REQUEST FOR QUALIFICATIONS – ARCHITECTURAL SERVICES, SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

South Orange County Community College District (SOCCCD) is inviting submittals from qualified firms, partnerships, corporations, associations, or professional organizations to provide a variety of comprehensive professional architectural and associated planning services to SOCCCD for on-call services for miscellaneous projects that come up over the next five years.

If you would like to submit a response to this Request for Qualifications and Proposals, please send seven (7) hard copies and one (1) electronic copy of requested materials to:

South Orange County Community College District
Facilities Planning & Purchasing
Health Sciences Building
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Mary Opel

Questions regarding this RFQ may be directed to Mary Opel, Construction Manager at 949.348.6021 or via email at mopel@socccd.edu.

The District may modify the RFQ prior to the deadline for submittals by issuance of an electronic addendum on the district bid website at www.socccd.edu. Firms/Individuals (Firm) may confirm an interest in providing a submittal by emailing Mary Opel at mopel@socccd.edu. Acknowledging Firms will receive a response email with addenda information if any is provided.

All responses must be received by mail, recognized carrier or hand delivered by

April 24, 2014, 2:00 P.M.
INTRODUCTION

South Orange County Community College District (SOCCCD) requests qualifications from experienced professional architecture and engineering services related to planning, new and renovation projects. Selection will result in a pool of Architectural/Engineering firms expected to provide comprehensive professional services to the District on an as needed basis over the next five years.

The District is requesting qualification statements from consultants with a proven track record. The successful bidder will be required to execute a formal agreement with the DISTRICT to provide the above described services. Copies of the agreement are included. Please read these documents and all enclosures carefully as all conditions must be met prior to consideration for award.

It is the intent of this Request for Qualifications (RFQ) to establish the specifications, terms and conditions governing the selection process.

BACKGROUND

The District consists of two colleges and a developing campus: Saddleback College, Irvine Valley College and the Advanced Technology and Education Park (ATEP).

Saddleback College located in Mission Viejo, celebrated its 40th anniversary on September 23, 2008. Saddleback College is approximately 175 acres and serves over 42,000 students each year.

Irvine Valley College, located in Irvine, was founded in 1979 as Saddleback College North Campus and established as Irvine Valley College July 1, 1985. Irvine Valley College is approximately 100 acres and serves over 14,000 students each year.

ATEP, the Advanced Technology Education Park, opened its doors to students in 2007.

The District’s Master Plan outlines the growth and modernization throughout the District with a strategy for project development consistent with projected student population growth and correlating assignable space needs. In order to meet the needs of future projects, the District wishes to create a pool of Architectural/Engineering firms to utilize for architectural and engineering services for new construction, renovation, and planning services for Saddleback College, Irvine Valley College and ATEP. The project costs will vary from tens of thousands to more than $20 million. Project implementation will result in contracts with various firms. Architects/Engineers will manage the project from the pre-design phase to project close-out. It is expected that most, if not all, design and construction undertaken by SOCCCD will include participation by the Division of the State Architect (DSA), the Uniform/International Building Code (IBC/UBC), and Title 24 of the California Code of Regulations is mandatory. Coordination with other district consultants may also be required depending on scope of work.

SUBMITTAL INFORMATION AND SUBMITTAL SCHEDULE

All submittals shall be in the form and formatted as specified in this RFQ. Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as
specified, may be deemed “non-responsive” by the evaluation committee and eliminated from further consideration.

Time is of the essence. Submitting Firms will be expected to adhere to the required dates and times.

Submittal questions must be in writing and be directed to Mary Opel via email at mopel@oscccd.edu with the subject line indicating “Question(s) for Architectural Services RFQ”. If questions are submitted after the deadline, they will not be answered and firms must provide a submittal using the information in the RFQ and any addenda provided.

Request for Qualification & Proposals Submittal Schedule

- RFQ - 1st Advertisement: March 28, 2014
- RFQ - 2nd Advertisement: April 4, 2014
- Mandatory Pre-Proposal Meeting @ 1:00 PM: April 10, 2014
- Deadline email confirmation of interest: April 15, 2014
- Deadline for written questions: April 16, 2014
- Last addendum: April 18, 2014
- Deadline for RFQ Submittal: April 24, 2014
- Board Recommendations: June 3, 2014
- Board Approval: June 23, 2014
- Announcement of Selected Firms: June 24, 2014

During the review of the submittals, SOCCCD will not report apparent errors or request submittal clarification. Submittals will be interpreted as presented. Firms are responsible to proof documents to avoid errors.

