



Request for Proposals (RFP) No. 140R
On-Call Electrical/Low Voltage/Security Design
Consulting Services

Proposal Due Date

Tuesday, October 01, 2013

4:00 PM

Proposition R Bond Program Management Office

900 Otay Lakes Road, Room 1688

Chula Vista, CA 91910

Table of Contents

Notice to Proposers	4
RFP No. TBD SCHEDULE	5
1. DISTRICT OVERVIEW	6
2. INSTRUCTIONS, INFORMATION AND GENERAL CONDITIONS	7
PURPOSE OF RFP	7
DEFINITION OF TERMS	7
PROPOSAL QUESTIONS	7
PROPOSAL SUBMISSION	8
A. General Information	8
B. Mandatory Responses	8
C. Personnel Experience.....	8
D. Fee and Rate Proposal	8
E. General Terms and Conditions.....	8
F. References	9
G. Addenda Acknowledgement.....	9
H. Appendices.....	9
RIGHT TO REJECT.....	9
MODIFICATIONS TO PROPOSALS	9
PROPRIETARY INFORMATION	10
ORDINANCES, LAWS AND REGULATIONS	10
WITHDRAWAL OF PROPOSALS.....	10
IRREVOCABLE OFFER.....	10
COST OF PREPARING PROPOSALS.....	10
INTERVIEWS	10
AWARD WITHOUT DISCUSSION	11
CONTRACT COMMENCEMENT/TERM.....	11
SCCD MODIFICATIONS TO PROPOSALS.....	11
NEGOTIATION	11
AWARD OF CONTRACT.....	11
FINAL CONTRACT	11

NON-COLLUSION DECLARATION.....	12
ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS	12
EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT.....	12
PROHIBITED INTEREST	12
QUALITY OF WORK.....	12
QUALITY OF PERSONNEL ASSIGNED TO THE WORK	12
PROPOSER CONDUCT.....	13
3. EVALUATION OF PROPOSALS.....	13
4. SCOPE OF SERVICES	14
PROPOSAL FORM A - General Information.....	16
PROPOSAL FORM B - MANDATORY RESPONSES.....	18
PROPOSAL FORM C - PERSONNEL EXPERIENCE	20
PROPOSAL FORM D - FEE AND RATE PROPOSAL	21
PROPOSAL FORM E - GENERAL TERMS AND CONDITIONS	22
PROPOSAL FORM F - REFERENCES.....	24
PROPOSAL FORM G - Addenda Acknowledgement.....	25
APPENDIX A - Noncollusion Declaration	26
APPENDIX B - Insurance Affidavit	27
APPENDIX C - Equal Opportunity Statement	28
APPENDIX D - Worker’s Compensation Certificate.....	29
APPENDIX E - Sample Agreement	30
APPENDIX F - Submission Checklist.....	31

Notice to Proposers Request for Proposal (RFP) No. 140R

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 Tuesday, October 01, 2013, responses to this Request for Proposal (RFP) for On-Call Electrical/Low Voltage/Security Design Consulting Services.

RFP 140R Document will be available for review as of Friday, September 13, 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 RFP shall conform and be responsive to the RFP documents, including its attachments/addenda.

All interested Firms may request a copy of this RFP by e-mailing bbaldwin@swccd.edu, by visiting www.swccd.edu/PropRbids or by calling (619) 216-6822. Any requests for information may be directed to Brooke Baldwin by e-mailing bbaldwin@swccd.edu no later than 12:00 noon on Wednesday, September 25, 2013.

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

RFP No. 140R SCHEDULE

Advertisement Dates	Friday, September 13, 2013 (X2) - SSDT/LP Friday, September 13, 2013 - UT Friday, September 20, 2013 - LP Wednesday, September 18, 2013 - SDDT Tuesday, September 17, 2013 - UT
Publication (Twice Each)	Daily Transcript (SDDT) Union Tribune (UT) La Prensa (LP)
RFP Document Ready for Distribution	Friday, September 13, 2013
Request for Information Deadline	Wednesday, September 25, 2013 12:00 noon
Question Responses by District (RFI Responses)	Friday, September 27, 2013 4:00 p.m. Via Addendum
Due Date	Tuesday, October 01, 2013 4:00 p.m., Room 1688
Committee Reviews Submittals	October 3, 2013 to October 7, 2013
Negotiations	Monday, October 14, 2013 10:00 a.m. Room 1688
Anticipated Governing Board Approval	Wednesday, November 13, 2013

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 RFP

Southwestern Community College District is seeking to retain a qualified firm to provide On-Call Electrical/Low Voltage/Security Design Consulting Services. The District plans to select one firm with various specialized areas of expertise to assist the District as needed. The entirety of this Request for Proposals (RFP) documents sets forth the District's requirements in detail.

