



Request for Qualifications (RFQ) No. 138R

On-Call Architectural Services

Statement of Qualification Proposal (Proposal)

Due Date:

Monday, September 23, 2013

Proposition R Bond Program Management Office

900 Otay Lakes Road, Room 1688

Chula Vista, CA 91910

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Notice to Proposers
Request for Qualifications (RFQ) No. 138R

Notice is hereby given by the Southwestern Community College District of San Diego County, California, hereinafter referred to as the District, acting by and through its Governing Board, will receive up to, but not later than 4:00 PM on 9/23/2013, responses to this Request for Qualifications (RFQ) for On-Call Architectural Services.

RFQ 138R Document will be available for review as of Friday, August 30, 2013.

Responses shall be received in the Proposition R Bond Program Management Office, Room 1688 located at 900 Otay Lakes Road, Chula Vista, CA 91910, on the date and at the time stated above.

All responses to this RFQ shall conform and be responsive to the RFQ documents, including its attachments/addenda.

All interested Firms may request a copy of this RFQ by e-mailing: jstengel@swccd.edu, by visiting www.swccd.edu/PropRbids or by calling (619) 216-6822 or (619) 216-6824 Any requests for information may be directed to Joe Stengel or Brooke Baldwin by e-mailing jstengel@swccd.edu no later than noon on 9/13/2013.

Melinda Nish, Ed.D.
Secretary of the Governing Board
Southwestern Community College District
of San Diego, California

RFQ No. 138R SCHEDULE

Advertisement Dates	Friday, August 30, 2013 (X2) - SSDD/LP Tuesday, September 03, 2013 - UT Friday, September 06, 2013 - LP Thursday, September 05, 2013 - SSDD Monday, September 09, 2013 - UT
Publication (Twice Each)	Daily Transcript (SSDD) Union Tribune (UT) La Prensa (LP)
RFQ Document Ready for Distribution	8/30/2013
Request for Information Deadline	Friday, September 13, 2013 12:00 noon
Question Responses by District (RFI Responses)	Tuesday, September 17, 2013 4:00 p.m. Via Addendum
Due Date	Monday, September 23, 2013 4:00 p.m., Room 1688
Committee Reviews Submittals	September 25, 2013 to September 27, 2013
Proposing Firms are e-mailed with Interview Schedule Information	Thursday, October 03, 2013 By approximately 2:00 p.m.
Interview/Presentations	Thursday, October 10, 2013 8:00 a.m. to 4:00 p.m.

1. DISTRICT OVERVIEW

The Southwestern Community College District (SCCD), located South of San Diego and extending to the U.S. – Mexico border, is one of seventy two community college districts in the California Community College system. It serves as the primary source of higher education for approximately 400,000 residents of the South San Diego County area including the communities of Bonita, Chula Vista, Imperial Beach, National City, Nestor, Otay Mesa, Palm City, San Ysidro, Sunnyside, and Coronado.

The college began offering classes to 1,675 students in 1961, with temporary quarters at Chula Vista High School. Groundbreaking for the present 156-acre campus was in 1963. By September of 1964, initial construction was complete and classes were held for the first time on the present Otay Lakes Road site in Chula Vista. In addition to its main campus in Chula Vista, Southwestern College has established four (4) center sites, the Southwestern College Education Center at San Ysidro (1988), the Higher Education Center in National City (1998), the Higher Education Center in Otay Mesa (2007), and Crown Cove Aquatic Center. The college also provides off-campus classes at several extension centers throughout the district. Current enrollment is nearly 23,000 students and more than 600,000 students have attended Southwestern College since it opened its doors fifty (50) years ago. The District employs approximately 800 employees (full and part time).

The District successfully passed its \$389 million Proposition R in November 2008, of which \$168 million of Build America Bonds (BAB) and General Obligation Bonds (GOB) have been received to date.

