outlining your organization's qualifications and willingness to provide the services described above.

B. Background

Established in 1961, Southwestern College is one of 109 public community colleges in the state of California and the only institute of higher education located in the southern portion of San Diego County. Its location—nestled between the City of San Diego and the U.S.-Mexico international border on a 156-acre plot—positions it to play an important role in the intellectual growth of more than 400,000 residents that call South County home. Serving approximately 22,000 students annually, Southwestern College offers more than 285 associate degree and certificate options. A host of noncredit courses designed to enhance personal and professional development are also offered through the College's Continuing Education department.

Southwestern College has continuously received accreditation by the Western Association of Schools and Colleges. Whether pursuing an A.A. degree, preparing to transfer to a four-year college or university, or acquiring new occupational skills, students attending Southwestern College are given every opportunity to meet their educational goals.

The Southwestern Community College District (District) completed the update to its Educational and Facilities Master Plan in July 2000. As part of this planning process a number of facility needs were identified for the District. Through the process, the District defined a comprehensive scheduled maintenance list of projects, modernization of buildings, infrastructure upgrades and the development of two (2) education centers.

In 2008, the District successfully passed Proposition R, a \$389 million General Obligation Bond. The Bond intends to improve affordable, South Bay community college education/job training, qualify for state matching grants, upgrade nursing, firefighter/police academy training, repair classrooms, science labs/technology, fix plumbing, bathrooms, roofs, wiring, improve fire/earthquake safety, heating/security systems, remove asbestos; acquire, construct, repair, equip classrooms, sites, facilities, improve handicapped accessibility/energy efficiency to reduce costs; shall Southwestern Community College District issue \$389,000,000 in bonds, at legal rates, required citizen oversight, annual audits and no money for administrators' salaries.

The District intends to sell \$170 million in the 1st issue of bonds which will be the foundation for this proposal.

Proposition R will:

- Construct new buildings and classrooms district wide
- Retrofit all buildings and classrooms for earthquake safety as required by law
- Install and repair fire safety equipment including alarms, smoke detectors, sprinklers, emergency lighting, and fire safety doors
- Remove asbestos and lead paint
- Improve energy efficiency by replacing outdated heating and ventilation systems and expanding water recycling programs
- Upgrade outdated and deteriorating buildings and classrooms
- Meet handicap accessibility requirements
- Repair and renovate classrooms that lack adequate plumbing, heating, air conditioning, ventilation and roofing
- Upgrade electrical systems and wiring for computer technology and internet access

This RFQ does not commit the District to award a Services Agreement for the program, or to pay any costs incurred in the preparation or delivery of any Qualifications submitted in response to this RFQ. The District reserves the right, at anytime, to rescind this RFQ, in part or in whole. The District further reserves the right to seek modifications of any Qualifications, to waive any irregularities in any responses received.

C. School/Project Sites

Southwestern College

900 Otay Lakes Road
Chula Vista, CA 91910

Higher Education Center at National City

880 National City Boulevard
National City, CA 91950

Higher Education Center at Otay Mesa

8100 Gigantic Street
Otay Mesa, CA 92154

Higher Education Center at San Ysidro

460 W. San Ysidro Blvd.
San Ysidro, CA 92173

Crown Cove Aquatic Center

Silver Strand Blvd.
5000 Hwy. 75
Coronado, CA 92118-3215

D. Anticipated Time Schedule

- Issued: August 30, 2010
- Mandatory Pre-Proposal: 10:00 a.m. September 8, 2010
(At Southwestern Community College
900 Otay Lakes Road, Building 1688) Parking permits will be
issued at building. Please arrive early.

- Last Day for Questions: 3:00 p.m. September 9, 2010
- Submittal: 3:00 p.m. September 15, 2010
- Shortlist Announcement: September 17, 2010
- Potential Interviews: TBD
- Issue Notice (Est.) TBD

II. GENERAL INSTRUCTIONS

A. Response Submittal

The respondent shall submit one (1) original and three (3) copies of its response by 3:00 p.m. (local time), September 15, 2010 to:

Southwestern Community College District
Bond Program Office
900 Otay Lakes Road, Building 1688
Chula Vista, California 91910
Attention: Henry Amigable, CCM
Bond Program Director

Responses received after 3:00 p.m., September 13, 2010 may, at the sole discretion of the District, be rejected as non-responsive and returned without review. It is the practice of the District not to consider late offers unless it is determined that a selection cannot be made from among the responses received on time. In order to be considered "on time," a response must be date-stamped or bear a handwritten inscription by an authorized representative of the District Contracts Management Office confirming receipt by the above-specified deadline.