The delivery package must be clearly marked with the RFQ title, Firm’s name and address, contact name, email and phone number.

Submittals may be withdrawn at any time before the deadline by written request of person signing the Certification.

Late submittals will be returned to the firm without evaluation and firm will not qualify for consideration. It is the firm’s responsibility to ensure submittals are received on or before the deadline and at the identified location. A postmark will not be accepted as meeting the delivery requirement. Third party carriers are routed through the warehouse and may experience delay from carriers stated delivery timeframe. Hand delivery should include time allowances for limited parking, the possibility of elevator failure (third floor delivery) or other potential obstacles to reaching the delivery location in a timely manner.

SCOPe OF WORK

Services: The Architectural services may include any portion of the following:
Overview

1. The District desires to include LEED concepts in the design criteria, and may seek LEED certification for all or selected facilities.

2. 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. Initial planning and site review: Review existing documentation before commencing design, verify existing conditions related to the existing facilities and at the proposed site; verify the accuracy of the record documentation obtained; and utilize this information in the preparation of the design documents. Prepare as-built drawings when deemed necessary.
   c. Development of program and preliminary project.
   d. Prepare the design documents in accordance with the Architectural Services Agreement a sample of which is included herein and is expected to be provided during the project specific RFP process.
   e. Provide 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. Documents will allow for phasing where necessary.
   f. Coordination of design activities with site-based oversight committee (stakeholder group) and District staff.
   g. Preparation of preliminary site plans, renderings and other perspectives as request by the District.
   h. Submit design documents to the District, Division of the State Architect (DSA) and other agencies and/or utility provides as required for plan checks and approvals and DSA close-out certification.
   i. Provide construction administration services to include response to RFIs, shop drawing submittals, recommend approval of payments, construction observation attending project meetings, the change order process, commissioning procedures, punch list generation and follow-up, review and approval of contractor submitted close-out documents and close-out with State agencies.
   j. 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. Make modifications and updates to the work plans as requested by the District.
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, State of California Building Codes, and Americans with Disabilities Act, Title 24, and others, as required.

The design firm will make formal project design presentation to the District and Colleges as directed.

The design firm shall work closely and in cooperation with the District’s Representatives.

Utilization of AutoCAD, BIM and similar computer design systems for the development of computer aided drafting and 3D modeling.

Use of DSA Box including all necessary work to obtain project closeout with DSA.

INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS AND PROPOSALS

Firms shall submit seven hard copies and one electronic copy. Hard copies shall be formatted on standard 8 ½ x 11 white paper with each page clearly numbered on the bottom. Each section, 1 – 11 listed below, shall be tabbed. The original copy shall be marked “Original” and must be wet signed by person authorized to bind the firm.

“Qualifying firms must not be on the federal list of current companies or individuals that have been declared ineligible to receive Federal contracts due to a violation of Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended 29 U.S.C. Section 793; and/or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. Section 4212”.

All submittals shall be in the form and formatted as specified in this RFQ. **Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed “non-responsive” by the evaluation committee and eliminated from further consideration.**

Statement of Qualifications and Proposals should minimally include the following information:

1. **Cover Letter.** A maximum one-page, dated **Introductory Letter** must be submitted including the date, legal name of the respondent, address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the proposal on behalf of the firm.

2. **Table of Contents.** A **Table of Contents** of the material contained in the proposal should follow the Cover Letter.

3. **Executive Summary.** The **Executive Summary** should contain an outline of your general architectural/engineering plan and a brief summary of approach and qualifications to engage in a professional relationship with South Orange County Community College District. (two page maximum)

   a. **Note:** Exhibit E, the Qualification Matrix, should be completed and placed in this section behind the executive summary. This form will be used as part of the review process.
4. **Experience.** Provide any professional registration, certifications and affiliations for the firm. The Respondent shall provide examples of experience skills that will meet the District’s design needs. Describe your experience with public educational projects and more particularly community college projects. Include the scope of work performed within the last five years.

   a. **Sample Projects.** Provide sample projects that represent the work scope, value, and type of project for which the Firm would like to be considered. Include one project photo, name the Architect of Record and the Project Manager (if different). Clarify the role played by the proposing Firm on the project: for example, Firm was Architect of Record, provided programming services, provided Master Planning services or Firm has identified a project a current employee worked on while with a different firm, etc. Indicate the project value, overall change order percentage, whether the schedule was met or a time extension was required. Indicate project start and finish dates or anticipated completion, if not yet completed. Provide primary owner and Inspector of Record contact names and phone numbers for each listed project.