2. INSTRUCTIONS, INFORMATION AND GENERAL CONDITIONS

PURPOSE OF RFQ

The purpose of this Request for Qualifications (RFQ) is to solicit statements of qualifications proposals from qualified architectural consultants interested in providing the Southwestern Community College District with design services for projects contained in the Facilities Master Plan. The District plans to select firms with various specialized areas of expertise to assist the District as needed. This plan can be viewed on the District webpage at <http://www.swccd.edu>.

Firms that successfully qualify will be placed on a pre-approved list for these design services, and may be selected for qualified projects, to be identified in the future, and following a Request for Proposal (RFP) process. The exact scope of services required by the District will be set forth in the agreement between the District and the selected Architect at the conclusion of the RFP evaluation and selection process. The scope of work will include but not be limited to, assisting District staff and/or District's Bond Management Team from initial project conception through completion of the construction and closeout services including DSA certification if required.

It is expected that some design and construction work undertaken by the District will include requirements by the State of California, California Community Colleges Chancellor's Office, City of Chula Vista, other local State and Federal agencies. Demonstrated educational experience and specific experience with the Division of State Architect (DSA), the Uniform Building Code (UBC), and Title 24 of the California Code of Regulations is mandatory.

DEFINITION OF TERMS

The designation of District refers to the Southwestern Community College District, a political subdivision of the State of California.

The term "**Proposers**" refers to Firms that choose to submit statement of qualifications proposals for On-Call Architectural Services.

The terms "**Contract**" and "**Agreement**" shall be used interchangeably within this document.

Throughout this document, the term "**District**" shall be used to designate the rights and responsibilities of the Southwestern Community College District

The term "**Proposer**" shall be used to designate the rights and responsibilities of the successful firm responding to this RFQ.

PROPOSAL QUESTIONS

All questions regarding this RFQ should be sent, via e-mail to Joe Stengel (email: jestengel@swccd.edu) at the SWC Prop R Bond Office.

Questions will only be accepted until 9/13/2013 no later than 12:00 noon. The e-mail subject line should read: "Your company name/Questions regarding RFQ No. 138R. No direct responses will be sent to the company/firm asking the question. Questions in which we feel warrant a response will be answered in the form of an addendum and sent to all potential respondents on/about September 17, 2013 4:00 p.m.

PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to ensure that Proposals are received via (1) email and (2) hard copy as follows:

Proposals are to be submitted, via e-mail, to the Purchasing Department no later than 4:00 p.m. on September 23, 2013

Submit Proposal to: purchasing@swccd.edu

The Proposal must be emailed to the address above as an attachment in Word, PDF, or Excel format and not exceed file size of 20MB. Proposals with documents exceeding 20MB in size should be saved to a smaller file size or split up and sent as separate emails. Subject line of e-mail containing submitted proposal should include and read "name of your company/submittal for RFQ No. 138R. ("Email 1 of XX" if more than one)"

Oral, telephone, facsimile (fax machine) proposals **will not** be accepted. Each proposal shall be prepared simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFQ. Proposer must submit 10 copies of the proposal, bound, with tabs and one USB Flash Drive or CD with the proposal saved on it. Emphasis should be on completeness and clarity of contents. No proposal shall exceed thirty (30) double sided pages (60 single sided pages, although the District prefers double sided) in length **including** all pricing schedule(s), exhibit(s), attachment(s), but **excluding** tabs and covers. Proposals submitted in response to this RFQ shall be in the following order and shall include:

- A. **General Information** - Provide a cover letter per the requirements of PROPOSAL FORM A.1. In addition, fill out the required information on the form provided (or a reasonable reproduction thereof) in PROPOSAL FORM A.2.
- B. **Mandatory Responses** - Provide answers to the questions A through I listed in section 1 of PROPOSAL FORM B. Limit responses to no more than one page per question. Provide descriptions of recent similar projects your firm has completed, following the guidelines in Section 2 of PROPOSAL FORM B. Provide at a minimum two (2) recent projects, but no more than six (6).
- C. **Personnel Experience** – For each individual being proposed, provide the name(s), title(s), qualification(s), license information, availability and location of

key staff members and supervisory personnel expected to work on this project, using the format outlined on PROPOSAL FORM C. Please include an organizational chart for the proposed staff and indicate who will be the District's contact person for this Project.

