



Request for Qualifications and Proposals (RFQ&P)

No. 2869-2021

Engineering Services for 12kV Systems Upgrade at Saddleback College

Proposal Due Date

Tuesday, May 18, 2021

At 12:00 PM

Procurement, Central Services and Risk Management

purchasing-dept@socccd.edu

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Notice to Firms: Request for Qualification/Proposal (RFQ&P) No. 2869-2021

District: SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Project: RFQ&P 2869-2021
Engineering Services for 12kV Systems Upgrade at
Saddleback College
South Orange County Community College District
RFQ&P Deadline: Tuesday, May 18, 2021
12:00 PM
**Email Address for
Receipt of Proposals:** purchasing-dept@socccd.edu

NOTICE IS HEREBY GIVEN that the South Orange County Community College District, of Orange County, California, acting by and through its Governing Board, hereinafter referred to as "DISTRICT," will receive up to, but not later than, the above-stated time, responses to the Request for Qualifications and Proposals for the above Project.

There will be a mandatory pre-proposal meeting conducted via Zoom on Tuesday, May 4, 2021 at 11:00am. All RFQ&P respondents shall confirm their attendance by email to: purchasing-dept@socccd.edu by Friday, April 30, 2021 at 5:00pm. The subject line should read: "RFQ&P No. 2869-2021 Pre-Proposal Meeting Confirmation." Physical presence is not required. A call-in number will be provided prior to the meeting day to those who confirm attendance. Any proposer that does not attend the entire conference and/or does not arrive on-time may be deemed non-responsive.

A complete Request for Qualifications and Proposals may be viewed online at www.socccd.edu at the Bids link.

Any and all questions must be sent via email to purchasing-dept@socccd.edu. Firms shall reference RFQ&P No. 2869-2021 in the email subject line. The final day for questions shall be Friday, April 30, 2021, no later than 5:00pm.

The District reserves the right to reject any or all submittals or to waive any irregularities and/or informalities in any proposals.

No proposer may withdraw any proposal for a period of one hundred and eighty (180) calendar days after the submission deadline.

Priya Jerome

Executive Director, Procurement, Central Services & Risk Management

PUBLISH: OC REGISTER April 21, 2021 & April 28, 2021

RFQ&P No. 2869-2021 Engineering Services for 12kV Systems Upgrade at Saddleback College

SCHEDULE

| | |
|--------------------------------------|---|
| Date of Issue / Document Available | April 21, 2021 |
| Advertisement Dates | April 21, 2021 April 28, 2021 |
| Publication | OC Register |
| Requests for Information (RFI) | 4/30/2021 |
| Mandatory Pre-Proposal Meeting | 5/4/2021 11:00 AM Zoom conference call information will be sent to all firms that RSVP. |
| District Responds to RFI's | 5/5/2021 End of Day |
| Due Date | Tuesday, May 18, 2021 12:00 PM |
| Interview/Presentations (if needed) | May 31, 2021 Time TBD Zoom conference call information will be sent to shortlisted firms. |
| Contract Negotiations (if needed) | June 1-3, 2021 All negotiations will take place via Zoom conference calls. |
| Anticipated Governing Board Approval | June 28, 2021 |

1. DISTRICT OVERVIEW

South Orange County Community District encompasses 382 square miles in South Orange County serving over 909,000 residents in 26 communities. We know that higher education is directly linked to quality of life and economic vitality. We have helped generations of families achieve their educational and career goals since 1967.

This multi-campus district is comprised of Saddleback College in the City of Mission Viejo (1967), Irvine Valley College in the city of Irvine (1985) and Advanced Technology Education Park (2007) in the city of Tustin.

The District is governed by a seven-member elected Board of Trustees and the District's chief executive officer is the Chancellor.

District Services provides centralized administrative services to our three campuses including: Chancellor and Trustee Services, Business Services, Technology and Learning Services, and Human Resources. These departments provide accounting, benefits, facilities planning, fiscal services, human resources, information technology, institutional research and planning, payroll, public affairs, procurement, contracting, risk management, and warehouse/mailroom services to our district.

The District continually assesses the effectiveness of its services through district-wide surveys, shared governance committees and task forces that are established to accomplish specific projects. Strategic planning is an essential tool for guiding our direction and assuring compliance with accreditation standards.

2. INSTRUCTIONS, INFORMATION AND GENERAL CONDITIONS

PURPOSE OF RFQ&P

South Orange County Community College District (SOCCCD) is seeking to retain a qualified firm to provide Engineering Services for 12kV Systems Upgrade at Saddleback College. The entirety of this RFQ&P sets forth the District's requirements in detail. All responses should be submitted in accordance with the terms and conditions contained in the foregoing document.

DEFINITION OF TERMS

- The designation of District refers to the South Orange County Community College District, a political subdivision of the State of California.
- The term "**Proposers**" refers to Firms that elect to submit proposals for Engineering Services for 12kV Systems Upgrade at Saddleback College.
- 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 South Orange County Community College District.
- The term "**District-wide**" represents District Services (DS), Irvine Valley College (IVC), Saddleback Community College (SC), and the Advanced Technology Education Park (ATEP).
- The term "**Proposer**" shall be used to designate the rights and responsibilities of the successful firm responding to this RFQ&P.

PROPOSAL QUESTIONS

All questions regarding this RFQ&P should be sent, via e-mail to Priya Jerome at purchasing-dept@socccd.edu.

Questions will only be accepted until 4/30/2021 no later than 5:00 PM. The e-mail subject line should read: "Your company name/Questions regarding RFQ&P No. 2869-2021." No direct responses will be sent to the company/firm asking the question. Questions will be answered in the form of an **Addendum** and sent to all potential respondents on/about 5:00PM on 5/5/2021. All addendums to this RFQ&P will be posted on the District's web site.

PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to ensure that Proposals are received via email submission as follows:

Email Submission:

Proposals are to be submitted, via e-mail, to the Purchasing Department no later than **12:00 PM** on Tuesday, May 18, 2021. Submit Proposal to: purchasing-dept@socccd.edu The Proposal must be emailed to the address above as an attachment in Word or PDF 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&P No. 2869-2021 (“Email 1 of XX” if more than one).”

Proposals submitted in response are to be labeled Form A, B, C etc. and be in the following order:

1. **Letter of Interest and Approach** – PROPOSAL FORM A
2. **Personnel and Staffing Resources** – PROPOSAL FORM B
3. **Related Experience and Methodology** PROPOSAL FORM C
4. **Project Schedule** – PROPOSAL FORM D
5. **Fee and Rate Proposal** – PROPOSAL FORM E
6. **General Terms and Conditions** – PROPOSAL FORM F
7. **References** – PROPOSAL FORM G
8. **Addenda Acknowledgement** – PROPOSAL FORM H
9. **Appendices**
 - A. Non-Collusion Declaration
 - B. Equal Opportunity Affirmative Action Statement
 - C. Firm’s Certificate Regarding Worker’s Compensation
 - D. Sample Agreement
 - E. Submission Checklist

Oral, telephone, facsimile (fax machine) proposals **will not** be accepted.

RIGHT TO REJECT

This RFQ&P does not constitute a commitment by the District to award a contract. The District reserves the right to waive any irregularities and/or informalities and to reject any or all proposals and/or to cancel the Request for Qualifications & Proposals. The District expressly reserves the right to postpone the proposal opening date for its own convenience. 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; however, proposers are encouraged to submit their best prices in their proposals. 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. No modifications will be allowed after the RFQ&P due date and time has passed.

PUBLIC RECORDS

All materials submitted in response to the RFQ&P are deemed property of the District upon submission to the District. Responses to the RFQ&P and other materials submitted in connection therewith shall be deemed “public records” except for those marked or noted by a Respondent as “trade secrets” (as that term is defined and used in Civil Code §3426.1), “confidential” or “proprietary”. Financial statements are not subject to disclosure under the Public Records Act. The foregoing notwithstanding, the District may reject for non-responsiveness a Response to the RFQ&P which indiscriminately notes that the Response or portions thereof are “Trade Secret”, “Confidential”, or “Proprietary” and exempt from disclosure as a public record. Notwithstanding the designation of materials submitted in response to the RFQ&P as “public records” such materials shall not be subject to disclosure under the Public Records Act until after the District has issued a recommendation for award of the Architectural Services Agreement. The District is not liable or responsible for the disclosure of RFQ&P Responses, or portions thereof, deemed to be public records, including those records exempt from disclosure if disclosure is required by law, by an order of a court of competent jurisdiction, 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 an RFQ&P Response deemed exempt from disclosure hereunder, by submitting an RFQ&P Response, 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 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 disinterested stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

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 purchasing-dept@socccd.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&P No. 2869-2021.” 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&P.

IRREVOCABLE OFFER

Proposals shall be considered irrevocable offers for a period of one hundred and eighty (180) 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 RFQ&P, 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.

COMPLETION OF PROPOSALS

Proposals shall be completed in all respects as required by the instructions herein. A proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A proposal will be rejected if, in the opinion of the District, the information contained therein was intended to erroneously and fallaciously mislead the District in the evaluation of the proposal. Proposers are required to follow and adhere to the format as prescribed in this RFQ&P.

EXAMINATION OF CONTRACT DOCUMENTS

Proposers shall thoroughly examine the contents of this RFQ&P. The failure or omission of any Proposer to receive or examine any contract document, form, instrument, addendum, or other document shall in no way relieve the firm from obligations with respect to this RFQ&P or to the contract to be awarded. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

If any ambiguity, conflict, discrepancy, omission or other errors in the RFQ&P is discovered, then the Proposer shall notify the District of the error in writing and request modification or clarification of the document through the timelines and process identified in the Proposal Questions / Requests for Information (RFI) section of this RFQ&P. All requests for clarifications shall be sent to the attention of the Executive Director of Procurement, Central Services and Risk Management by email at purchasing-dept@socccd.edu.