   b. **Regulatory Experience.** Describe your experience with the Division of the State Architect (DSA), the State Chancellor’s Office, the State Fire Marshal and any other local agencies that seem appropriate. Provide a list of projects on which your firm served as Architect of Record for which construction is complete, but have not been closed out with DSA.

   c. **Financial Standing.** Provide a current annual report or audited profit and loss statement and the amounts and carriers of both general and professional liability insurance.

   d. **California Licensed.** Evidence that the Firm is legally certified to conduct business in the State of California for the services offered and experience with college and university educational facilities and other institutional services.

   e. **Locations.** If the Firm utilizes resources from more than one office, indicate office locations and how work would be coordinated. (One page for summary and up to five additional to highlight project specific information if appropriate)

   f. **Delivery.** Describe the type(s) of delivery methods you have worked with and identify which, if any, are preferred.

   g. **Change Order Data.** Provide Change Order data from your five most recent public works projects including both the Design change orders and the contractor’s change orders. Include the original estimates or project costs and a brief explanation of the change orders.

   h. **Claims.** Provide information on any claim issue you may have been involved in during the last five years. The Firm must have an acceptable history of working proactively to avoid litigation. Provide specific information on termination for default, litigation settled or judgments entered within the last five (5) years.
5. **Personnel.** This section of the proposal should establish the ability of the firm to satisfactorily perform the required services as demonstrated by its representation of staff availability. Information shall further specifically include:
   
   a. Number of qualified in-house staff.
   
   b. Identification of any services noted in the Agreement(s) not provided in-house
   
   c. All personnel assigned to District projects, employees, sub-consultants or subcontractors must:
      
      i. Possess the minimum qualification to perform the services provided
      
      ii. Have knowledge and understanding of grant terms and conditions, major services and activities required to perform services provided
      
      iii. Have a minimum of three years of directly related experience
      
      iv. Have not entered into a subcontract with any Firms who are ineligible to perform work on a public works project pursuant to Labor Code 17777.1 or 17777.7
      
   d. Include resumes of proposed personnel, including years of experience in education and more specifically with community colleges. Tie staff participation with referenced projects. Specifically define the role of each person and outline his or her individual experience. Identify any certifications or licenses held (No more than one page per person)
   
   e. Identify any proposed sub-consultants who would likely be assigned to projects. Provide name and professional qualifications of proposed personnel. Identify number of years or projects Firm has been associated with proposed sub-consultants.
   
   f. Firms must provide a statement that all proposed participants will meet or exceed the minimum qualifications specified herein.

6. **Scope of Work.** The Scope of Work provided describes the expected effort of the consultant; however, the consultant may recommend refinements, suggestions or brief restatements of the scope of work in this section. (Three pages maximum)

7. **Services.** Define which services anticipated to be provided in-house and those for which you will hire consultants. Define the number of years you have worked with each consultant proposed as part of potential project teams. (One page maximum)

8. **Additional Data.** Provide additional information about the firm as it may relate to this RFQ. Indicate ongoing professional education of staff and total number of permanent employees. DVBE, Small business, small disadvantaged business, minority-owned firms, and small women-owned business participation level. Consortia of small businesses, minority-owned firms, and women’s business enterprises are encouraged, and subcontracts with small businesses, minority-owned firms, and women’s business enterprises are also encouraged. (Include as an appendix if desired)
9. **Professional Fees.** Provide a fee schedule defining hourly rates for the various levels of professionals (i.e. Principal, Director, Senior Project Manager, etc.) Be thorough and specific as this will form the basis of any contact negotiations for services that may be presented by SOCCCD.

Fees will be based on fully-loaded hourly billing rates for each classification. It shall include costs for all required overhead expenses including insurance. Travel cost from the Firm’s place of business including time, overhead and related expenditures shall be incorporated into the unit prices for each line item and are not to be identified as separate costs. Firms are expected to perform services at the rate amount regardless of the possibility that staff is drawn from a variety of office locations.

Fixed Fees provided in this submittal will be used as the basis for contract negotiations. Future Agreements will be based on a lump sum basis.