D. Fee and Rate Proposal – PROPOSAL FORM D.

E. General Terms and Conditions – PROPOSAL FORM E.

F. References – Provide four (two (2) current and two (2) previous) references using the format outlined in PROPOSAL FORM F.

G. Addenda Acknowledgement – PROPOSAL FORM G

H. Exhibits

A. Noncollusion Declaration – Must be notarized

B. Insurance Affidavit – Must be notarized

C. Equal Opportunity Affirmative Action Statement (requires Corporate Seal)

D. Certificate Regarding Worker's Compensation (requires Corporate Seal)

E. Check List

This proposal package should be enclosed in a sealed envelope bearing the name of the Proposer. All proposals must be received on or before the above mentioned due date and time. Any proposal received after the scheduled closing time for receipt of proposal will be returned to the proposer unopened or rejected. All sealed proposals must be delivered to:

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Attention: Joe Stengel Proposition R Program Management Consultant
900 Otay Lakes Road, Room 1688
Chula Vista, CA 91910
(Room 1688 is located in the back of Parking Lot D)

RIGHT TO REJECT

This Request for Proposal does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informalities and to reject any or all proposals and/or to cancel the Request for Qualifications. The award shall be made on the proposal(s) that serve(s) the best interest of the District. Award will be based on proposer's qualification and best fit as deemed by the District. No contract award shall exist until executed and approved by the District's Governing Board.

MODIFICATIONS TO PROPOSALS

The proposal may be modified after its submission by written notice to the District of withdrawal and resubmission before the date and time specified for receipt of proposals. Modification will not be considered if offered in any other manner.

PROPRIETARY INFORMATION

In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the

balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed due the Provisions of the California Public Records Act. The District shall have the right to use any or all information included in the proposals submitted unless the information is expressly restricted by the Proposer.

ORDINANCES, LAWS AND REGULATIONS

The Proposer shall comply with all ordinances, laws, and regulations pertaining to the operation contemplated hereby, including, but not limited to, the California Workers' Compensation Act, the Federal Equal Employment Opportunities Act, and the Americans with Disabilities Act. The Proposer shall apply for, obtain, and maintain in force all permits and licenses required by the various agencies of Federal, State, and local government having jurisdiction over the Proposer operations. All operations and materials shall be in accordance with all applicable Federal, State, County and City laws, statutes and requirements.

WITHDRAWAL OF PROPOSALS

Any Proposer may withdraw their proposal by written request via e-mail to istengel@swccd.edu at any time **prior** to the deadline set for receipt of proposals. The subject line of the e-mail should include and read: "your company name/withdrawal of RFQ No.138R. No proposal may be withdrawn or modified after that deadline. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals provided that they are then fully in conformance with the general terms and conditions of the RFQ.

IRREVOCABLE OFFER

Proposals shall be considered irrevocable offers for a period of ninety (90) days from the date of receipt and may not be withdrawn during this period without consent of the District.

COST OF PREPARING PROPOSALS

Any and all costs associated with the preparation of responses to this Request for Qualifications, including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by the District.

INTERVIEWS

Proposers may be required to make oral and visual presentations at the request of the District and based on the availability of the review committee. The District will schedule the date, time and location for any presentations as requested. Oral presentations will be evaluated and may be subjected to the selection criteria.

SCCD MODIFICATIONS TO PROPOSALS

Any interpretation, correction, or change of this RFQ will be made by written Addendum. Interpretations, corrections, or changes of this RFQ made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and

changes. Any changes or corrections will be issued by SCCD. Addenda will be e-mailed to all that are known to have received a copy of the RFQ. **Since failure to acknowledge any addendum(s) may be cause for rejection, Proposers must return the addendum-completed acknowledgment(s) prior to or with the proposal. (Proposal Form G)**

NON-COLLUSION DECLARATION

Declarations are required to be completed by the Proposer declaring that the proposal is in all respects fair and without collusion or fraud. Please see Appendix A.

ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS

The Insurance Requirement Affidavit must be completed (Appendix B), notarized and returned with the proposal.

EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT

Proposer must accept and sign the Equal Opportunity and Affirmative Action Statement set forth in Appendix C.

PROHIBITED INTEREST

No official of the District who is authorized in such capacity and on behalf of the District to take part in negotiations or to make, accept or approve this contract, shall have direct or indirect financial interest in the award or any part thereof. Proposer shall receive no compensation hereunder should bidder aid, abet or knowingly participate in violation of this article or breach or violation of this article, the District shall have the right to terminate the contract either in part or in whole and any loss or damage sustained by the District in procuring the services on the open market which the Proposer agreed to perform, shall be borne and paid for by the Proposer.

QUALITY OF WORK

The Proposer shall be responsible for the performance of all work as specified herein and shall guarantee that work will meet or exceed the specifications as set forth herein. If it is determined by the District that such services and/or materials do not meet requirements of the District, the Proposer shall be required to correct the same at their own expense.

QUALITY OF PERSONNEL ASSIGNED TO THE WORK

The Proposer shall not employ on this account any unfit person or anyone not skilled in the work assigned to him/her and shall devote only its best qualified personnel to work under this contract. Should the District deem anyone employed under any contract which may arise as a result of this RFQ to be incompetent or unfit for his/her duties and so inform the Proposer, the Proposer shall immediately remove such person from this work and he/she shall not again, without prior written permission of the District, be assigned to work under this contract.

PROPOSER CONDUCT

During the RFQ window (from release of this RFQ to final award), proposer is not permitted to contact any SCCD employees or members of the Governing Board unless at the request of SCCD's designated contact person (Director of Procurement, Central

Services & Risk Management) or to fulfill pre-existing contractual obligations. No gratuities of any kind will be accepted, including meals, gifts, or trips. Violation of these conditions may constitute immediate disqualification.

CONTRACT AWARD

It is the intent of the District to award one or more contracts as the result of this RFQ and after completion of an RFP process for specific projects. 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.

3. EVALUATION OF PROPOSALS

The District will screen all proposals for compliance with this RFQ, and will select a group of finalists from among the proposals submitted based upon, but not limited to, the below criteria. Proposals will be evaluated to assess the degree to which the proposed price accurately reflects proposed qualifications.

1. Overall responsiveness of the qualifications submittal, clearly stating the understanding of the purpose, scope and objectives of architectural design services.
2. Demonstration of a shared collaboration philosophy that has the best probability of melding with the District staff during project design development and construction. This District staff includes building program administrators and project specific user groups.
3. Technical expertise and viability of the firm.
4. Past performance and recent experience of the Proposer on similar work for the project types and any specific projects identified in your cover letter and contained in Section 4, Scope of Services.
5. Client references and their satisfaction regarding prior projects.
6. Business Proposal. A current rate sheet is requested.

Firm personnel may be invited to participate in oral interviews; this should consist of the persons who will be involved in the project work.

The District reserves the right during the selection process to inspect the Proposer's activities and statements with respect to this RFQ to ensure the Proposer's competence and ability to perform the specified services. The Proposer's proposal may be rejected if the above inspection discloses information demonstrating that the Proposer is not qualified or able to perform the specified services

4. SCOPE OF SERVICES

Firms are encouraged to focus on the project or group of projects from the list in the scope below that best fit your qualifications and recent experience. Please identify those projects in your cover letter.

