

REQUEST FOR QUALIFICATIONS AND FEE PROPOSALS

for Project Inspector Services ("RFQ") #7-1112

WEST VALLEY COLLEGE; LANGUAGE ARTS & SOCIAL SCIENCES RENOVATION ("PROJECT")

West Valley-Mission Community College District ("District") requests that Project Inspectors or Project Inspector Services firms ("Respondents") submit written responses to this RFQ.

1. Request for Qualifications and Fee Proposals

- 1.1. Purpose of RFQ.** This RFQ is a part of the process for the District's selection and retention of a qualified Project Inspector to provide project inspector services for the West Valley College; Campus Center Modernization project. Timely submitted RFQ Responses will be evaluated by a selection committee to ascertain the Respondents' respective qualifications, based on the criteria established in this RFQ. Following the selection committee's determination of which Respondents meet or exceed the qualifications standards set forth in this RFQ, in the sole and exclusive discretion of the selection committee, Respondents deemed qualified will be requested to participate in an interview with the Selection Committee as part of the process for selection and retention of architectural firms for the Projects assigned by the District.
- 1.2. District Modifications to RFQ.** The District expressly reserves the right to modify any portion of this RFQ prior to the latest date/time for submission of RFQ Responses, including without limitation, the cancellation of this RFQ. Modifications, if any, made by the District to the RFQ will be in writing; potential Respondents who have obtained this RFQ from the District prior to any such modifications will be issued modifications to the RFQ by written addenda.
- 1.3. No Oral Clarifications/Modifications.** The District will not provide any oral clarifications or modifications to the RFQ or the requirements hereof; no employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFQ. No Respondent shall rely on any oral clarification or modification to the RFQ.
- 1.4. Public Records.** Except for materials relating to a Respondent's Financial Statement, materials deemed Trade Secrets (as defined in California Civil Code §3426.1) and materials specifically marked "Confidential" or "Proprietary," all materials submitted in response to this RFQ are deemed property of the District. Upon conclusion of negotiations between the District and Respondents, RFQ Responses shall be deemed to be public records. The foregoing notwithstanding, the District may reject for non-responsiveness the RFQ Response of a Respondent who indiscriminately notes that its RFQ Response or portions thereof are "Trade Secret" "Confidential" or "Proprietary" and exempt from disclosure as a public record. The District is not liable or responsible for the disclosure of RFQ Responses, or portions thereof, deemed to be public records, if disclosure is by law, by an order of Court, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a RFQ Response deemed exempt from disclosure hereunder, by submitting a response to this RFQ, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys' fees arising therefrom. The party submitting materials sought by any other party shall be solely responsible

for the cost and defense of the District in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

2. The Project.

The Language Arts & Social Sciences Renovation project is a Major renovation of an existing single story, 42,000 s.f. multiuse building, Type V-B construction with sprinklers. The project consists of alterations to the exterior envelope of the buildings, doors, windows, walls, roof, cabinets, finishes, electrical, mechanical and plumbing systems upgrade.

The project is currently out to bid with a Bid Opening date of November 3, 2011. Construction duration is 600 days, to be completed in two phases. Notice to proceed will be issued at the end of December 2011 with a start date of early January 2012.

Plans and Project Manual are available at the Gilbane trailer for review.

3. Project Inspector Services. Attached as Exhibit A to this RFQ is a form of Inspector Services Agreement ("Project Inspector Agreement") which the District anticipates executing with the Project Inspector or the Project Inspector Services firm selected for the Project through this RFQ. The scope of Basic Services is described in the Project Inspector Agreement; the following summary of Basic Services is provided as a convenience to potential Respondents and shall not be deemed modifications to the terms and conditions of the Project Inspector Agreement attached to this RFQ. The Basic Services for the Project will be to perform DSA inspections throughout the construction and the close out of the Project, as well as administrative responsibilities during Project construction in conjunction and collaboration with the District, Gilbane Building Co., and the Project Architect. Administrative duties and responsibilities of the Project Inspector will include, without limitation, assist with review and processing of applications for payment and coordination/monitoring of special tests/inspections and other similar matters.