ERROR IN PROPOSAL

Proposer shall be bound by the terms and conditions of the proposal. However, if material errors are found in a proposal, the District may notify the Proposer that the submitted proposal requires correction of the errors. The District reserves the right to request additional information and/or clarification to allow corrections of errors or omissions.

RESPONDENTS CONTINUING OBLIGATION

Each Respondent is under a continuing obligation, commencing upon submission of its RFQ/P Response, to immediately notify the District, in writing, if it learns that any of the following have occurred: (i) any statement made in any portion of its RFQ/P Response was false, misleading or omits material facts rendering any statement in its RFQ/P Response to be false or misleading; (ii)

circumstances have occurred since the Respondent submitted its RFQ/P Response that, if they had occurred prior to the date that the Respondent submitted its RFQ/P Response, would have required the disclosure of such circumstances; or (iii) the Respondent has undergone a change in ownership in which ownership of fifty percent (50%) of more of its stock, ownership equity or assets has changed.

NO DISTRICT WARRANTY

Respondents are solely responsible for confirmation of the suitability of any information provided by the District relating to the Project or this RFQ&P, including, estimates of costs, statements of needs or requirements, projections, and budgets. The District does not warrant the accuracy, sufficiency or completeness of such information.

INTERVIEWS

The District intends to interview firms and has scheduled interviews on May 31, 2021 to be conducted via a Zoom conference call. Oral presentations will be evaluated and may be subjected to the selection criteria. The District requires the mandatory presence of the designated representatives identified in the proposals as being the ones who will be assigned to the District be present and prepared to respond to District inquiries. The decision to hold interviews and the scope or any limitations thereof shall be at the discretion of the District.

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 submitted shall be 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 for the project as soon as possible. Performance period for each contract is anticipated to be from July 6, 2021 through project completion. Proposer is responsible to determine necessary number of hours to complete the work. Any services provided beyond the negotiated contract time and that were not caused by the District will be provided at no additional cost to the District. After award, contract is subject to cancellation with 30-days written notice by either party.

INDEPENDENT CONTRACTOR STATUS

It is expressly understood that the firm named in any contract entered into by the District is acting as an "independent contractor" and not as an agent or employee of the District.

DISTRICT MODIFICATIONS TO PROPOSALS

Any interpretation, modifications, correction, or change of this RFQ&P will be made by written Addendum and will be issued by the District and shall become part of the RFQ&P. Interpretations, corrections, or changes of this RFQ&P made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. All Addenda issued to this RFQ&P will be posted to the District web site at www.socccd.edu on the bids link. Addenda will also be e-mailed to all that are known to have received a copy of the RFQ&P. **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. See Proposal Form H.

NEGOTIATION

District reserves the right to negotiate the final pricing and all other terms and conditions before award of contract.

AWARD OF CONTRACT

It is anticipated that a contract will be awarded by the Board of Trustees at a regularly scheduled meeting on June 28, 2021. The award will be made to the responsive and responsible firm judged to offer the most advantages and deemed the best fit for the District. At the time of the formal award, the apparent successful firm shall 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 the District and the Proposer;
- B. This RFQ&P as originally released, with Appendices and any addenda released prior to proposal opening.
- C. The Proposer's proposal in total, including all addenda and attachments;

All of the above documents are intended to cooperate and be complementary; provided further, however, that in the event of a conflict between the final Agreement and the provisions set forth in the above referenced documents and/or any other attachments or exhibits thereto (referred to as "referenced documents" for the purposes of this section), the Agreement shall control, unless the provisions set forth in any of the above "referenced documents" to this Agreement provide the District with greater benefits or more expansive services in which case such provisions set forth in any "referenced documents" shall compliment the terms of the Agreement. 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 RFQ&P.

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.

EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT

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

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 her/him 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&P to be incompetent or unfit to perform their duties and so inform the Proposer, the Proposer shall immediately remove such person from this work and such individual shall not again, without prior written permission of the District, be assigned to work under this contract.

PROPOSER CONDUCT

During the RFQ&P window (from release of this RFQ&P to final award), proposer is not permitted to contact any District employees, members of the evaluation committee, members of the Board of Trustees or any consultant or professional retained by the District for the purpose of providing the District advice or professional services relating to the Project or the RFQ&P unless at the request of the District's designated contact person (Priya Jerome, Executive 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.

ACCESSIBILITY OF INFORMATION TECHNOLOGY

Proposer hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Products covered under this provision include, without limitation, the following: Software applications; operating systems; web-based intranet and internet information and applications; telecommunications products; video or multimedia products; self-contained closed products such as copiers; source codes and desktop and portable computers. Proposer agrees to respond promptly and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Proposer further agrees to indemnify and hold harmless the District from and against any claim arising out of Proposer's failure to comply with these requirements. Proposer acknowledges that failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement or cancellation of the order.

3. EVALUATION OF PROPOSALS

The proposals shall be primarily evaluated based upon qualifications of the firm and personnel, innovativeness, demonstrated knowledge, and estimated fees. Experience with higher education and California community college clients is desirable, but not absolutely required.

Selection Process

All proposals will be examined for merit and ranked by a screening committee according to quality and responsiveness. The top proposals will be placed on a short list of finalists and may be called for interviews. The interview process may include members from the District's leadership in addition to select members of the screening committee.

Team members giving the presentation shall consist of those who will actually direct, execute, and complete the project. The firm or firms selected as first choice will be notified and asked to negotiate final terms of the contract. Contracts will be forwarded to the Board of Trustees for approval and authorization to proceed.

Content and Order of RFQ&P Response

Firm's proposal should be concise and contain the proposal form and sections as identified below. RFQ&P responses submitted in formats other than those prescribed in this RFQ&P document may be rejected at the sole discretion of the District. All sections identified below must be included for the RFQ&P response to be considered complete and must be divided into tabbed sections.

| Proposal Form | Section Title | Points |
|----------------------|------------------------------------|---------------|
| A | Letter of Interest and Approach | 10 |
| B | Personnel and Staffing Resources | 20 |
| C | Related Experience and Methodology | 30 |
| D | Project Schedule | 10 |
| E | Fee and Rate Proposal | 30 |
| | Total | 100 |
| Interviews | | Points |
| | | 100 |

4. SCOPE OF SERVICES

The District is seeking services from a qualified engineering firm for the replacement of high voltage electrical equipment including transformers and substation equipment at Saddleback College. The engineering services will minimally consist of the following:

1. Full design to replace the 12kV transmission equipment at the main campus substation and the Central Utility Plant. Technology upgrades for the replacement substations will include the ability to view the condition of the substations and distribution cabling remotely from the campus Facilitates department and the capability for remote switching servicing the two parallel high voltage feeders, HV-1 and HV-2. Services for this scope of the agreement shall include submission and approval of the completed design to the Division of the State Architect for approval, and engineering oversight during construction and project close-out as stated in the Agreement.
2. Develop a detailed Basis of Design for eight other substations to be upgraded in the future.
3. Evaluate power interconnect infrastructure requirements to support future PV solar systems totaling approximately 8 mW to be constructed in four phase over the next four years. Review the four proposed PV locations to determine capacity of proposed points of connection and methods of interconnection to the campus grid. Study replacing the existing central utility plant interconnection agreement with SDG&E with a single combined agreement and provide recommendations.
4. Analyze the use of battery energy storage systems for peak load shaving and to discharge stored power to the grid during times of low solar production and in support of Net Zero goals. Address potential locations for the battery system(s) as well as points of connection.
5. Review power requirements for future EV charging stations in the overall power distribution upgrade design effort.
6. Review High Voltage cable replacement requirements in circuit HV1 and assess the existing capacity of portions of HV2 that may be impacted by additional loads from solar energy production, battery storage or EV charging stations.

The following link contains the “Cable Replacement Project Circuit HV-2 (2005 Design Drawings)” for reference:

https://drive.google.com/drive/folders/1ZQ8wTCLSn7ttwpx7WpKsBzUta6RgXr_?usp=sharing

The engineering services are further outlined in the Sample Engineering Services Agreement (Appendix D). The exact scope of services required by the District will be set forth in the Agreement between the District and the assigned Firm.

PROPOSAL FORM A
LETTER OF INTEREST AND APPROACH
(1 Page Limit for Letter of Interest
(1 Page Limit for Cover Letter
(No Page Limit for Proposer Firm Information)

Letter of Interest and Approach

The RFQ&P response should be introduced with a Letter of Interest that presents a statement of interest, firm's approach, and philosophy for implementing these services, and a brief description of the consultant/firm including qualifications for providing the requested services.

1. Provide a qualification statement to describe why the firm would be uniquely qualified to provide engineering services as it relates to this specific project.

Cover Letter to District in addition to the Proposer's narrative must include all of the information noted below in a letter format.