The District shall not be responsible for, nor accept as a valid excuse for late response delivery, any delay in mail service or other method of delivery used by the respondent.

Faxed/Emailed RFQ's will not be accepted.

All responses shall be enclosed in a sealed package(s) plainly marked with the words "Response Responding to RFQ No 125: DSA INSPECTION FOR PROPOSITION R PROJECTS"

All responses shall be firm offers subject to acceptance by the District and may not be withdrawn for a period of 120 calendar days following the last day to accept responses. Responses may not be amended after the due date except by the consent of the District.

B. Questions from Respondents

Questions or comments regarding this RFQ (except to inquire about the number of addenda issued) must be in writing and received no later than 3:00 p.m. (local time) on September 9, 2010. Written questions are to be emailed to Henry Amigable, Bond Program Director at hamigable@swccd.edu.

C. RFQ Addenda/Clarifications

If it becomes necessary for the District to revise any part of this RFQ, or to provide clarification or additional information after the response documents are released, a written addendum will be sent to each recipient of record of the original RFQ. Recipients of record are those parties that obtained a copy of the RFQ directly from the District. Addenda will be sent by telecopy, E-mail, and will be posted to the District's bond website at www.buildswc.com. It shall be the responsibility of the respondents to inquire of the District as to any addenda issued. This may be done by calling or emailing the Program Director at (619) 482-6593, or email: hamigable@swccd.edu, prior to the response-submittal deadline. All addenda issued shall become part of the RFQ.

In addition, responses to written questions received will be incorporated in an RFQ addendum.

D. Pre-contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the respondent in: (1) preparing its response in response to this RFQ; (2) submitting that response to the District; (3) negotiating with the District any matter related to this RFQ, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFQ. The District shall not, under any circumstance, be liable for any pre-contractual expenses incurred by respondents, and respondents shall not include any such expenses as part of their responses.

E. No Commitment to Award

Issuance of this RFQ and receipt of responses does not commit the District to award a contract. The District expressly reserves the right to postpone response opening for its own convenience, to accept or reject any or all responses received to this RFQ, to negotiate with more than one respondent concurrently, or to cancel all or part of this RFQ. Award of RFQ is final and without appeal.

F. Joint Offers

Where two or more respondents desire to submit a single response to this RFQ, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. The District intends to contract with a single firm and not with multiple firms doing business as a joint venture.

G. Exceptions/Deviations

Any exceptions to or deviations from the requirements set forth in this RFQ must be declared in the response submitted by the respondent. Such exceptions or deviations must be segregated as a separate element of the response under the heading "Exceptions and Deviations," and incorporated in the Appendix section of your submittal.

H. Insurance

1. During the term of this Contract, the Consultant shall, at its own cost and expense, procure and maintain the following types of insurance:
 - a. Statutory Workers' Compensation, as required by the California Labor Code, and Employer's Liability with limits not less than \$1,000,000 per occurrence; and
 - b. Commercial General and Auto Liability insurance, with limits not less than \$1,000,000 per occurrence/\$2,000,000 aggregate.
 - c. Professional liability insurance, with limits of \$1,000,000, per claim.
2. Prior to the commencement of work, the Consultant shall furnish the District with insurance endorsements evidencing the above insurance coverage and further indicating that the Contractor's policies have been endorsed to name the "Southwestern Community College District and Its Board of Trustees", and its Program manager as an additional insured thereon, with provision made for cross liability. The endorsements shall further provide that "Consultant's" policy is primary of any insurance carried by the District" and that "the policy will not be canceled or materially changed without thirty (30) days prior notice in writing" being given to the District's Contracts Manager.
3. All evidence of insurance coverage required to be submitted in accordance with this Paragraph shall be delivered to the addressee for the District specified in Agreement for Services to this program. The District shall make the final determination as to whether the documentation submitted by the Consultant conforms to the requirements of this Paragraph.
4. If any subcontractor(s) or independent contractor(s) is utilized by the Consultant for the purpose of carrying out portions of this Contract, said subcontractor(s) or independent contractor(s) shall also be required to comply with the insurance provisions set forth in this Paragraph and the indemnification provisions set forth in Agreement for Services.

I. Indemnification

Consultant shall indemnify, pay for the defense of, and hold harmless District and its officers, agents and employees of and from any and all liabilities, claims, debts, damages, demands, suits, actions and causes of actions of whatsoever kind, nature or sort which may be incurred by reason of Consultant's negligence, recklessness, or willful acts and/or omission in rendering any services hereunder. Consultant shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, Workers' Compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning Consultant or any employee and shall further indemnify, pay for the defense of, and hold harmless District of and from any such payment or liability arising out of or in any manner connected with Consultant's performance under this Agreement.