- I. Selected Architects may be required to provide the following general design services for any of the following project types:
 - A. New Construction
 - B. Modernization and Re-purposing of existing building (40+ years in age)
 - C. Infrastructure Design
 - D. Landscape Design/Circulation
 - E. Interior Design

- II. Selected Architects may also be called on to assist the District and the Executive Consulting Architect in the following:
 - A. The capture and documentation of design standards, design criteria, and design guidelines for use as district standards as these items are more fully developed during the project design phase.
 - B. The selection of professional consultants and contractors for alternate project delivery methods such as design-build and, construction management (CM) at-risk, design-bid-build, and lease-leaseback delivery methods.
 - C. Assist the Executive Consulting Architect and the District in providing interaction with the community as requested during specific project development.

- III. Specific projects from the District Facilities Master Plan that may be assigned following an RFP process amongst the project specific qualified firms include:

A. Wellness Center, Gym and Pool Complex

A new wellness center, gymnasium and pool complex. These facilities are needed to replace the current gymnasium, pools, and the adjacent support structures.

The building will house a competitive gymnasium, fitness labs, cardio-workout rooms, training and testing rooms, offices, locker rooms and one or more classrooms. The placement of this structure is on the west side of the undeveloped parcel bordered by H Street and Otay Lakes Road. The estimated capacity is; 37,800 ASF, 54,000 GSF.

The pool complex will, at minimum, be an in-kind replacement for the current pools. A current feasibility study will further define the size and scope of the new Wellness Center/ Gymnasium, Pool Complex.

B. Math / Science Building

A new multi-story Math/Science Building will replace aging classroom and laboratory facilities. The new building consolidates activities in five individual buildings located elsewhere on the campus. The building will house Biology, Chemistry, Physics, Geology, Geography and Mathematics. Scope of work will include the demolition of the current gymnasium, swimming pool, and adjacent facilities. Estimated capacity for the new construction; 59,720 ASF, 91,877 GSF

C. Performing Arts / Cultural and Conference Center

A new Performing Arts / Cultural Center / Conference complex (PACCC) is recommended to replace the current Mayan Hall. The Performing Arts Center is planned to house a 900 seat theatre and lobby, a black box theatre, instructional facilities in theatre arts, music and dance. A Culinary Arts instructional area will be included in the facility. The PACCC as well as the Wellness/Gymnasium buildings are planned for construction on the south side of the undeveloped parcel at the corner lot of H Street and Otay Lakes Road. Estimated capacity for the new construction; 50,300 ASF, 72,529 GSF

D. Student Union Complex

A new Student Union Complex that includes facilities for Student Activities/Student Government, Bookstore, and Cafeteria to be located in one building. The complex integrates basic student support services into a single centralized facility. The current Student Union and Cafeteria will be demolished as part of this project. Estimated capacity for new construction; 50,770 ASF, 72,529 GSF

IV. General requirements:

- A. The District desires to include LEED concepts in the design criteria, and may seek LEED certification for all or selected new facilities.
- B. Typically, the Architectural services to be performed shall include the following:
 - a. Review the current campus Facilities Master Plan and environmental clearance reports (CEQA).
 - b. Review existing documentation: before commencing design, verify existing conditions related to the existing facilities and at the proposed site; verify the accuracy of any as- built documentation obtained; and utilize this information in the preparation of the design documents. Prepare as-built drawings when deemed necessary.

- c. Prepare the design documents in accordance with the Architectural Services Agreement provided during the project specific RFP process.
- d. Provide traditional design, procurement and construction phase services including: Schematic Design, Design Development, Construction Documents, DSA Plan Check, Local Agency Plan Check as required, Bid Phase Support, and Construction Administration.
- e. If required by the District, prepare and distribute meeting minutes held with the District, the Bond Management Team, or government agencies. Prepare all design related project correspondence and documentation such as ASI's, RFI'S, submittals, meeting minutes, letters, etc., utilizing the District web-based PROLOG management information system from start of design through construction closeout. Training in PROLOG administration will be provided by the Bond Management Team along with user licenses at no charge.
- f. Submit design documents to the District, Bond Management Team, Division of the State Architect (DSA) and other government entities and/or utility providers as required for plan checks and approvals and DSA close-out certification.
- g. Prepare a detailed work plan indicating required and recommended meetings, milestones, deliverables and submittals, review timeframes, and critical actions or decisions required of the District or the Bond Management Team. Make modifications and updates to the work plan as requested by the Program Manager.
- h. The design of the project shall meet all relevant requirements of the applicable jurisdictions, codes, and regulations, such as those of the DSA, State Fire Marshall, local Fire Departments, San Diego County Department of Public Works, State of California Building Codes, Americans with Disabilities Act, and others, as required.
- i. The design firm will make formal project design presentations to the District, Bond Management Team, and Board of Trustees as directed.
- j. The design firm shall work closely and in cooperation with the District's Representatives and/or the Bond Management Team.