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 proposals for On-Call Electrical/Low Voltage/Security Design Consulting 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 RFP.

PROPOSAL QUESTIONS

All questions regarding this RFP should be sent, via e-mail to Brooke Baldwin at the SWC Prop R Bond Office. email: bbaldwin@swccd.edu

Questions will only be accepted until 9/25/2013 no later than 12:00 noon. The e-mail subject line should read: "Your company name/Questions regarding RFP No. 140R. No direct responses will be sent to the company/firm asking the question. Questions we feel need to be responded, will be answered in the form of an addendum and sent to all potential respondents on Friday, September 27, 2013

Please note that if a written or verbal request for the RFP is made, the requesting entity will be placed on a holder's list, and will receive further communications, if any (i.e. addenda). If the RFP is downloaded from our web site, it will be the responsibility of the entity to check the web site for any addenda, etc. should they be issued.

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 Tuesday, October 01, 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 10MB. Proposals with documents exceeding 10MB 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.. ("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 RFP. Proposer must submit 8 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 RFP 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. **Appendicies**

- 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. Sample Contract (For reference; not necessary to add in proposal)
- F. 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:

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: Brooke Baldwin 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 Proposal. The award shall be made on the proposal(s) that serve(s) the best interest of the District and will not be evaluated solely on a monetary basis. 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 bbaldwin@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 RFP No.140R. 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 RFP.

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 Proposal, 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, after opening and prior to award, 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.

AWARD WITHOUT DISCUSSION

The District reserves the right to make an award without further discussion of the proposals received. Therefore, it is critical that, all proposals be submitted initially in the most favorable terms possible, both economically and technically.

CONTRACT COMMENCEMENT/TERM

It is the intent of the District to commence the resulting contract as soon as possible after evaluation of the proposals. A written Notice of Award will be made prior to commencement of performance. Performance period is anticipated to be from November 13, 2013 to November 12, 2016 and is subject to change based on award of RFP. Agreement will be written for one (1) base period and two (2) options, in total not to exceed 36 months.

SCCD MODIFICATIONS TO PROPOSALS

Any interpretation, correction, or change of this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP 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 RFP. **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)**

NEGOTIATION

District reserves the right to negotiate the final pricing before award of business.

AWARD OF CONTRACT

It is anticipated that a contract will be awarded by the Board of Trustees at a regularly scheduled meeting on November 13, 2013. The award will be made to one or more responsible firms offering the greatest benefit to the District. At the time of the formal award, the apparent successful firms must have agreed to contract terms representing the understandings between the parties as to terms and conditions which will govern the relationship of District and Proposer and the obligation of each party for performance of the Agreement

FINAL CONTRACT

The following documents are considered part of the final Agreement, in order of precedence:

- A. The final Agreement between SCCD and the Proposer.
- B. The Proposer's proposal in total, including all addenda and attachments;
- C. This RFP as originally released, with Appendices, Exhibits, and any addenda released prior to proposal opening

All of the above documents are intended to cooperate and be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include all labor, materials, equipment and transportation necessary for the proper delivery of all services called for in any contract which may arise as a result of this RFP

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. The affidavit will determine compliance with the insurance requirements stated in the Sample Agreement (Appendix E). Failure to furnish the insurance Requirement Affidavit with returned proposal will result in proposal being declared non-responsive and Proposer will be ineligible for the award.

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 RFP 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 RFP window (from release of this RFP 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

3. EVALUATION OF PROPOSALS

The District will screen all proposals for compliance with this RFP, 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 performance.

- a. Overall responsiveness of the proposal, clearly stating the understanding of the purpose, scope and objectives.
- b. Demonstration of a philosophy that has the best probability of melding with the District's philosophy.
- c. Technical expertise and viability of the firm.
- d. Past performance of the Proposer on relevant similar work previously accomplished for California public schools.
- e. Client references and their satisfaction regarding prior projects.
- f. Business Proposal - Proposer's compensation requirements and alternatives.