The individual who is authorized to bind Consultancy Services for the Development of a District and Colleges' Engineering Services for 12kV Systems Upgrade at Saddleback College Proposal (hence, "Proposer") contractually must sign the cover letter, must indicate the signatory is so authorized, and must indicate the title or position of the signatory. **An unsigned cover letter shall cause the proposal to be rejected.** The cover letter must contain a statement from the Proposer that acknowledges that all documents submitted pursuant to this request for proposal process will become a matter of public record. The letter must 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 and statement signatory is authorized to bind the firm.
- 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.
- Provide all the named people who will actually perform the work when the Program begins.
- A statement to the effect that the proposal is a firm and irrevocable offer, good for one hundred and eighty (180) days. **Please complete Proposal Form A through H and Appendices A through E as part of your RFQ&P response.**
- A statement expressing the Proposer's willingness to perform the services as described in this RFQ&P.
- A statement indicating that all forms, certificates and compliance requirements included in this RFQ&P are completed and duly submitted in the proposal response.
- A statement that there is no conflict of interest. Use Form E.

- 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&P.
- A statement attesting that the Proposer is not 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.
- Please indicate if the firm is a small, minority, women, and/or disabled veteran business enterprise by providing a copy of the current certification.

Proposer Firm Information

- Type of Firm:
Corporation: _____ Proprietorship: _____ Partnership: _____
Joint Venture: _____ Other (please describe): _____
- Business License Number: _____
- Number of years in business under firm name: _____
- 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. _____

- Does the firm have an acceptable history of working proactively to avoid litigation?

YES NO

If no, please provide specific information on termination for default, litigation settled or judgments entered within the last five (5) years. _____

- Within the past five (5) years, have one or more contract(s) to provide services to which the Respondent was a party to have been terminated for default of the Respondent officers or principals of the firm?

YES NO

If yes, please explain. _____

PROPOSAL FORM B
PERSONNEL AND STAFFING RESOURCES
(One Page Limit Per Resume)

Submit resumes for each team member including sub-consultants proposed to provide service to the District including specific qualifications and recent related experience providing similar services. **List the proposed staff's current and anticipated availability during the contract period.** Include the following data and any other relevant information for the District to evaluate:

1. Provide total number of professional staff currently employed by the firm.
2. Resumes should include the Project Executive or person(s) providing oversight of the project team, if applicable.
3. Identify person/s who will be principally responsible for working with the District. Indicate the role and responsibility of each person/s, and how many years of experience with a focus on community college district qualifications relative to the proposed role. If the Proposer is chosen as a finalist, the proposed individual/s must attend the interview and in-person presentation.
4. Indicate whether or not individual is currently a direct employee of the firm. If a direct employee, indicate how many years with the firm.
5. Link each named person with the specific tasks, responsibilities, and deliverables.
6. If more than one person is named as a candidate for a specific role, include above information for all listed persons.

PROPOSAL FORM C
RELATED EXPERIENCE AND METHODOLOGY
(5 Page Limit)

1. Provide a summary of the Firm's experience in relation to the services contemplated in this RFQ&P.
2. Describe how the firm will provide services and fulfill the requirements and expectations of the District.
3. Provide a summary of your Firm's experience working with Community Colleges and the experience of the staff assigned to this project.
4. Name and state the number of public entity clients served within the past 5 years.
5. Do you provide weekly status reports? If so, describe the type of information the status report contains.
6. Identify any special services typically provided by the firm that are not listed in the Scope of Services. Ensure that pricing for these services are included in Proposal Form E.
7. Indicate the firm's proximity to the District and availability to accomplish the work.
8. List projects in chronological order in which team members were involved. Indicate whether project was completed by firm or by a team member when employed by another firm.
9. Submit complete examples of similar Engineering Services for 12kV Systems Upgrade at Saddleback College.

PROPOSAL FORM D
PROJECT SCHEDULE
(Four Page Limit)

The Firm will work closely with the District and campuses to ensure accurate, timely, and sufficient information necessary is gathered to complete the project. Accordingly, please respond to the following:

1. Firm shall provide detailed illustrative project schedule that includes milestones, timelines for completion and the work plan for all phases included in the Scope of Services.
2. In order to accomplish timely completion of the project, identify the various constituency groups that the firm anticipates would be part of the process and identify the number of meetings and hours of engagements needed.

**PROPOSAL FORM E
 FEE AND RATE PROPOSAL**

- The proposed fee schedule shall include fully burdened hourly rates for each title/individual proposed for the work. It is the proposer’s responsibility to understand the complexity of the District as well as the complexity of the proposed work and to submit a not-to-exceed fee accordingly using the form below.

Fees shall be firm and fixed.

Fees shall be inclusive of the billable hourly rates and estimated total hours required to fulfill their duties. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. Actual contract rates and project fees will be subject to negotiation prior to issuance of any agreement.

| PROJECT PHASE | NOT TO EXCEED FEE |
|--------------------------------|-------------------|
| Pre-Construction Phase | \$ |
| Construction Phase | \$ |
| Construction Close-Out Phase | \$ |
| District Controlled Allowance | \$ 25,000.00 |
| TOTAL NOT TO EXCEED FEE | \$ |

- Rates for Additional Services. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Additional Services. The hourly rates reflected below shall be effective as of the date of execution of an Agreement between the District and the Firm.

| Service/Discipline | Position/Title | Proposed Hourly Rate |
|--------------------|----------------|----------------------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

Duplicate as necessary for ALL services/disciplines, positions/titles and proposed hourly rates

REVISED PROPOSAL FORM F GENERAL TERMS AND CONDITIONS

Offer Held Firm: The Proposer agrees that it will not withdraw its offer for a period of *one hundred and eighty (180)* 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 irregularities and/or informalities 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 immediately upon receipt of written notice of acceptance of the Proposal by the District.

Assumption of Contract: The Proposer agrees to assume operations under the contract after the Board approval of contract and within ten (10) calendar days following the District's notification to proceed.

Exceptions to Specifications: In submitting a proposal, the Proposer affirms acceptance of the complete Conditions Specifications and Requirements associated with the District's RFQ&P 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 RFQ&P 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 an employee of the South Orange County 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.

Financial Statement: Prior to the award of contract, the District reserves the right to request and the proposer shall provide the current financial statement of the Proposer that is reviewed or audited by a Certified Public Accountant.

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 and declares under penalty of perjury under California law that the firm’s proposal response to this RFQ&P is true and correct.

Litigation History: List all related litigation in the last five (5) years filed by either an owner, owner’s consultant, or contractor, against the firm.

SUBMITTED BY:

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Email: _____

By: Signature (Manual)

By: Signature (Typed or Printed)

PROPOSAL FORM G
REFERENCES

Each Proposer must be able to present both current and past evidence of satisfactory experience in providing services requested. List all four-year higher education and community college districts that you or your firm has contracted with in the last five (5) years. Include the name of the institution or district, contact person, email address and phone number of individuals who can evaluate work that has been completed by the consultant(s)/firm/team member(s) in the past five (5) years. The District has prioritized collegiality and collaboration, and assessing how consultant(s) will function within that culture will be a critical evaluation component.

REFERENCES

Name of Entity: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Email: _____

Dates of Services: From: _____ To: _____

Types of Services Provided: _____

APPENDIX A
Non-Collusion 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.

Print Name

Signature

APPENDIX C
Firm's Certificate Regarding Worker's 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: _____

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 D
Sample Agreement
Engineering Services for 12kV Systems Upgrade at Saddleback College

The Respondent shall thoroughly review the below Agreement. As part of the proposal submission, indicate in a separate Tab of the RFQ&P Response the Respondent's acceptance of all terms and conditions set forth in the Agreement. If there is any term or condition of the Agreement, which a Respondent requests to be modified, the Respondent must: (i) specifically identify such term or condition; and (ii) set forth the specific text of the modification requested for each such term or condition. Notwithstanding any requested modification to any term or condition of the Agreement, no such modifications are binding on the District or enforceable against the District unless the District affirmatively and specifically accepts any such requested modification. Any Respondent whose RFQ&P Response does not identify requested modifications to terms or conditions of the Agreement will be deemed to have agreed to all terms and conditions set forth therein; if awarded the Agreement, such Respondent must execute the Agreement in the form and content attached hereto subject only to elements of such Respondent's RFQ&P Response accepted by the District.

Proposer agrees to the Agreement's terms and conditions with no exceptions.

YES NO

If no, pursuant to the above instructions, submit all exceptions in a separate tab.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ENGINEERING SERVICES AGREEMENT

This Engineering Services Agreement (“Agreement”) is between **South Orange County Community College District on behalf of Saddleback College** (“District”), a California community college district and political subdivision of the State of California, and **[[Name (Primary Second Party)]]** (“Engineer”). District and Engineer are also referred to collectively as the “Parties” and individually as “Party.”

WHEREAS, District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, District desires to obtain Engineering Services for the 12kV Systems Upgrade at Saddleback College, hereinafter referred to as "Project"; and

WHEREAS, Engineer is specially trained and fully licensed as required by the State of California, experienced and competent to provide Consultant Services in conformity with the laws of the State of California.

NOW, THEREFORE, the Parties hereto agree as follows:

1. SCOPE OF CONSULTANT’S SERVICES

A. Services. The Consultant’s services shall consist of those services performed by the Consultant and Consultant’s employees as enumerated in this Agreement, along with all aspects of services as identified in RFQ&P 2869 Engineering Services for 12kV Systems Upgrade at Saddleback College, referenced herein and made a part hereof as Attachment A and Consultant’s Proposal, referenced herein and made a part hereof as Attachment B. The Agreement, Attachment A and Attachment B shall collectively be defined as the “Services.” The Parties understand and agree that the Agreement along with the Fee and Rate Proposal (Attachment C) and Criteria and Billing for Extra Work (Exhibit A) shall be the prevailing and governing documents and that Attachments A and B are intended to cooperate and be complementary.

a. Task 1: Pre-Construction Phase.