II. RESPONSE FORMAT AND CONTENT

A. Presentation

Responses shall be submitted in 8 ½” x 11” sizes. Responses should be typed and should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged; presentations should be brief and concise, yet informative. The response should not exceed 20 single sided pages in length, excluding the transmittal Letter, table of contents, and the appendix. The form, content and sequence of the response should follow the outline presented below.

B. Response Content

1. Transmittal Letter/Introduction (1 page maximum): The letter of transmittal shall be addressed to Henry Amigable, Bond Program Director, and must, at a minimum, contain the following:

- identification of the offering firm(s), including name, mailing address, E-mail address, telephone number and fax number of each firm;
- acknowledgment of receipt of RFQ addenda, if any;
- name, title, address and telephone number and fax number of contact person during period of response evaluation;
- a statement to the effect that the response shall remain valid for a period of not less than one hundred-twenty (120) days from the due date for responses;
- identification of any information contained in the response which the respondent deems to be, and establishes as, confidential or proprietary and wishes to be withheld from disclosure to others under the state Public Records Act (a blanket statement that all contents of the response are confidential or proprietary will not be honored by the District); and
- signature of a person authorized to bind the offering firm to the terms of the response.

2. Table of Contents

Immediately following the transmittal letter and introduction, there should be a complete table of contents for material included in the response.

3. Company Profile and Overall Experience: Briefly furnish background information about your firm, including date of founding, legal form (sole proprietorship, partnership, corporation/state of incorporation), number and location of offices, and principal lines of business. **Certify** that the firm is legally permitted or licensed to conduct business in the State of California for the services offered.

4. Related Experience and References

Overview: This section should establish the ability of the respondent (and its sub Consultants, if any) to satisfactorily perform the required work by reasons. Provide examples of similar project experience. As a minimum, please include the following per project experience:

- Project Name, Location – Year Complete
- Brief project description describing your experience.
- Owner Name, Title, and current phone number: The District will verify all contact information.
- Construction Budget vs. final Construction Cost and describe any difference between them.

Information should be furnished for both the respondent and/or sub Consultants included in the offer. *Firms that show community college project experience may be rated higher.*

5. Proposed Staffing and Project Organization This section should discuss the staff of the proposing firm who would be assigned to work on the District's project(s). The District may choose to marry projects with firms that show personnel with similar and past experiences.

a. Identify the **key personnel** that would be assigned to the District's program. Include a brief description of their qualifications, job functions and office location. Designate a **Principal-in-Charge** who is authorize to sign and enter into contract, **Supervisor** who will oversee the Project Inspectors, and **Project Inspectors Class 1, II and III**, which will provide the (on site) day-to-day direction of the required work and become the District's primary contact person. Furnish brief resumes (not more than one page long) for each key personnel.

6. Cost and Price: This section should disclose all charges to be assessed the District for the required services and declare the respondent's preferences for method and timing of payment. The Cost and Price should be submitted in a separate sealed envelope labeled RFQ 125; Cost and Pricing.

- At a minimum, furnish a schedule of hourly labor rates for key persons listed in Section 5.a that the District could use to purchase from your firm's services. These should be quoted as fully-burdened (e.g., direct labor + overhead + profit) hourly rates offered on a time-and-materials basis. The rates provided must be valid for 120 days. Please use the following table format:

Name	Title	Rate/Hr
<i>(i.e) Joe Smith</i>	<i>Soils Technician</i>	<i>\$0/Hr</i>

- Also, provide proposed percentages on reimbursable expenses

7. Exceptions/Deviations. State any exceptions to or deviations from the requirements of this RFQ. If you wish to present alternative approaches to meet the District's work requirements, these should be thoroughly explained.

Please furnish the following information in the Appendix section of your submittal.

- 1. Litigation and Claims:** Furnish as an appendix and provide specific information on termination for default, litigation settled or judgments entered within the last five (5) years, and civil judgments or criminal convictions for false claims within the last five (5) years.

V. RESPONSE EVALUATION AND CONTRACT AWARD

A. Evaluation Panel

An Evaluation Panel consisting of District and Bond Management Team staff will be responsible for reviewing, analyzing and evaluating the responses received. The Evaluation Panel will select the successful respondent(s).

In addition to its own staff, the District may utilize the unpaid services of one or more individuals from other agencies in the evaluation of responses.