4. RFQ Response

4.1. RFQ Activities; Timeline. The following is a description of the principal activities to be completed under this RFQ and the timeline for completion of each activity. The following notwithstanding, the District expressly reserves the right to amend the extent, nature or scope of RFQ activities and/or the timeline for commencing/completing RFQ activities.

November 4, 2011 Mandatory Pre-RFQ Response meeting at District office
Facilities Conference Room at 10:00 A.M.

November 10, 2011 RFQ Due: Office of the Director, General Services at
West Valley College by 2:15 P.M.

4.2. Submission of RFQ.

4.2.1. Latest Date/Time for Submission of RFQ. **The latest date/time for submission of RFQ Responses is 2:15 P.M. November 10, 2011.** RFQ Responses which are not actually received in the office of the District's Director of General Services at or prior to the latest date/time for submission of RFQ Responses will be rejected by the District for non-responsiveness. Respondents are solely responsible for the timely submission of RFQ

Responses. Respondents are advised that the District utilizes a centralized mailroom for the receipt of items transmitted by United States Mail and private courier services, including FedEx, California Overnight, DHL, etc. Items received in the centralized mailroom will be distributed to the intended recipients only as part of the mailroom's daily delivery routine. A response to this RFQ which is received in the District's central mailroom will not be deemed received by the office of the District's Director of General Services until delivery of such item is effectuated to the office of the District's Director of General Services. Accordingly, Respondents are encouraged to personally delivery RFQ Responses directly to the office of the District's Director of General Services or to retain a private service to personally deliver RFQ Responses to the Office of the Director of General Services.

- 4.2.2. Location for Submission of RFQ Response. RFQ Responses shall be submitted to Brigit Espinosa, Director of General Services, 14000 Fruitvale Avenue, Saratoga, CA 95070.
- 4.2.3. Errors/Discrepancies/Clarifications to RFQ. If a Respondent encounters errors or discrepancies in this RFQ or portions hereof, the Respondent shall immediately notify Brigit Espinosa, the Director of General Services at telephone: (408) 741-2187, fax: (408) 867-9523, email: brigitt_espinosa@wvm.edu of such error or discrepancy. Any Respondent seeking clarification of any portion of this RFQ shall submit the requested clarification in writing to Brigit Espinosa. Responses of the District to any requested clarification will be in writing; if in the sole judgment of the District, any clarification response affects the RFQ or other Respondents, the District will issue the clarification response by a written addendum distributed to all potential Respondents who have theretofore obtained this RFQ from the District. All requests for clarification of this RFQ must be submitted and actually received by Brigit Espinosa **no later than 2:00 P.M., November 7, 2011**. The District will not respond to clarification requests submitted thereafter.
- 4.2.4. RFQ Response Costs. All costs and expenses incurred by a Respondent to prepare and submit a response to this RFQ and all other related activities shall be borne solely and exclusively by the Respondent.

4.3. RFQ Response Contents.

- 4.3.1. RFQ Response. All materials submitted in response to this RFQ shall be on 8 ½" x 11" paper, preferably in portrait orientation.
- 4.3.2. Additional Materials. Respondents are not prohibited, but are discouraged, from submitting materials in addition to those specifically responding to the matters noted in Paragraph 4.3.6 below. If a Respondent elects to submit materials with its RFQ Response which are in addition to the matters described in Paragraph 4.3.6 below, the Respondent shall separately bind all such additional materials from the RFQ Response addressing the matters set forth in Paragraph 4.3.6 below.
- 4.3.3. Copies of RFQ Response. Each Respondent shall submit an original and six (6) copies of their respective RFQ Responses.
- 4.3.4. RFQ Response Format/Contents. Each RFQ Response must conform to the following described format and must include the content described below. Failure of a Respondent to submit its RFQ Response in a format and with content conforming to the following requirements will be a basis for the District's rejection of such RFQ Response for non-responsiveness.
- 4.3.5. RFQ Response Format. Each RFQ Response shall include the following items, in the order noted below:
- 4.3.5.1. Cover Sheet. Identify the submittal as the Response to this RFQ and an

identification of the firm submitting the RFQ Response along with the firm’s address, telephone/fax numbers and email addresses of the firm’s principal contacts in connection with this RFQ or the RFQ Response.