- i. Participate in a general Project kick-off meeting to include the Engineer’s sub-Engineers, and District staff.
- ii. After Programming and before beginning Schematic Design, the Engineer shall submit to the District a written preliminary estimate of the construction cost and shall advise the District, in writing, of any adjustments to the estimate of Construction Cost.
- iii. Based on the approved preliminary documents outlining the scope of work and any further adjustments authorized by the District, the Engineer shall prepare, for approval by the District, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the Project.
- iv. Final documents shall include:
 - (a) Final contract documents shall consist of the following:
 - (i) Drawings: All drawings with Engineer/sub-Engineer’s State license stamp and DSA stamp.
 - (ii) Specifications: Original technical specifications on reproducible masters or CD/DVD format if acceptable to District’s reprographics firm in CSI format.
 - (iii) Completely coordinated sub-Engineer’s work.
 - (b) Engineering System Architecture:
 - (i) Completed site plan.
 - (ii) Architectural details and large blow-ups completed.
 - (iii) Associated Site utility plans completed.
 - (iv) Updated Site Single Line diagram. .

- (c) Structural:
 - (i) Structural floor plans and sections with detailing completed.
 - (ii) Structural calculations completed.
 - (iii) N/A.
 - (d) Electrical:
 - (i) Lighting and power plan including all switching and controls.
 - (ii) Complete electrical distribution including a single line diagram indicating final location of data/telephone, switchboards, communications, controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.
 - (iii) All electrical equipment schedules completed.
 - (iv) All fire alarm systems completed and compatible with existing College fire alarm system to meet current DSA requirements.
 - (v) Electrical load calculations completed.
 - (vi) All technology distribution system completed from existing vault to owner furnished constructor installed IDF/patch panels and new data drops at locations coordinated between College and Engineer.
 - (vii) All low voltage distribution system completed from nearest point of connection at existing nearest buildings, vaults or other terminal cabinets as coordinated between the Engineer and the College.
 - (viii) (1) Full design to replace the 12 kV transmission equipment at the main campus substation and the Central Utility Plant. Technology upgrades for the replacement substations will include the ability to view the condition of the substation equipment and distribution cabling remotely from the campus Facilitates department and the capability for remote switching servicing the two parallel high voltage feeders, HV-1 and HV-2. Services for this scope of the agreement shall include submission and approval of the completed design to the Division of the State Architect for approval, and engineering oversight during construction and project close-out as stated in the Agreement. (2) Develop a detailed Basis of Design for eight other substations to be upgraded in the future.(3) Evaluate power interconnect infrastructure requirements to support future PV solar systems totaling approximately 8 mW to be constructed in four phase over the next four years. Review the four proposed PV locations to determine capacity of proposed points of connection and methods of interconnection to the campus grid. Study replacing the existing central utility plant interconnection agreement with SDG&E with a single combined agreement and provide recommendations. (4) Analyze the use of battery energy storage systems for peak load shaving and to discharge stored power to the grid during times of low solar production and in support of Net Zero goals. Address potential locations for the battery system(s) as well as points of connection. (5) Review power requirements for future EV charging stations in the overall power distribution upgrade design effort. (6) Review High Voltage cable replacement requirements in circuit HV1 and assess the existing capacity of portions of HV2 that may be impacted by additional loads from solar energy production, battery storage or EV charging stations.
 - (e) Probable Cost:
 - (i) Update and refine the Probable cost. Prepared by specification section, summarized by CSI category. The probable cost shall include unit costs of materials, labor and equipment. Sales tax, contractor's mark-ups shall be identified as a separate line item. Soft cost including estimated CM fee and general conditions shall be listed separately.
 - (ii) Provide Probable Cost submission at Schematic, Design Development and Construction Documents phasesN/A
 - (f) Specifications:
 - (i) Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project in CSI format.
 - (ii) Specifications shall not contain restrictions that will limit competitive bids other than those approved by the District as necessary to meet maintenance requirements.
 - (iii) N/A.
- b. During the Construction Phase, the Engineer will provide Construction Administration services commencing with the award of the contract and terminating at either at DSA Certification or upon the issuance of the final Certificate of Payment by the Contractor.

- c. Construction Administration services will include at minimum: attendance at all construction meetings, site visitation to review progress and provide quality control checks, review of all submittals/shop drawings, response to requests for interpretation, preparation of any drawings related for clarification, inclusive of DSA CCD's, review of contractor pay applications, preparation of punch list, review of Contractor change requests, issuance of any other documents necessary for any government authority, and DSA closeout and certification. Engineer is to provide electronic Record Drawings to the District.
 - i. Bid Prep: The Engineer shall prepare all necessary bidding information and bidding forms required by the District and shall assist the District in preparing the conditions of the Contractor's contract and coordinating same with the technical specifications. Plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the District in the operation of mechanical, electrical, heating and air conditioning systems installed by the Contractor, shall be part of the bid documents prepared by the Engineer.
 - ii. Bid Marketing: The Engineer, following the District's approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the District in obtaining bids for the Project.
 - iii. Over-Budget at Bid: If the lowest bid exceeds the budget for the Project (or exceeds the budget by a certain percentage), the Engineer, in consultation with and at the direction of the District, shall provide such modifications in the Construction Documents as necessary to bring the cost of the Project within its budget.

- d. Task 2: Construction Phase.
 - i. Construction Administration. The Engineer shall provide administration of the construction contract. The Engineer's responsibility to provide services for the construction of the Project commences with the award of a construction contract and terminates at the issuance to the District of the final certificate for payment by the Engineer and the final close out acknowledgement by the Division of the State Engineer.
 - ii. Evaluate Contractor Performance. The Engineer shall evaluate the performance of the Contractor under the requirements of the construction contract when requested in writing by the District.
 - iii. Submittals. The Engineer shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the construction contract. The Engineer's action shall be taken as to cause no delay in the work, while allowing sufficient time in the Engineer's professional judgment to permit adequate review and in no case exceed fifteen (15) days after receipt. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the Engineer shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.
 - iv. Substitutions. The Engineer shall provide services in connection with evaluating substitutions proposed by the Contractor, obtain written acceptance by the District for any changes to the original documents and making subsequent revisions to drawings, specifications and other documentation resulting there from.
 - v. District Representative. The Engineer shall be the District's representative during construction and shall advise and consult with the District until final payment to the Contractor is due. The Engineer shall have authority to act on behalf of the District only to the extent provided in this Agreement unless otherwise modified in writing.
 - vi. Site Visits. The Engineer shall visit the site not less than once per week while work is in progress, and as often as necessary and appropriate to the stage of construction, to inspect the site and work; to familiarize himself/herself with the progress and quality of the work; and to determine for the District's benefit and protection if the work is proceeding in accordance with the construction contract and schedule. On the basis of his/her on-site observations and inspections as an Engineer, the Engineer shall keep the District informed of the progress and quality of the work and he/she shall use reasonable care to guard the District against defects and deficiencies in the work and against the Contractor's failure to carry out the work in accordance with the construction contract and the schedule. The Engineer shall provide services made necessary by major defect or deficiencies in the work of the Contractor which through reasonable care should have been

discovered by the Engineer and promptly reported to the District and Contractor but which he/she failed to do.

- vii. Site Access. The Engineer shall have access to the work at all times.
- viii. Certification of Payment. The Engineer shall review and certify the amounts due the Contractor. The Engineer's certification for payment shall constitute a representation to the District, based on the Engineer's observations and inspections at the site that the work has progressed to the point indicated, that quality of the work is in accordance with the construction contract and that the Contractor is entitled to payment in the amount certified.
- ix. Reject Work. The Engineer shall reject work which does not conform to the construction contract. The Engineer has authority to require additional inspection or testing of the work in accordance with the provisions of the construction contract, whether or not such work is fabricated, installed or completed.
- x. Change Orders. The Engineer shall prepare change orders with supporting documentation and data for the District's approval and execution in accordance with the construction contract, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The Engineer shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders. DSA change orders shall be submitted for approval on an on-going basis throughout the project. Engineer shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Engineer.
- xi. Claim Evaluation. The Engineer shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the District and Contractor relating to the execution or progress of the work as provided in the construction contract.
- xii. Substantial Completion. The Engineer shall inspect the Project to determine the date or dates of substantial completion and the date of final completion, receive and forward to the District for the District's review all written warranties and related documents required by the construction contract and issue a final certificate for payment upon compliance with the requirements of the construction contract.
- xiii. Record Drawings. Engineer shall prepare a set of CAD drawings showing significant changes in the work made during construction based on marked up prints, drawings and other data furnished by the Contractor to the Engineer.

e. Task 3: Construction Close-Out Phase.

- i. Punch List. The Engineer's responsibility to provide services for the Close Out phase under this Agreement commences with the Contractor's request for a punch list walk and terminates at the close out of the project with the Division of the State Architect, if required.
 - (a) Engineer shall develop and confirm completion of comprehensive punch lists items including Engineers as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.
 - (b) Engineer shall coordinate with the Contractor and the Inspector of Record to obtain DSA project close out.

B. Coordination of Others. The Consultant shall coordinate efforts with the college, the college's designees, construction performed by separate contractors or by the District's own employees.

C. Compliance with Applicable Laws, Policies, Procedures, Rules & Regulations. Consultant shall comply with District's policies, procedures, rules, regulations and/or guidelines that include but are not limited to a smoke, alcohol, and controlled substances free campus, conflict of interest, workplace violence, code of conduct, harassment and discrimination prevention and drug-free environment.