No separate payment will be made for any other costs of performance or out of pocket expenses, including, without limitation, mileage or time required for dispatching personnel to District locations, subsistence, lodging, fuel charge, vehicle use, transmitting reports, administrative charges, or other similar activities necessary for performance of the services except for personnel that are required to perform services at a destination that is more than 50 miles from Saddleback College. If this circumstance occurs, firm shall first obtain written approval and will be reimbursed at the rate for mileage (for such mileage over 50 miles) set forth by the United States Internal Revenue Services and for per diem travel as set forth by the US General Services Administration.

Proposers shall specifically include hourly rates for full time services in their proposals for the categories noted in Exhibit C, Criteria and Billing for Extra Work. Adjustments may be made to titles to accommodate Firms nomenclature and available services.

Identify any constraints or assumptions that affect the proposed fee. Services that are not specifically included in RFQ exhibits may be provided as supplementary information. **Be thorough and specific as this will form the basis of any contract negotiations for services.**

10. **Client References.** This section of the proposal permits firms to demonstrate their ability and competence to satisfactorily perform the required services by using similar services recently completed for other clients. Information should be furnished for both the firm and any sub consultants included in the proposal and shall include:

   a. Project name, location and description
   b. Client contact name
   c. Telephone number
   d. Email address

This section may also include letters of recommendation or testimonials.
11. **Agreement Review.** Review and comment on any proposed modifications to the attached draft Agreement(s). Recommend additional work scope if appropriate to allow for improved outcome for the District.

12. **Certification.** Complete, provide authorized signature, and date the CERTIFICATION - REQUEST FOR QUALIFICATIONS enclosed with this RFQ.

Responses to the RFQ should be complete and be prepared to provide an insightful, straightforward, and **concise** overview of the capabilities of your company. **Deviation from the defined content, order and format prescribed in this RFQ may result a non-responsive evaluation.** Submittals received after the due date and time will not be considered or reviewed. The emphasis of your submittal should be on completeness and clarity of content.

The District reserves the right to waive any immaterial deviation in a submittal. The decisions to provide a waiver shall in no way modify or compromise the overall purpose of the submittal, nor excuse the Firm from full compliance with all requirements if awarded an Agreement.

The sample standard agreement (Exhibit B) is **not to be included** with the Firm’s submittal.

**BASIS OF AWARD**

The selection for the Architectural Services Pool will be a single-stage process.

1. Selection will be based on analysis principally focusing on specific experience and qualifications.

Architectural Services pool will be selected on the basis of criteria regarding qualifications, experience, demonstrated competence as well as the best interests of the District as determined by the committee, including consideration of fair and reasonable pricing.

Committee will provide a recommendation to the Board of Trustees, for firms to be included in the 5-year Architectural Services Pool.

**Note:** By virtue of submission, the proposing firm declares that all information provided in the Statement of Qualifications is true and correct.

**MISCELLANEOUS**

1. General information about SOCCCD may be found at [http://www.socccd.edu](http://www.socccd.edu). Recent projects are listed at the “Bids” tab.

2. All submittals shall remain active and valid for ninety days following closing date for receipt. The District reserves the right to negotiate the scope and cost of any submittal.

3. Selection may be made solely on the basis of the submittal review or the selection committee may deem it necessary to interview applicants as part of the selection process.
4. The proceedings of the selection committee are confidential. Members are not to be contacted by the proposers. All communication between proposers and the District shall be through the contact information provided above for submitting RFQ materials.

5. All materials, except financial information, submitted in response to this RFQ shall become the property of SOCCCD and shall be considered a part of Public Record. The District reserves the option to retain or dispose of all submittals whether selected or rejected.

6. Only written changes to the RFQ will be valid. Verbal representations will not be binding on either party. Proposers are responsible to monitor the district bid page for addenda information.

7. SOCCCD reserves the right to reject any or all responses to this RFQ. Any and all costs incurred in preparing and submitting a response to this RFQ is the sole responsibility of the proposer. This request does not constitute an offer of employment or a contract for services.

QUESTIONS FROM POTENTIAL RESPONDENTS

Questions regarding this RFQ may be directed to Mary Opel, Construction Manager, at 949.348.6021 or via email at mopel@socccd.edu.

The District may modify the RFQ prior to the deadline for submittals by issuance of an electronic addendum on the district bid website. Firms may confirm an interest in providing a submittal by emailing mopel@socccd.edu. Acknowledging Firms will receive response email with addenda information if any is provided.