- 4.3.5.2. Letter of Interest. Include a brief letter expressing the interest of the Respondent in providing Project Inspector Services and a brief statement of the qualifications of the Respondent to provide the requested Project Inspector Services. Provide contact information, including the telephone number, fax number and email address for the personnel of the Respondent who will be receiving notices and other communications from the District regarding the RFQ. The letter of interest should be bound with other materials responding to this RFQ.
- 4.3.5.3. Table of Contents. Include a Table of Contents reflecting the Respondent’s responses to each of the items set forth below.
- 4.3.6. RFP Response Contents.
 - 4.3.6.1. Tab 1; Statement of Qualifications. Complete and execute the Statement of Qualifications attached as Exhibit B to this RFQ for the Respondent. If the District determines that the response to any question set forth in the Statement of Qualifications is false, misleading or omits material facts rendering the response to be false or misleading the RFQ Response of the Respondents submitting such a Statement of Qualifications is subject to rejection for non-responsiveness.
 - 4.3.6.2. Tab 2; Financial Statement. Includes a current financial statement for the Respondent. Financial Statements must be reviewed or audited by a California licensed Certified Public Accountant.
 - 4.3.6.3. Tab 3; Relevant Project Experience. Provide additional details of the Projects identified in the Statement of Qualifications which reflect the skills, experience and other qualifications of the Respondent to successfully complete necessary Project Inspector Services for the Project. Include in the discussion of relevant Project experience, the experience of the Respondent and its proposed Project Inspectors for the following: (a) California community college projects; and (b) projects subject to Division of State Architect (“DSA”) review and approval. This section of the RFQ Response shall not exceed fifteen (15) pages.
 - 4.3.6.4. Tab 4; Proposed Project Inspectors and Project Inspectors’ Resumes. For each Project Inspector identified, provide brief descriptions of the relevant qualifications and background. Provide a current resume for each member of the Respondent’s personnel who will provide/perform Project Inspection Services. The resumes must include descriptions of recent (within the past three (3) years) Project Inspector experience of each of the Respondent’s proposed Project Inspectors.
 - 4.3.6.5. Tab 5; Insurance Certificates. Provide copies of Certificates of Insurance for each policy of insurance set forth below.

Required Insurance Policy Certificate	Minimum Coverage Amount
Workers Compensation	In accordance with law
Employers Liability	One Million Dollars (\$1,000,000)
Comprehensive General Liability (including property damage and automobile liability)	One Million Dollars (\$1,000,000) per occurrence/ Two Million Dollars (\$2,000,000) aggregate

- 4.3.6.6. Tab 6; Project Inspector Services Agreement Comments. Included with this RFQ is the Project Inspector Services Agreement. Respondents must thoroughly review the Project Inspector Services Agreement included herewith and must in their respective RFQ responses identify any term or condition of the Project Inspector Services Agreement which the Respondent requests modification, by amendment to existing provisions, addition of additional provisions or deletion of existing provisions. Where any requested modification consists of amendments to existing provisions or additional provisions, the response to this RFQ must set forth the text of the requested amendment or addition. Any Respondent whose RFQ Response does not identify modifications to terms or conditions of the attached Project Inspector Services Agreement will be deemed to have agreed to all terms and conditions set forth therein.
- 4.3.6.7. Tab 7; Fee Proposal. Provide a fee proposal for Project Inspector Services for the the project(s) listed. The District reserves the option to award this RFQ to one firm or split the projects.

Project #7-1112 WVC; Language Arts & Social Sciences Renovation:

\$ _____.