Consultant agrees to comply with all federal, state and local laws, rules, regulations, and ordinances that are now and may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in Work covered by this Agreement or accruing out of the performance of such Work. Additionally, Consultant shall strictly comply with all health and safety guidelines consistent with Cal/OSHA and CDC.

COVID-19 Related Responsibilities. Consultant shall respond to all potential COVID-19 exposure events immediately. If a possible COVID-19 infection or potential exposure event occurs involving Consultant and any of its employees performing Work on District property pursuant to the terms of this Agreement, Consultant shall immediately notify the District. While the confidentiality of all medical conditions must be maintained in accordance with applicable law, the District reserves the right to inform any District staff, employees, students, and/or visitors that an unnamed individual has been diagnosed with COVID-19 if any of the District's staff, employees, students, or visitors might have been exposed to the disease so such individual(s) may take measures to protect their own health.

Consultant and its subconsultants shall ensure that its employees will at all times comply with COVID-19 Addendum - *Contractor Protocols While on District Property During COVID-19 Pandemic.*

- D. Regulatory Compliance.** The Engineer shall comply with all applicable federal, state and local laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future and which are applicable to the Project.
- E. Existing Conditions.** The Engineer shall investigate existing conditions or facilities and make measured drawings of such conditions or facilities.
- F. Non Responsibility.** Engineer and Engineer's Engineers shall have no responsibility for:
- a. The presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
 - b. Ground contamination
 - c. Environmental Impact Report/CEQA declarations
 - d. Historical significance report
 - e. Soils Investigation/Geotechnical Hazard Report
 - f. Topographical survey
- G. Coordination for Government Authorities.** The Engineer shall file documents required for the approval of governmental authorities having jurisdiction over the Project including funding submittals with the District's assistance. Included in this filing shall be an energy modeling document for submittal to the State. The District shall pay all fees required by such governmental authorities.
- H. Qualified Personnel.** The Engineer shall provide enough qualified personnel to properly perform services required under this Agreement and District shall have the right to remove any of Engineer's personnel from the Project.
- I. Subconsultants.** The Engineer has submitted a list of qualified engineers for the Project (Attachment B). Engineer shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. The Engineer is responsible for the management of their Engineers in order to meet the terms of all phases of this agreement. Nothing in the foregoing shall create any contractual relationship between District and any Engineers employed by Engineer under the terms of this Agreement. Engineer is as responsible for the performance of its Engineers as it would be if it had rendered these services itself.
- J. Materials and Expenses.** Engineer shall furnish, at their own expense, all labor, materials, equipment, supplies and other items necessary to complete the Services to be provided pursuant to this Agreement. The District shall not be liable to Engineer for any costs or expenses paid or incurred by the Engineer in performing Services for the District. The Engineer's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of their profession.
- K. Work Plan.** Work with the District to finalize Project requirements:
- a. Develop a list of all plans, specifications and other documents necessary to perform Services.
 - b. Ensure that scope of Services conforms to the Project plans and specifications.
 - c. The Engineer shall investigate existing site conditions and shall immediately notify the District of any conditions that are different and or is a deviation from what was identified by the District.

L. **Division of State Architects (DSA) and Department of Industrial Relations (DIR) Compliance.** The Engineer shall comply with the following:

- a. DSA and the Uniform/International Building Code (UBC/IBC). Engineer shall have experience with DSA and shall be required to coordinate with the District and its Engineers.
- b. DIR requirements. Firms must pay prevailing wages to those labor classifications requiring the payment of prevailing wages. Questions concerning predetermined wage rates should be directed to <https://www.dir.ca.gov/oprl/dprevagedetermination.htm> or to the following:

Department of Industrial Relations
Division of Labor Statistics and Research
Prevailing Wages Unit
P.O. Box 420603
San Francisco, CA 94142
Phone: (415) 703-4474

2. **ADDITIONAL ENGINEER'S SERVICES.**

A. **District Authorized Additional Services.** Requests for additional services shall be made by the District in writing. This Agreement is not a pre-authorization for additional services. Engineer shall be compensated for additional services in accordance with the provisions of the Agreement and the amounts indicated in Exhibit A. If the duration of Engineer Services is extended, due to the District's need for Additional Services, the Engineer shall be entitled to additional compensation as set forth in Exhibit A. Engineers shall perform additional services only upon the approval and execution of an amendment to this Agreement by both parties. The Engineer shall request payment for additional services in a separate line item on the same invoice submitted for services in a format pre-approved by the District.

B. **Engineer's Request for Additional Services.** Engineer shall notify the District in writing of the need for additional services required due to circumstances beyond the Engineer's control. Engineer shall obtain written authorization from the District before rendering such services. Compensation for such services shall be compensated based on the amounts indicated in Exhibit A. Such services shall include:

- a. **Material Project Scope Changes.** Services that are required or necessary as a result of significant changes in the Project scope or other requirements of the Project, including Project size, quality, or complexity or material changes to the Master Construction Schedule.
- b. **Damage or Destruction to Project.** Except to the extent caused by the Engineer, Services and consultation associated or necessitated by damage or destruction to the Project prior to completion by an act of God, fire or other casualty.
- c. **After Final Certificate of Payment.** Providing Services after issuance to the District of the final certificate for payment except as provided herein.
- d. **Other Services.** Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted Engineer's practice.
- e. Engineers shall perform additional services only upon the approval and execution of an amendment to this Agreement by both parties.

3. **TERMS OF SERVICE.**

A. **Time is of the Essence.** Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation Engineer's performance of the Services required hereunder and District's payment of all sums due to Engineer.

B. **Term.** This Agreement shall commence on **[[Start Date]]**. The Parties understand that the Services under this Agreement shall be diligently performed by the Engineer for the anticipated construction timeframe of **24 months**. The Engineer's Agreement terminates at the issuance of the final Certificate for Payment to the District or 60 days after the date of substantial completion of construction.

4. **COMPENSATION TO THE CONSULTANT.** The District shall compensate the Consultant as follows:

A. Contract Price for Services. The Contract Price for the Consultant's performance of the Services under this Agreement shall be firm and fixed consisting of the following not to exceed lump sum prices:

| | | |
|---|----|--------------------------------|
| Task 1: Preparation for Entering Construction Phase | \$ | [[Construction Prep Amount]] |
| Task 2: Construction Phase | \$ | [[Construction Amount]] |
| Task 3: Post-Construction Phase | \$ | [[Post-Construction Amount]] |
| District Controlled Allowance | \$ | 25,000.00 |

District agrees to pay Consultant, as full consideration and compensation for Consultant's performance of the Work under this Agreement, a total amount not to exceed **[[Contract Total Amount (Spelled Out)]]** Dollars (**[[Contract Total Amount]]**) ("Contract Amount"). Additional details: Final Fee and Rate Proposal (Attachment C).

B. Price Inclusions. The Agreement Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees, labor, material, all direct and indirect cost, personnel expenses of any sub-consultant or subcontractor to the Consultant, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino, and Ventura, insurance and all other overhead/administrative expenses or costs and profit associated with performance of the Services, except for Allowable Reimbursable Expenses as described in the provision below. At no time shall meals be considered a reimbursable expense.

District Controlled Allowance. The District Controlled Allowance (Allowance) for this project is not to exceed amount of Twenty Five Thousand and 00/100 Dollars (\$25,000.00). The intended for use at the sole discretion of the District. The Allowance has been established to allow for unanticipated project related requirements as identified by the District. Allowance shall not be used in lieu of an Amendment/Change Order for changes for the scope of work. The Allowance shall not be used by the Consultant without specific prior written direction and approval from the District's Project Manager. The Allowance will be identified separately and will be included in the total proposal amount.

The Allowance may be removed from the Agreement at any time at the discretion of the District's Project Manager via an Amendment. Any unused portions of the Allowance remaining at the end of the project will be deducted from the final cost and credited to the District thereby reducing the total Agreement value by that amount.

C. Payment in Full. This compensation shall be compensation in full for all Services performed by the Consultant under the terms of this Agreement, except where additional compensation is agreed upon between the Consultant and District in writing as provided for as additional services.

D. Reimbursable Expenses. Any expenses incurred by the Engineer and Engineer's employees in the interest of the Project shall require District's written approval before being incurred. The District shall not be liable to Engineer for any costs or expenses paid or incurred by Engineer and Engineer's employees in performing Services for District, except reimbursable expenses that has been pre-approved in writing. Records of such expenses shall be provided to the District's review and approval. Reimbursable Expenses:

- a. Are in addition to compensation for Basic and Additional Services and include expenses incurred by the Engineer and Engineer's employees and Engineers in the interest of the Project.
- b. Shall only be authorized, pre-approved and most economical transportation, air fare for out-of-town travel related to the Project; and fees paid for securing approval of authorities having jurisdiction over the Project. Engineer's normal travel expense (including to and from the Project) and meals are excluded.
- c. Expenses related to reproduction, (except those needed for the use of the Engineer and their Engineers or identified specifically as a deliverable), postage and handling of Drawings, Specifications and other documents.

- d. Expense of renderings, models and mock-ups requested by the District if not part of Engineer's Basic Services will be reimbursed.
- e. There shall be no markups on reimbursable expenses.

E. Criteria and Billing for Extra Work. The following extra services to this Agreement shall be performed by Engineer if needed and requested by the District:

- a. Providing Services that are outside Orange, Los Angeles, San Diego or Riverside County.
- b. Provide Services that are beyond allowable daily hours.
- c. Providing Services required in connection with replacement of such work because of damage caused by fire or other causes during construction.
- d. Providing Services made necessary because of construction contractor default.
- e. Fees for extra work shall not be paid in the event that the Engineer is required to adjust performance as a result of the Division of the State Architect's definition of required knowledge.
- f. The fee per hour for extra work identified below shall be inclusive of all overhead, administrative, direct and indirect costs and profits. The hourly rates reflected in Exhibit A shall be effective as of the date of execution of this Agreement and shall remain firm through the entirety of the term.