Firm personnel may be invited to participate in oral interviews; this should consist of the person who will be involved in the project work. Following the interview, District staff may choose to negotiate a contract with one or more selected firms. Negotiations will require the mandatory presence of the representative responsible for binding the contract of the proposal submitting firm. Contract will be awarded to the firm or firms that best fit the District's needs.

The District reserves the right during the selection process to inspect the Proposer's activities and statements with respect to this RFP 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

- I. Consultant shall prepare electrical design and bid documents and drawings and or repair recommendations required by the District whether requiring DSA approval or not. Prepare any electrical specifications required by the District per all applicable codes and standards and DSA interpretation of codes and standards.
- II. The type of design services may include, but not necessarily be limited to the following:
 - A. Building electrical service upgrades, electrical distribution improvements
 - B. Fire alarm and/or security system upgrades
 - C. Internet technology improvements and systems upgrades
 - D. Energy management systems upgrades
 - E. Security cameras and monitoring
- III. Specific Projects that will require design services include:
 - A. District Blue Light Emergency Phone Tower System, mass communications
 - B. Building electronic keying systems
 - C. Information Technology / Central Services (Building re-purposing into Network Data Center)
 - D. Network upgrades in accordance with the existing Network Master Plan
 - E. Survey, condition assessment, and mapping of existing 12KV and network communications systems.
 - F. Photo Voltaic load migration
- IV. The specific services of the Consultant will vary from project to project. The tasks will include all services described below:
 - A. Prepare bid documents including electrical drawings and specifications.
 - B. Provide construction observation, construction administration and project closeout.
 - C. Perform analysis, calculations, investigations, arrange for and contract for destructive testing, prepare cost estimates, and all other items required to complete the assigned task including obtaining DSA approval where required.
 - D. Retain other sub-consultants to perform minor supporting services (firms or individuals subject to prior approval of the District) as necessary to provide complete design, including cost estimators, civil engineers, fire protection engineers, mechanical engineers, architects, fire alarm, security, public address systems, energy management control systems and phone systems.
 - E. Review and make any necessary corrections to DSA required drawings sufficient to obtain DSA approval.
 - F. Prepare change order documents during construction; obtain necessary agency and DSA approval.

- G. Provide constructability review, biddable document review, quality assurance review of electrical engineering work accomplished by other electrical engineers.
- H. Contact and coordinate with San Diego Gas and Electric (SDG&E) for changing the site service to District acceptable electrical service requirements.
- I. Meet at site with SDG&E representatives to review service and transformer location, undergrounding of distribution lines, relocation and/or removal of distribution or transmission lines, provisions for temporary power for new construction or modernization sites, and all other items affecting any service change.

PROPOSAL FORM A - General Information

1. Cover Letter

The individual who is authorized to bind Electrical/Low Voltage/Security Services Proposal (hence, "Proposer") contractually must sign the cover letter, which must accompany the Proposer's RFP 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 Form A thru G and Appendix A thru F as part of your RFP response.
- A statement expressing the Proposer's willingness to perform the services as described in this RFP.
- A statement indicating that all forms, certificates and compliance requirements included in this RFP 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 RFP.

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. _____

PROPOSAL FORM B - MANDATORY RESPONSES

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?
- B. What tasks or services do you think would be specifically included in the scope of work?
- C. What, if any, tasks or services do you think would be specifically excluded in the scope of work?
- D. In order for you to work with the district to develop a scope of work, what additional information would you need from the district?
- 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 firm has held providing these services 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 recent very similar projects that you have 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**

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 Electrical/Low Voltage/Security Design Consulting 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 on September 12, 2013 or within ten (10) calendar days following the District's 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 RFP 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

**NON-COLLUSION 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 _____
herein called the Proposer; that the Proposer has submitted a proposal for the Southwestern
Community College District, herein called the District.

The Proposer agrees that he/she is familiar with and acknowledges the insurance
requirements stated in the Sample Agreement (Exhibit E).

Subscribed and sworn to before me

Firm _____

this _____ day of _____, 2013.

Signed _____

Type or print name of affiant.

Notary Public
My commission expires _____.

Title _____

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
- Sample Agreement

Sample Agreement (see attached)

APPENDIX F
- Submission Checklist
Southwestern Community College District
On-Call Electrical/Low Voltage/Security Design Consulting Services

Item	Included in RFP 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: Sample Agreement for On-Call Electrical/Low Voltage/Security Design Consulting Services	Not necessary to include with proposal, but receipt acknowledge
Appendix F: Submission Checklist	