B. Evaluation Criteria

By use of numerical and narrative scoring techniques, responses will be evaluated by the Evaluation Panel against the factors specified below, which are listed in descending order of weight and importance. Within each evaluation criterion listed, the sub criteria to be considered are those described in the "Response Format and Content" section of this RFQ.

- Qualifications, experience and references of respondent; (50 pts)
- Staffing and organization; (35 pts)
- Miscellaneous [exceptions/deviations, certifications and affidavits,
- completeness of response, adherence to RFQ instructions, other relevant factors not considered elsewhere] (15 pts)

Upon selection of the most qualified respondents, the District may require the finalists to make an oral presentation to the Evaluation Panel to further explain their qualifications. If such interviews are conducted, the District's appraisals of the presentations will also be factored into the final scores assigned to the responses. However, respondents are advised that award may be made without interviews or further discussion.

The District expressly reserves the right to reject any or all qualifications, with or without giving a reason, and to waive any irregularities or informalities in the offers received. In the event of any such rejection, or in the event a respondent's offer is not rejected but does not result in a contract award, the District shall not be liable for any costs incurred by the respondent in connection with the preparation and submittal of the response.

C. Contract Award

It is the intent of the District to shortlist a pool of pre-qualified firms as the result of this RFQ. The District intends to release at least Phase 1 of Proposition R projects to the shortlisted firms for further negotiations or request for cost proposals. However, the District reserves the right to apportion the requirements of this RFQ among multiple Consultants if this is determined to be in the District's best interests. Depending on the dollar amount of the award(s), the contract(s) resulting from this

RFQ may be required to be approved by the District's Board of Trustees. No minimum amount of work is guaranteed.

The projects listed in Exhibit B are subject to change. The District may add or remove projects at its discretion; therefore the quantity of firms to be shortlisted as a result of this RFQ is yet to be determined.

EXHIBIT A SCOPE OF WORK

A. DSA Inspections

1. The Inspector shall act as an agent for DSA and for the District on the project site to ensure the project is in compliance with DSA code, specifications and quality control as required of a public works facility. Inspector shall issue correction and stop work notices and notify the District's representative in writing if work does not conform to contract documents.
2. All inconsistencies or suspected/apparent errors in the plans and specifications shall be reported promptly to the District's representative for interpretation and instructions by the District's Consultants. In no case shall the final instructions be construed to cause work to be done that is not in conformity with the approved plans, codes and regulations, specifications unless accompanying documents authorize such changes. Inspector shall cooperate with the District's Consultants, Testing Lab, regulatory agencies and appropriate governing bodies during the observation of the work of construction to ensure compliance with the approved drawings and specifications. Inspector shall request interpretations and clarifications of the approved contract drawings and specifications when necessary from the District's Consultants and refer any received code interpretations that cause deviations from the approved drawings and specifications to the District's Consultants for response. Inspector shall provide routine required reports to the Division of State Architect and to the District.
3. The Inspector shall be responsible for providing his/her own vehicle, and special equipment, personal computer and related equipment, printer and any clerical support and other goods and supplies necessary to perform services as required by the scope of work.
4. The Inspector shall keep a file of approved plans and specifications (including all approved document authorizing changes) on the job at all times, and shall immediately return any unapproved documents to the Contractor for proper action.
5. The inspector shall keep a record of certain phases of construction procedures including, but not limited to the following:
 - a. Concrete pouring operations. The records shall indicate time, date and location of concrete placing and the time, date and location of removal of forms in each portion of the structure.
 - b. Welding operations. The record shall include identification masks of welders, lists of defective welds, manner of correction of defects, etc.
 - c. All such record of construction procedure shall be kept on the job until the Completion of work. These records shall be made a part of the permanent records of the Owner.
6. The Inspector shall notify the Contractor, in writing of any deviations from the approved plans and specifications that are not immediately corrected by the Contractor when brought to his or her attention. Copies of such notice shall be forwarded immediately to the District Representative.
7. Failure on the part of the Inspector to notify the Contractor of deviations from the approved plans and specifications shall in no way relieve the Contractor of any responsibilities to complete the work covered