F. Engineer Monthly Billing Statements. Engineer shall submit monthly billing invoices to the District for payment of the Contract Price for Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the District. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by Engineer. Services are to be invoiced by phase in accordance with percent complete.

Engineer to send invoices to AccountsPayable@socccd.edu and to the District Project Manager at mschoeppner@socccd.edu or mail to South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, CA 92692, Attn: Accounts Payable. Payment shall be net 30 days upon satisfactory completion and acceptance of Services. If payment term differs, it must be noted in the Compensation to the Engineer provision as stipulated herein. **To ensure prompt and accurate payment, all invoices related to this Agreement shall reference the following Agreement Number: DSFP-ENGSA-2869-2021.**

G. Non-Waiver of Rights. Neither the District's review, approval of, nor payment for, any of the Services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and Engineer shall remain liable to the District in accordance with applicable law for all damages to the District caused by Engineer's failure to perform any of the Services furnished under this Agreement.

H. District Payment of Contract Price. Within 30 days of the date of the District's receipt of Engineer's billing invoices, District will make payment to Engineer of undisputed amounts of the Contract Price due for Services, authorized Additional Services, and Allowable Reimbursable Expenses.

I. Withholding Payment. The District may, however, withhold or deduct from amounts otherwise due Engineer hereunder if Engineer shall fail to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after Engineer has fully cured its failure of performance, less costs, damages or losses sustained by the District as a result of such failure of performance of a material obligation hereunder.

J. Late payments. Invoices shall be on a form and in the format approved by the District. Payments are due and payable upon receipt of the Engineer's invoice. Amounts unpaid 30 days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the Project.

K. Schedule Delay. To the extent that the time initially established for the completion of Engineer's Services is exceeded or extended through no fault of the Engineer, compensation for any Services rendered during the additional period of time may be computed at standard hourly rates as established in Exhibit A.

5. ENGINEER'S SERVICES AND RESPONSIBILITIES.

- A. **Statement of Services.** The Engineer's Services shall consist of those services performed by the Engineer and Engineer's employees as enumerated in this Agreement.
- B. **Standard of Care and Professional Conduct.** The Engineer shall perform all Services hereunder in a professional manner, using the degree of care and skill ordinarily exercised by, and consistent with, the current professional practices and standards of a professional practicing in California. The Engineer will furnish, at its expense, the Services that are set forth in this Agreement and represents that the Services are within the technical and professional areas of expertise of the Engineer or any subconsultant the Engineer has engaged or will engage to perform the Service(s). If the District desires, the District shall request in writing, the Engineer to provide Services in addition to, or different from, the Services described herein. The Engineer shall advise the District in writing of any Services that, in the Engineer's opinion, lie outside of the technical and professional expertise of the Engineer. The Services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof.

Engineer or Engineer's employees, subconsultants, or volunteers who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Services described herein, a threat to the safety of persons or property, or any of Engineer's employees, subconsultants, or volunteers who fail or refuse to perform the Services in a manner acceptable to the District, shall be promptly removed by the Engineer and shall not be contracted to perform this or any future Services for the District.

- C. **Key Individual Assignment.** The Engineer has been selected to perform the Services described herein because of the skills and expertise of key individuals. Engineer assigned for this Project is referenced in the Communication provision as stipulated herein. The Engineer shall designate [[Name of Principal]] as Principal and [[Name of Project Executive]] as Project Executive and [[Name of Principal Engineer]] as Principal Engineer and a Project Management Team consisting of [[Project Management Team (List individuals and titles)]]. So long as their performance continues to be acceptable to the District, these named individuals shall remain in charge of the Project. Additionally, the Engineer must furnish the name of all other key personnel in Engineer's firm that will be associated with the Project.
- D. **Replacement of Key Individual.** If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the District, then upon written notice the Engineer will have 10 working days to remove that person from the Project and replace that person with one acceptable to the District after review of resume and/or interview.
- E. **Relationship of Engineer to Other Project Participants.** Engineer's Services hereunder shall be provided in conjunction with applicable contracts between the District and: (a) the Contractor; (b) the Inspector; (c) Test/Inspection Service Providers; and (d) others providing services in connection with bidding and/or construction of the Project. Engineer shall coordinate all Services with District Engineers and/or Project participants as necessary to complete contract requirements.
- F. **Acceptance of Project Schedule.** The Engineer shall accept the District's Project schedule for the performance of the Engineer's Services. The schedule may be adjusted as the Project proceeds by mutual written agreement of the parties and shall include allowances for time required for the District's review and for approval by authorities having jurisdiction over the Project. The time limits established by this schedule shall not, be exceeded by the Engineer, except for reasonable cause, as established by the District.

6. **INDEPENDENT CONTRACTOR.** Engineer, in the performance of this Agreement, shall be and act as an independent contractor and not an employee of the District. Engineer and its subconsultants, understand and agree that they shall not be considered officers, agents, employees, or volunteers of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Engineer assumes the full responsibility of their actions and/or liabilities including those of their employees or agents as they relate to the Services to be provided under this Agreement. Engineer shall

assume full responsibility for withholding and payment of all federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to Engineer and Engineer's employees. Engineer should be aware that the IRS regulations require District to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year. The District will not withhold taxes, unemployment insurance or social security for Engineer or Engineer's employees or subconsultants. Engineer agrees to defend, indemnify and hold the District, its Board of Trustees, officers, agents, employees, representatives, and volunteers harmless from and against any and all liability arising from any failure or alleged failure of Engineer to withhold or pay any applicable tax, unemployment insurance or social security when due or any failure or alleged failure to comply with any applicable regulation applicable to Engineer's employees or subconsultants.

7. HOLD HARMLESS & INDEMNIFICATION AND INSURANCE.

A. Hold Harmless & Indemnification. To the fullest extent permitted by law, the Engineer and its subconsultants shall defend (with counsel of District's choosing), indemnify, and hold harmless the District, its Board of Trustees, officers, agents, employees, representatives, and volunteers (collectively "Indemnified Parties") from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, in law or equity, property damage, personal injury, damages or injuries/illnesses of any kind, including COVID-19 and wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, negligence, recklessness or willful misconduct of Engineer, its officials, officers, agents, employees, representatives, subconsultant, or volunteers, in connection with the performance of the Engineer or its subconsultant's Services of this Agreement or obligations hereunder, including without limitation the payment of all consequential damages, expert witness fees, attorney's fees, and other related costs and expenses. In the event any article sold and delivered hereunder is covered by any patent, copyright, or application thereof, Engineer and its subconsultants shall defend, indemnify, and hold harmless South Orange County Community College District, its Board of Trustees, officers, agents, employees, representatives, and volunteers from any and all losses, costs or expenses resulting from claims, suits or judgments rendered for violation of rights under such patents, copyright, or application. Engineer and its subconsultants shall reimburse the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers for all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity provided herein. This hold harmless and indemnification includes, but is not limited to, compensatory damages, regulatory fines, penalties, and extra-contractual liability. In no event shall the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers be liable for any loss of Engineer or its subconsultants' business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District its Board of Trustees, officers, agents, employees, representatives, and/or volunteers have been advised in advance of the possibility of such damages.

- a. Engineer and its subconsultants' obligation to indemnify the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers shall not be restricted to insurance proceeds, if any, received by the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers.
- b. The Parties understand and agree that this shall be the sole indemnity, as defined by California Civil Code § 2772, governing this Agreement. Any other indemnity that may be attached to this Agreement as an exhibit shall be void and unenforceable between the Parties.
- c. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release Engineer and/or its subconsultants from their obligations to indemnify as to any claims or causes of action asserted so long as the event(s) upon which such claim or cause of action is predicated shall have occurred prior to the effective date of termination or completion.

B. Insurance. The Engineer and its subconsultants shall maintain in full force and effect throughout the term of this Agreement the following policies of insurance with no less than the limits set forth herein. District may adjust, Engineer and subconsultants' required minimum coverage limits set forth herein at the commencement of a renewal term by providing Engineer and subconsultant (if applicable) written notice.

- a. A.M. Best Financial Rating. Policies of insurance required herein shall be issued by insurers with an A.M. Best financial rating of A:VII or better.