PROPOSAL FORM A - General Information

1. Cover Letter

The individual who is authorized to bind On-Call Architect Services Proposal (hence, "Proposer") contractually must sign the cover letter, which must accompany the Proposer's RFQ response. This cover letter must indicate the signer is so authorized and must indicate the title or position that the signer holds in the Proposer's firm. **An unsigned cover letter shall cause the proposal to be rejected.** The cover letter must contain a statement that the Proposer acknowledges that all documents submitted pursuant to this request for proposal process will become a matter of public record. The letter must also contain the following:

- The Proposer's name, address, e-mail, telephone, and facsimile number.
- The Proposer's Federal Employer Identification Number and Corporate Identification Number, if applicable.
- The name, title or position, and telephone number of the individual signing the cover letter.
- A statement indicating the signature is authorized to bind the Proposer contractually.
- The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.
- A statement to the effect that the proposal is a firm and irrevocable offer, good for 90 days. Please complete Proposal Forms A thru G and Appendix A thru E as part of your RFQ response.
- A statement expressing the Proposer's willingness to perform the services as described in this RFQ.
- A statement indicating that all forms, certificates and compliance requirements included in this RFQ are completed and duly submitted in the proposal response.
- A statement expressing the Proposer's availability of staff and other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFQ.

2. Proposer Corporate Information

- Type of Firm:
Corporation: _____ Proprietorship: _____ Partnership: _____
Joint Venture: _____ Other (please describe): _____

- Business License Number: _____

- Number of years in business under firm name: _____

- Full name of firm’s officers and managing employees as related to this Contract:

- Has the firm changed its name within the past 3 years?
YES NO
If yes, provide former name(s): _____

- Have there been any recent (within the last three years) changes in control/ownership of the firm?
YES NO
If yes, explain. _____

- Have officers or principals of the firm ever had their business license suspended or revoked for any reason?
YES NO
If yes, please explain. _____

<p style="text-align: center;">PROPOSAL FORM B - MANDATORY RESPONSES</p>

Section 1 – Questions

For each of the following questions please limit your response to no more than one page per question:

- A. What special qualifications would you bring to the table? What differentiates your services from others within the industry?
- B. In order for you to work with the district to develop a scope of work, what additional information would you need from the district?
- C. What techniques have you previously used to learn and understand the culture and sole of a complex community such as a community college?
- D. What techniques have you previously used to collegially coordinate among design teams comprised of highly talented professional, most of who probably have strong egos and who feel passionate ownership of their designs?
- E. Provide the job titles, expected roles, and billable rates for staff who would work on this project; the inflation factors for the first two years of the engagement; a listing of any additional costs you foresee would be billable to the district in addition to the quoted billable rates.
- F. How many total contracts has your firm held providing services as an On-Call Architect for Public Construction in the past ten years?
- G. How long has the firm been providing such consulting services to public agency clients?

PROPOSAL FORM B (cont.)

Section 2 – Project History

Descriptions of very similar projects that your firm has recently completed (minimum 2 projects, maximum 6). The format of this section is at the discretion of the respondent, however at a minimum must contain items “a” through “f” below.