- by his or her contract in accordance with the approved plans and specifications and all laws and regulations.
8. The Inspector shall inspect and verify Contractor's record documents to ensure that they are updated regularly as applicable.
 9. Inspector shall submit, **on a daily basis**, an activity report to the Contractor, including but not limited to the following information as it pertains to work inspected:
 - a. Activities performed by the subcontractors, and areas, where work are performed
 - b. Manpower assigned to each subcontractor and second and third tier subcontractors
 - c. Equipment and materials delivered to the site
 - d. Weather conditions
 - e. Construction equipment and vehicles utilized
 - f. Nature and location of the work being performed
 - g. Verbal instruction and clarifications of the work given to subcontractor
 - h. Inspection by representative of regulatory agencies
 - i. Note occurrences or conditions that might affect Contract Sum or Contract Time
 - j. List of telephone calls made of a substantial nature, including statements or commitments made during the call.
 10. Inspector shall record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrence that arises during each day, including notations of any particular lack of activation on the part of the Contractor. Note corrective actions taken.
 11. Inspector shall review and monitor subcontractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, steel erections, all finishes, electrical, mechanical, fire alarm, etc.
 12. Inspector shall attend all meetings as requested in contract documents and requested by the District, such as billing meeting, specification review, coordination, progress and pre-subcontractor meetings.
 13. Inspector shall assist the Contractor and District in scheduling all required tests and testing laboratory visitations required by the Contract Documents. Inspector shall observe and record dates and times of all test procedures.
 14. Inspector shall inspect, verify and document subcontractor's delivered equipment and materials to ensure that they meet submittal and specification. Such inspection must occur with 48 hours of subcontractor's delivery to the job site.
 15. Inspector shall submit to the Contractor, in a timely manner, a detailed report of request for clarification whenever any corrective changes are necessary in field construction that will result in variance from the drawing or specification as originally issued.
 16. Assist in reviewing the Contractor's Payment Requests at billing meetings.

17. When the subcontractor's work or a designated portion thereof is substantially complete, the Inspector shall prepare a list of incomplete or unsatisfactory item via a punch list and submit to the Contractor.
18. Assist in the review of subcontractor's submittals.
19. At completion of the project, deliver all inspection records and project correspondence to the District.
20. Prior to commencement of work, Inspector shall work with the Contractor and the District's Architect to develop an Inspection Plan for the project.
21. All inspection services shall be in conformance with DSA requirements.

Bond Project and Phasing Schedule as of 8/30/2010**Phase I from 2009 to 2014**

- 1 National City New Two- Story Facility (classrooms & labs)
- 2 Corner Parcel Development
- 3 Remodel of Cafeteria Building 610
- 4 Central Power Plant
- 5 Replacement of DeVore Stadium Field House, Classrooms, Team Rooms
Shower & Locker Rooms, Faculty Offices, Weight & Fitness Room
- 6 Energy Efficient Project upgrades, Building Controls, Lighting
- 7 Updated Security, Fire Alarms and Technology
- 8 Phase 1 - Equipment for Renovated and Remodeled Buildings
- 9 Synthetic Turf Football Stadium, Soccer, Softball and Practice Fields
- 10 PV / Solar projects
- 11 Mayan Hall (Theater) Renovation and ADA Access
- 12 Landscaping and Entry Construction
- 13 Remodel of 100 Buildings and Classrooms
- 14 Remodel of 210 Building

Phase II from 2014 to 2019

- 1 Faculty Resource Center
- 2 New Science Building
- 3 Remodel of 330/310, Chemistry and Life Science Laboratories Classrooms
- 4 New Higher Education Center Eastern Chula Vista
- 5 Replacement of Swimming Pools
- 6 Remodel Gymnasium & Building 1000
- 7 Remodel of 220, 300, 320, 340, 381 and 382 Buildings
- 8 San Ysidro Construction of a Parking Structure
- 9 Phase 2 - Equipment for Renovated and Remodeled Buildings

Phase III from 2019 to 2024

- 1 Remodel of Classroom Buildings (630 & 710)
- 2 New Higher Education Center Western Chula Vista
- 3 Construct Maintenance and Operations Buildings
- 4 Construct New Horticulture Classroom Building
- 5 Replacement track and synthetic turf, team rooms and training course
- 6 Tennis Courts and Lighting
- 7 Phase 3 - Equipment for Renovated and Remodeled Buildings
- 8 Utility Replacement/Upgrade (District-wide)

Phase IV from 2024 to 2029

- 1 Overall Phase 3 Demolition; Remove Building 640, 650, 660, 1020, all
1600 buildings, 1700/1710, 1730, 1735 & pools
- 2 Replacement of Roofing, HVAC, Electrical Systems, Plumbing and
Flooring for Buildings District-wide
- 3 Phase 4 - Equipment for Renovated and Remodeled Buildings

Phase V from 2029 to 2034

- 1 Otay Mesa Phase II Classrooms and Labs
- 2 Replacement of Roofing, HVAC, Electrical Systems, Plumbing
and Flooring for Buildings District-wide