The District prefers fee proposals which are fixed price or a proposed basis of computing fees to the Project Inspector firm which can be readily converted into a fixed price. Include in the fee proposal a detailed listing of the current hourly billing rates for the personnel of the Respondent identified in response to this RFQ.

5. Selection Criteria

- 5.1. General. Timely submitted RFQ Responses will be independently reviewed by each member of the Selection Committee. A Response to the RFQ which does not comply with the requirements of this RFQ will be subject to rejection for non-responsiveness.
- 5.2. District Policy. It is the policy of the District that the selection of firms to provide professional services in connection with construction projects of the District be based on the demonstrated competence and qualifications to complete the required professional services at a fair and reasonable price to the District.
- 5.3. Evaluation Criteria. The following set forth the criteria by which each RFQ Response will be evaluated. The District and the selection committee reserve the right to exercise discretion in the weight and priority of the evaluation criteria.
 - 5.3.1. Relevant Experience and Ability. The Respondent and its proposed Project Inspectors will be evaluated based on experience as project inspectors for recent projects similar in size, scope, use and complexity as the Projects subject to this RFQ.
 - 5.3.2. Responsiveness to RFQ; Client Responsiveness. The District will evaluate the Respondent’s RFQ Response for responsiveness to the requirements of this RFQ. The District will evaluate the prior experience and success of the Respondent and its proposed Project Inspectors to establish effective working relationships within the setting of a higher education institution, including the relationships with management, administrative, technical and end-user staff of prior clients, relationships with other project consultants and participants on prior projects.
 - 5.3.3. Availability. The District will evaluate the availability of the Respondent and its proposed

Project Inspectors to be dedicated to the Project within the District's anticipated Project construction schedule. This evaluation will include the demonstrated ability and willingness of the Respondent and its proposed Project Inspectors to promptly provide and complete services, whether from a location in close proximity to the District or otherwise.

- 5.3.4. Price Proposal. The District will evaluate the reasonableness and fairness of the pricing proposal submitted concurrently with each RFQ Response. The District expressly reserves the right to award the Project Inspector Agreement to a Respondent who did not submit the lowest price proposal.
- 5.3.5. Best and Final Offer. The District reserves the right to request that Respondents timely submitting a RFQ Response to subsequently submit a Best and Final Offer. The RFQ Response of a Respondent who fails to submit a Best and Final Offer in the form and format directed by the District within the time requested by the District will be rejected for non-responsiveness.

- 5.4. Interviews. Respondents deemed qualified for the Project by the Selection Committee may be required to participate in an interview with the Selection Committee. Interviews, if conducted by the selection committee, will generally consist of no more than fifteen (15) minutes for Respondents' presentation, followed by questions posed by the Selection Committee. Total time of each interview will not exceed one (1) hour. If requested by the Selection Committee, any Respondent invited to participate in the interview process shall have present at the interview its proposed Project Inspector(s) for the Project. The order of firms to be interviewed will be selected randomly. Subject to the right of the District to augment or otherwise modify the following, the Selection Committee members will include:

District Maintenance and Operations Department Representative(s)
District Facilities and Facilities Development Representative(s)
District Administrative Representative(s)
Gilbane Building Co.

- 5.5. Award of Contract. Upon completing interviews of project inspector firms by the Selection Committee, the Selection Committee will make a recommendation to the District's Board of Trustees for the award of the Project Inspector Services Agreement for the Project. Notwithstanding any recommendation of the Selection Committee, action to award the Project Inspector Services Agreement is vested solely in the District's Board of Trustees.

6. **EADOC Contract Communications**. The District has adopted the EADOC system for electronic transmittal of data and documents relating to the Project. The EADOC system is web-based and jointly available to all personnel of the various parties engaged in construction of the Project, including the Project Inspector to facilitate the electronic exchange of information relating to the Project. The Project Inspector or the Project Inspection firm selected for the Project must use the District's EADOC system for Project communications.