- a. Location of project
- b. Designation of project and how it is similar (development of design criteria and standards, on-going consulting; etc.)
- c. Special challenges that were encountered and how they were overcome
- d. Total cost of the project
- e. Duration of the project
- f. Contact information for owner’s representatives who were involved with the project

**PROPOSAL FORM C
- PERSONNEL EXPERIENCE**

For *each* individual being proposed, provide the name(s), title(s), qualification(s), license information, availability and location of key staff members and supervisory personnel expected to work on this project, using the form below. Use additional forms as necessary.

Name: _____

Title: _____

Office Location: _____

Qualification/License: _____

Role: _____

How Long in Current Position? _____ How Long with Relevant Experience _____

How Long Licensed in California? _____ No. of Community College Programs? _____

Brief Profile: _____

Other Relative Experience: _____

**PROPOSAL FORM D
- FEE AND RATE PROPOSAL**

Provide the following information regarding the various fees and hourly rates to be charged to the District. Hourly rates shall be charged in quarter-hour intervals or greater. Please indicate the areas of specialization in the scope of services for which this Proposal is being submitted.

TYPE OF SERVICE: On-Call Architectural Services			
Position/Job Title	Hourly Rates		
	2013 - 2014	2014 - 2015	2015 - 2016
_____ % Mark-up for reimbursables (NTE 10%)			

List any other types of services generating a cost to the District which are not included in the fees shown above and typical for the work in the scope of services, plus a formula or explanation as to how these additional costs will be determined and billed to the District.

Fees for the first year are to be firm. Pricing should be submitted for years 1 through 3 of the proposed contract period. However, note that rate change requests for subsequent years will be subject to negotiation at the time of renewal, will require written approval by the District, and may also result in non-renewal of the contract.

PROPOSAL FORM E - GENERAL TERMS AND CONDITIONS

Offer Held Firm: The Proposer agrees that it will not withdraw its offer for a period of *ninety (90)* calendar days from the opening date.

Right to Reject: The Proposer understands that the District reserves the right to reject any or all proposals and to waive any informality in the evaluation of proposals. The District intends to verbally negotiate with the Proposers to reach a final agreement.

Bidder Certification: The Proposer certifies that this bid is made without previous understanding, agreement or connection with any person, firm, or corporation making a bid on the same services, and is in all respects fair and "without collusion or fraud."

Execution of a Contract: If awarded a contract, the Proposer agrees to execute a contract in accordance with this Proposal and the District's Instructions for Submittal of Proposals, Information for Proposers, General Conditions, and Service Requirements within twenty one (21) calendar days of receipt of written notice of acceptance of the Proposal by the District.

Assumption of Contract: The Proposer agrees to assume operations under the contract within ten (10) calendar days following the Districts notification to proceed, as applicable.

Exceptions to Specifications: In submitting a proposal, the Proposer affirms acceptance of the complete Conditions Specifications and Requirements associated with the District's RFQ document, unless otherwise stipulated. Any variances or exceptions which the Proposer wishes to note with respect to any of the Conditions, Specifications, or any District Service Requirements are to be stated herein or in an attachment to the bid submittal which is to be titled "Exceptions."

Conflicts of Interest: All Proposers must disclose the name of any Board of Trustees member, officer, director, or agent who is also an employee of the Southwestern Community College District, which includes any District employee. Further all Proposers must disclose the name of any District or District employee, or Board of Trustees member, who has, directly or indirectly, any financial interests in the Proposer's firm or any of its branches. Submit this information on an attachment to the proposal which is titled "Conflict of Interest" and include the person's name, interest or position, and percent of ownership, if applicable.

Required Submittals: The Proposer's detailed responses to the District's specifications and evaluation criteria must accompany this Proposal.

District's Right to Award: The signer hereby acknowledges that the District reserves the right to make the award to the Proposer which the District judges to have submitted the proposal most favorable to the District, with the District being the sole judge thereof.

Legally Binding it is further certified that the person whose signature appears below is legally empowered to bind the company in whose name the proposal is entered.