Specific Inclusions

1. Exhibit A: Certification – Request for Qualifications
2. Exhibit B: Sample Agreement for Architectural Services.
3. Exhibit C: Sample fee schedule for extra work
4. Exhibit D: Sample Invoice for monthly billings
5. Exhibit E: Architectural Services – Qualification Matrix

Proposals shall be received up to but not later than 2:00 p.m., on the date listed in the schedule.
CERTIFICATION – REQUEST FOR QUALIFICATIONS & PROPOSALS

CERTIFICATION - REQUEST FOR QUALIFICATIONS

The undersigned hereby proposes and agrees to furnish any and all required labor, equipment, material, transportation, insurance, and incidentals necessary to provide quality services pertaining to this solicitation in accordance with the terms and conditions of the RFQ; declares that the only persons or parties interested in this submittal as principals are those named herein; that this submittal is made without collusion with any other person, firm or corporation; that the undersigned will contract with SOCCCD to provide these services to the District in the manner prescribed herein.

I certify that I have read the attached Request for Qualifications – Architectural Services and the instructions for submitting an RFQ. I further certify that I am authorized to bind the Firm noted in this submittal contractually, know that I must provide seven hard copies and one electronic copy of the Firm’s submittal in response to this request and that I am authorized to commit the Firm to the submittal.

I acknowledge the following addenda(s) ____________________

__________________________________  __________________________________
Signature                              Typed or Printed Name

__________________________________  __________________________________
Title                                  Phone

__________________________________  __________________________________
Address                                Email

Provide Seal here, if Corporation
RFQ - Exhibit B

AGREEMENT - ARCHITECTURAL SERVICES

To be issued in Addendum Number 1.
RFQ - Exhibit C

SAMPLE: CRITERIA AND BILLING FOR EXTRA WORK

The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be revised each twelve (12) months; thereafter based upon changes in the Consumer Price Index for the previous twelve month period, using the CPI for the geographical area of the CONSULTANT.

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<tr>
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**SAMPLE: TEMPLATE FOR MONTHLY INVOICE**

Invoices for services shall be provided once per month and within 60 calendar days of performance of the services.

Invoice

Attn: South Orange County Community College District
Date: TBD

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA  92692-3635

Consultant Invoice number: TBD

Purchase Order: TBD

Project:

**Consultant TBD**
Consultant Address
City / State / Zip code
Phone Number

<table>
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<th>Percent of Fee</th>
<th>Fee</th>
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**Amendment 01**

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Reimbursable Expenses

*List reimbursable items*

Total Reimbursable rate at 1.1 times

| Total Reimbursable rate | TBD | 1.1 | TBD |

TOTAL THIS INVOICE


**RFQ - Exhibit E**

**ARCHITECTURAL SERVICES – QUALIFICATION MATRIX**
Architectural Services Consultant RFQ - Qualification Matrix

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<thead>
<tr>
<th>Firm Location (City/State)</th>
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<tbody>
<tr>
<td>NOTE: Firm to validate quantities listed on this sheet with supporting documentation in appropriate proposal tab sections.</td>
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<th>TAB</th>
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<tbody>
<tr>
<td>1</td>
<td>Cover Letter - Professional/Format/Signed</td>
</tr>
<tr>
<td>2</td>
<td>Table of Contents - Correct &amp; Professional</td>
</tr>
<tr>
<td>3</td>
<td>Executive Summary - professional - coherent - relevant - concise</td>
</tr>
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</table>

### Experience

- **Years in business (min 3)**
- **Sample Projects by your Firm**
  - **Number of Projects in past 5 years**
  - 01-05 Million Construction Value
  - 06-15 Million Construction Value
  - 16-30 Million Construction Value

### Regulatory Experience
- **# DSA projects not closed out**

### Financial Standing
- **Location**
- **Delivery Method(s)**
- **Change Order History**
- **Claims**
  - **# Contract terminations in last 5 years**
  - **# Mediation/Litigation in last 5 years**

### Personnel
- **Number of in-house staff > 5+ years of experience**
- **Bonus Services**
- **Resumes**
- **Subconsultants**

### Scope of Work
- **Demonstrated understanding of desired services**

### Services - Philosophy
- **Quality Control - Process, etc.**

### Additional Data About Company
- **On Going Education**
- **DVBE etc**
- **Internships**
- **Other**
South Orange County Community College District  
316D – RFQ Architectural Services  
March 28, 2014

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<tr>
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<th>Professional Fees</th>
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<td>Number of References with phone numbers</td>
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<td>Number of Written Recommendations from past clients, testimonials</td>
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<td>Review and comments attached</td>
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<th>Certification signed w/ correct # of addenda noted</th>
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