- b. Admitted Carrier(s). Policies of insurance shall be afforded by insurers who are admitted - licensed to transact business in the State of California.
- c. Workers' Compensation and Employer's Liability. In accordance with the laws of the State of California, Engineer shall maintain Workers' Compensation insurance and Employer's Liability coverage with not less than One Million Dollars (\$1,000,000) for Each Accident, One Million Dollars (\$1,000,000) for Disease - Each Employee, and One Million Dollars (\$1,000,000) for Disease - Policy Limit.
- d. Commercial General Liability. Insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate to cover losses including, but not limited to blanket contractual liability, broad form property damage, products & completed operations, personal injury, and wrongful death.
- e. Automobile Liability. Insurance with combined single limits of not less than Two Million Dollars (\$2,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate to cover losses involving "Any Auto".
- f. Professional Liability aka Errors and Omissions. Engineer and its subconsultants shall each procure and maintain throughout the term of this Agreement, Professional Liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) general aggregate to cover against liability claims/lawsuits related to the professional Services as stated herein. If coverage is written on a claims made and reported form, such coverage shall contain an Extended Reporting Period (aka tail coverage) for a minimum of two (2) years following the termination date of this Agreement.
- g. Additional Insured Endorsement. Engineer and its subconsultants shall each issue District an endorsement naming District, its Board of Trustees, officers, agents, employees, representatives, invitees, and volunteers as Additional Insureds to Engineer's and Engineer's subconsultants Commercial General Liability and Automobile Liability insurance policies.
- h. Primary and non-contributory endorsement. Engineer and its subconsultants insurance coverage and limits shall be primary and any of the District's insurance coverage and limits shall be non-contributory.
- i. Waiver of Subrogation Endorsements. Engineer and its subconsultants shall each issue District an endorsement waiving all rights of subrogation against the District, its Board of Trustees, officers, agents, employees, representatives, invitees, and volunteers with respect to Engineer and subconsultant's Commercial General Liability, Automobile Liability, and Workers' Compensation insurance policies.
- j. No Cancellation or Material Modification. Policies of insurance and accompanying endorsements required by this Agreement shall not be cancelled or materially modified, except upon thirty (30) days' advance written notice to District. Written notice of cancellation or material modification shall be from the insurer(s) issuing the policy(ies) of insurance to the District.
- k. Certificate(s) of Insurance and Endorsement(s). Certificate(s) and Endorsement(s) evidencing the required coverages and limits set forth herein shall be provided to District upon Engineer's execution of this Agreement. **No Services shall commence by Engineer and/or its subconsultants until the required certificate(s) of insurance and endorsement(s) have been furnished to the District.** Should Engineer or its subconsultant's insurance expire during the term of this Agreement, renewal certificate(s) of insurance and endorsement(s) shall be provided prior to the expiration of the policies or within 10 days of expiration. Failure of Engineer or its subconsultants to furnish the required certificate(s) and endorsement(s) shall not be deemed a waiver of this provision by the Engineer and/or subconsultant, as stated herein.

8. ENGINEER'S WORK PRODUCT.

- A. Matters Produced Under this Agreement.** Engineer understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all rights, titles and interests in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Engineer consents to use of Engineer's name in conjunction with the sale, use, performance, and distribution of the matters, for any purpose and in any medium.
- B. Electronic Copy of Documents.** Engineer shall perform the Services under this Agreement and shall deliver electronic copy of all reports and documentation via flash drive and/or a reasonable medium

chosen by the District in PDF format upon completion of work. If Services are terminated prior to completion, a copy of the Services completed to date shall be provided to the District.

- C. Copyright/Trademark/Patent Materials.** Engineer understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Engineer consents to use of Engineer's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium for no monetary gains to the Engineer.

Engineer is responsible for arranging and paying for all rights and copyrights necessary and for all costs arising from the use of any material covered by copyright, patent, trademark or franchise. Engineer agrees to defend, indemnify, and hold harmless the District from any claims or costs, including legal fees, which might arise from questionable use of any such material. The District reserves the right to require verification.

9. TERMINATION OR SUSPENSION OF PROJECT.

- A. Termination for Convenience.** The District may, at any time, with or without reason, terminate this Agreement and compensate Engineer only for Services satisfactorily rendered to the date of termination. Seven day written notice by District shall be sufficient to stop performance of Services by Engineer. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the Engineer or no later than three days after the day of mailing, whichever is sooner.
- B. Termination for Cause.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this Agreement by the Engineer; or (b) any act by Engineer exposing the District to liability to others for personal injury or property damage; or (c) Engineer is adjudged a bankrupt, Engineer makes a general assignment for the benefit of creditors or a receiver is appointed on account of Engineer's insolvency. Written notice by District shall contain the reasons for such intention to terminate and unless within ten days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the ten days cease and terminate. In the event of such termination, the District may secure the required Services from another Engineer. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District. Written notice by District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.
- C. Suspension of Project.** The District may suspend this Agreement at any time without penalty by written notice to Engineer of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the Engineer not less than 15 days prior to the suspension date. If the Project is suspended by the District for more than 90 consecutive days, the Engineer shall be compensated for Services satisfactorily performed prior to such suspension. When the Project is resumed, and upon District's review and approval, the Engineer's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Engineer's Services.
- D. Abandonment of Project.** If the District abandons the Project for more than ninety consecutive days, the Engineer shall be compensated for Services satisfactorily performed prior to the abandonment. Upon mutual consent by both Parties this Agreement may terminated.
- E. Non-Payment.** Except for the Withholding Payment provision, the District's failure to make payments to the Engineer in accordance with this Agreement shall be considered substantial nonperformance and may cause for termination by the Engineer.
- a. In the event the District fails to make timely payment, the Engineer may, upon seven (7) days written notice to the District, suspend performance of Services under this Agreement.
 - b. Unless payment in full is received by the Engineer within seven (7) days of the date of the notice, the suspension shall take effect without further notice.

- E. **Engineer Compensation.** The Engineer shall be compensated for Services satisfactorily performed prior to a termination, which is not the fault of the Engineer. The District shall pay the Engineer only the fee associated with the Services provided, since the last billing and up until the notice of termination.
- F. **Liability for District Damages.** In the event of termination due to the fault of the Engineer, Engineer shall receive compensation due for Services satisfactorily rendered prior to the date of termination. The Engineer is liable for all damages suffered by the District due to Engineer's failure to perform as provided in the Agreement.

10. **DISPUTES, MEDIATION, AND ARBITRATION.**

- A. **Mediation Requirements.** All claims, disputes, controversies, or breaches arising out of or relating to the Project or to this Agreement, shall be first attempted to be resolved through mediation. The District and Engineer agree that, in the event that a dispute comes to litigation, the Engineer shall be responsible for the District's legal expenses.
- B. **Arbitration.** If mediation is unsuccessful, claims, disputes, controversies, or breaches arising out of or relating to this Agreement shall be decided by arbitration in accordance with the American Arbitration Association then prevailing unless the Parties mutually agree otherwise.
 - a. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the Engineer, District and any other person sought to be joined. Consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named therein.
 - b. This Agreement to arbitrate shall be specifically enforceable under applicable law in Orange County, California court having jurisdiction thereof.
 - c. Notice of demand for arbitration shall be filed in writing with the other Party to this Agreement in accordance with the rules of the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in questions would be barred by the applicable statutes of limitation.
 - d. In any judicial proceeding to enforce this Agreement to arbitrate, the only issues to be determined shall be those set forth in 9 U.S.C. Section 4 Federal Arbitration Act and such issues shall be determined by the court without a jury. All other issues, such as, but not limited to, the ability to arbitrate, prerequisites to arbitration, compliance with contractual time limitations, applicability of indemnity clauses, clauses limiting damages and statutes of limitation shall be for the arbitrators whose decision thereon shall be final and binding. There shall be no interlocutory appeal of an order compelling arbitration.
 - e. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
 - f. Unless otherwise provided, this Agreement shall be governed by the law of the state and county where the Project is located.
- C. **Services to Continue.** In the event of a dispute between the Parties as to performance of the Services, the interpretation of this Agreement, or payment or non-payment for Services performed or not performed, the Parties shall attempt to resolve the dispute. Pending resolution of the dispute, Engineer agrees to continue to diligently perform and provide Services hereunder until completion of the Services. If the dispute is not resolved, Engineer agrees it will neither rescind this Agreement nor stop the progress of the Services.

11. **DISTRICT'S RESPONSIBILITIES.**

- A. **District Provided Information.** The District shall provide to the Engineer full information regarding requirements for the Project, including information regarding the District's objectives, schedule,

constraints and criteria. At the written request of the Engineer, District shall provide Engineer copies of applicable documents related to the Project.

- B. **District Representative.** The District shall appoint a representative authorized to act on the District's behalf with respect to the Project. The District or its authorized representative shall render decisions in a timely manner. Engineer shall follow and accept directives from the District's designated representatives and not from other District employees or Engineers. The District shall notify Engineer in writing if, at its sole option, it makes a change in the District representatives. Unless modified by written notice by the District to the Engineer, the primary District Representative is:

Project Manager
Mark Schoeppner
mschoeppner@socccd.edu

- C. **District Notification.** The District shall give prompt written notice to the Engineer if the District becomes aware of any fault or defect in the Project or nonconformance with the construction Agreement. However, the District's failure or omission to do so shall not relieve the Engineer of their responsibilities hereunder and the District shall have no duty to observe, inspect or investigate the Project.
- D. **District Engineers.** Other Engineers required or desired by the District in connection with the Project shall be retained and paid for by the District. Such other Engineers include, but may not be limited to, legal counsel, insurance/surety Engineers and audio-visual equipment/installation Engineers.

12. MISCELLANEOUS.

- A. **Representations and Warranties.** Engineer and its subconsultants on its own behalf and on behalf of all of its employees, makes the following certifications, representations, and warranties for the benefit of the District. In addition, Engineer and its subconsultants acknowledge and agree that the District, in deciding to engage Engineer pursuant to this Agreement, is relying upon the truth and validity of the following certifications, representations and warranties and their effectiveness throughout the term of this Agreement and the course of Engineer's engagement hereunder:

Engineer and its employees are qualified in all respects to provide to the District all of the Services contemplated by this Agreement and, to the extent required by any applicable laws, Engineer and its employees have all licenses, permits, qualifications, and/or governmental approvals that are legally required to perform the Services as described herein. Such licenses, permits, qualifications, and/or governmental approvals shall be maintained throughout the term of this Agreement.