SUBMITTED BY:

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Email: _____

By: Signature (Manual)

By: Signature (Typed or Printed)

**PROPOSAL FORM F
- REFERENCES**

Each Proposer must be able to present both current and past evidence of satisfactory experience in providing services requested. The District is particularly interested in evaluation references of 2-year public community colleges similar to size and function of Southwestern Community College. Please list two (2) current and two (2) past references for educational or governmental entities that can be contacted for an assessment of current or past client satisfaction using the format outlined below.

REFERENCES

Name of Entity: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Email: _____

Dates of Services: From: _____ To: _____

Types of Services Provided: _____

PROPOSAL FORM G
- Addenda Acknowledgement

Addenda: Changes or corrections to the proposal document will be issued via a numbered addendum format at the time of the pre-proposal conference or at least five (5) calendar days prior to submittal date. Record below the number(s) and date(s) of addenda received, if applicable.

Addendum # _____ Date Received: _____

**APPENDIX A
- Noncollusion Declaration**

**NONCOLLUSION DECLARATION TO BE EXECUTED BY PROPOSER AND
SUBMITTED WITH PROPOSAL**

State of California)
) ss.

County of _____)

_____, being first duly sworn, deposes and says that he or she is _____ of _____ the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, Proposer, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, or that anyone shall refrain from submitting a proposal; that 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 that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that 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, or paid, and will not pay, any fee to any corporation, Proposer, company association, organization, or to any member or agent thereof to effectuate a collusive or sham proposal.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature

Date

APPENDIX B – Insurance Affidavit

INSURANCE AFFIDAVIT TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL

State of _____)
County of _____) ss.

The undersigned, being first duly sworn, deposes that he/she is _____

Of _____
Here in called the Proposer; that the Proposer has submitted a proposal to provide On-Call Architect Services for the Southwestern Community College District, herein called the District.

The Proposer agrees that he/she is familiar with the circumstances affecting the preparation and making of such proposal, and is properly qualified to make this affidavit; that he/she certifies the following.

Proposer is insured with policy limits not less than the following:

- a. Commercial General Liability:

Bodily Injury &	\$2,000,000	General Aggregate
Property Damage	\$1,000,000	Products Aggregate
	\$1,000,000	Each Occurrence
	\$ 50,000	Fire Damage Limit
	\$ 5,000	Medical Expense Limit
- b. Auto Liability to include owned. Non - owned and hired:

Bodily Injury	\$1,000,000	each person
	\$1,000,000	each accident
Property Damage	\$1,000,000	each accident

or

Combined Single Limit	\$1,000,000	each accident.
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- c. Worker's Compensation Coverage* Statutory for State of California
- d. Professional Liability (Errors and Omissions)

	\$3,000,000	Each Occurrence
--	-------------	-----------------

*Alternatively, a State of California Certificate of Self- insurance may be furnished in lieu of a certificate evidencing Worker's Compensation Insurance.

Subscribed and sworn to before me Firm _____

this _____ day of _____,2013. Signed _____

Type or print name of affiant.

Notary Public Title _____
My commission expires _____.

APPENDIX D
- Worker's Compensation Certificate

**CONTRACTOR'S CERTIFICATE REGARDING
WORKERS' COMPENSATION**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Name of individual, company or corporation

By: _____

(Corporate Seal)

Title: _____

Address: _____

City State Zip Code

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

APPENDIX E
- Submission Checklist
Southwestern Community College District
On-Call Architectural Services

Item	Included in RFQ Response
Proposal Form A: General Information	
Proposal Form B: Mandatory Responses	
Proposal Form C: Personnel Experience	
Proposal Form D: Fee and Rate Proposal	
Proposal Form E: General Terms and Conditions	
Proposal Form F: References	
Proposal Form G: Addenda Acknowledgement	
Appendix A: Non-Collusion Declaration	
Appendix B: Insurance Affidavit	
Appendix C: Equal Opportunity Affirmative Action Statement	
Appendix D: Contractor's Certificate Regarding Workers' Compensation	
Appendix E: Submission Checklist	