Engineer, in providing the Services and in otherwise carrying out its obligations to the District under this Agreement, shall, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including workers' compensation and equal protection and non-discrimination laws. Engineer shall be liable for all violations of such laws and regulations in connection with the Services as described herein.

- B. **Equal Opportunity/Non-Discrimination.** Engineer shall not discriminate against any individual with respect to their compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect their status as a Engineer because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, marital status, veteran status, or any other category protected by law.

Engineer shall ensure that all Services and benefits rendered to the District, its Board of Trustees, officers, agents, employees, representatives, students, Engineers/contractors and volunteers are provided free of any form of harassment and without regard to race, color, religion, sex, age, disability, medical condition, marital status, national origin, veteran status, or any other category protected by law. Engineer shall comply with Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

- C. **Certification Regarding the California Penal Code Section 290.** By executing this Agreement, Engineer agrees to comply with the rules and regulations of the Sex Offender Registration Act, California

Penal Code Section 290.95. Engineer certifies and understands that every person required to register under Section 290 shall disclose their status as a registrant, upon application or acceptance of a position, to that person, group, or organization. Furthermore, no person who is required to register under Section 290 because of a conviction for a crime where the victim was a minor under sixteen (16) years of age shall be an employer, employee, or independent Engineer, or act as a volunteer with any person, group, or organization in a capacity in which the registrant would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children. A violation of this section is a misdemeanor punishable by a fine not exceeding One Thousand Dollars (\$1,000), by imprisonment in a county jail not to exceed a period of six (6) months, or by both that fine and imprisonment.

- D. Background Check.** Engineer hereby certifies that Engineer has never been charged with a felony, including any “violent felony” as defined in California Civil Code section 667.5(c) or serious felony defined by California Civil Code section 1192.7 prior to, or on the date of, this Agreement. Engineer shall notify District in writing immediately if Engineer is charged with any felony during the term of this Agreement in which case District may terminate this Agreement immediately. Engineer further hereby authorizes the District or other organizations to conduct a comprehensive review of his/her background upon District’s request. Engineer hereby consents to the background check to the fullest extent permitted by law. Engineer agrees to indemnify, defend and hold harmless the District from any claims, damages, harms, and costs, including legal and processing fees arising from the requirements of this Section, including any such issue arising from any felony Engineer has been charged with, or is charged with, during this Agreement. Failure to complete any required step to provide the background check and information required herein upon District request within thirty (30) days shall be grounds for termination of this Agreement.
- E. Audit and Inspection of Records.** At any time during the normal business hours and as often as District may deem necessary, Engineer shall make available to District for examination at District’s place of business as specified herein, all data, records, investigation reports and all other materials respecting matters covered by this Agreement and Engineer will permit the District to audit, and to make audits of all invoices, materials, payroll, records of personnel and other data related to all matters covered by this Agreement.
- F. Review, Approval or Acceptance.** Review, approval or acceptance of Engineer’s Services whether by District or others, shall not relieve Engineer from responsibility for accuracy in Engineer’s Services.
- G. Cumulative Rights, Waiver, and Modification.** Duties and obligations imposed by this Agreement, and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of District or Engineer to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- H. Employment with Public Agency.** If Engineer is an employee of another public agency, Engineer agrees that they will not receive salary or remuneration, other than vacation pay, for the actual time in which Services are actually being performed pursuant to this Agreement.
- I. Governing Law.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with jurisdiction/venue in Orange, California.
- J. Force Majeure.** The Engineer and District are excused from performance during the time and to the extent that they are prevented from obtaining, performing any act or rendering any Services required under this Agreement by a Force Majeure Event. If a Force Majeure Event caused the failure or delay beyond the Parties’ control and which by the Parties’ exercise of due diligence could not reasonably have been avoided, an extension of contract times in an amount equal to the time loss due to such delay shall be the Engineer’s sole and exclusive remedy for such delay. A “Force Majeure Event” shall mean events or circumstances occurring by acts of God, such as tornadoes, lightning, earthquakes, hurricanes, floods, or other natural disasters; epidemics; pandemics; quarantine restrictions; fire; strikes; lock-out; commandeering of materials, products, plants or facilities by the government; terrorist attacks; wars; riots;

civil disturbances; or governmental acts, including sanction, embargo, and import or export regulation, or order; when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

K. Assignment. The obligations of the Engineer pursuant to this Agreement shall not be assigned by the Engineer without the express written approval of the District.

L. Notices. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Article. At the date of this Agreement:

District: South Orange County Community College District
Priya Jerome, Exec. Dir.-Procurement, Central Svcs. & RM
28000 Marguerite Parkway
Mission Viejo, CA 92692
(949) 582-4850 / purchasing-dept@socccd.edu

Engineer:

[[Name (Primary Second Party)]]

[[Contact Name (Primary Second Party Contact)]], [[Contact Title
(Primary Second Party Contact)]]

[[Street Line 1 (Primary Second Party)]]

[[City/Town (Primary Second Party)]], [[State/Province (Primary
Second Party)]], [[Postal Code (Primary Second Party)]]

[[Contact Phone Number (Primary Second Party Contact)]] / [[Contact
E-mail (Primary Second Party Contact)]]

A Party may change their designated representative and/or address for the purposes of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Article.

M. Communications. Communication between the Parties shall be sent to the following addresses:

District

Mark Schoeppner

South Orange County Community
College District

28000 Marguerite Parkway

Mission Viejo, CA 92692

mschoeppner@socccd.edu

Engineer

[[Name (Primary Second Party)]]

TBD

[[Street Line 1 (Primary Second Party)]]

[[City/Town (Primary Second Party)]]

[[Consultant Email]]

N. Definitions.

a. Contract. An agreement for Construction Services awarded by the District to a Design Build Entity/ Contractor/Engineer for the construction of a portion of the Project.

- b. Engineer. A Engineer to the District under an agreement awarded by the District in relationship to construction Services of the Project.
 - c. Design Documents. The drawings, specifications, calculations and other work product and instruments of service prepared by or on behalf of the Architect for the Project. Design Documents include surveys, soil reports and other documents prepared for the Project by a licensed Architect or registered Engineer, under contract with the District.
 - d. Architect. The Architect is TBD. References to the Architect include TBD and their managers retained to prepare or provide any portion of the Design Documents.
 - e. Submittals. Shop Drawings, Product Data or Samples prepared or provided by a Design Build Entity or a Subcontractor to the Design Build Entity or suppliers illustrating some portion of Services of the Project.
 - f. Site. The physical area for construction and activities relating to construction of the Project.
 - g. Construction Agreement Documents. The Agreement Documents issued by or on behalf of the District under an Agreement for construction of the Project. Construction Agreement Documents include all modifications issued by or on behalf of the District. Unless otherwise expressly stated, references to the Construction Agreement Documents are referenced to all of the Agreement Documents issued for the Contract awarded for Project construction.
 - h. Substantial Completion. Substantial Completion is when the Services identified in the Agreement has been completed, including completion of all installation Services. Substantial completion shall deemed to have been achieved when the Project can be used for its intended purposes, subject only to minor corrections, repairs or modifications.
 - i. Final Completion. Final Completion is when all of the Services in the Agreement have been completed and installed (including items noted for correction, repair or modification upon Substantial Completion) and the Engineer has completed all other obligations to be performed on its part under the Agreement.
- P. Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
- Q. Interpretation**. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Articles or other provisions of this Agreement. Any reference in this Agreement to an Article, unless specified otherwise, shall be a reference to an Article of this Agreement.
- R. Conflict of Interest**. Engineer hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Engineer has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of Services under this Agreement; (ii) Engineer has no business or financial interests which are in conflict with Engineer's obligations to District under this Agreement; and (iii) Engineer shall not employ in the performance of Services under this Agreement any person or entity having any such interests.
- S. Accessibility of Information and Communication Technology**. The Engineer hereby warrants that the goods or services to be provided to the District when applicable shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 194. The Engineer agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services. Engineer further agrees to indemnify and hold harmless the District from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this order or Agreement.

Engineer is responsible for following all Federal and California accessibility laws set forth under Sec 508 of the Rehabilitation Act of 1973, passed in 2000 and updated in 2017 and California Government Code Section 7405. All materials and Information and Communication Technology (ICT) produced or provided by the Engineer, as part of this contract must meet the standards set forth under these laws. These requirements include, but are not limited to, closed captioning of all videos or portions of videos; all presentations; training materials; curriculum; computers; and all other ICT as defined under the law, must

be created and delivered in a manner where they meet accessible requirements. All websites developed and maintained must be accessible, built to the most current and highest Web Content Accessibility Guidelines (WCAG), and be delivered with documentation allowing the District to certify it as accessible and in compliance with California Government Code Sections 7405 and 11135. Engineer is responsible for all claims and expenses borne by the District, which arise out of the work under this contract, found to be non-compliant with Federal and California Laws. These costs include but are not limited to legal costs, court costs, and costs for remediation of work produced.

T. Certification Regarding Debarment, Suspension or Other Ineligibility. (Applicable to all agreements funded in part or whole with federal funds).

- a. By executing this contractual instrument, Engineer agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98) (see Appendix 15).
- b. By executing this contractual instrument, Engineer certifies to the best of its knowledge and belief that it and its principals:
 - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - ii. Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Engineer's present responsibility;
 - iii. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in b.2) above, of this certification; and
 - iv. Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transaction (Federal, State or Local) terminated for cause or default;
 - v. Shall not, except as otherwise provided under applicable federal regulations, knowingly enter into any lower tier covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded by any federal department or agency from participation in such transaction; and
 - vi. Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.

U. Entire Agreement/Amendment. The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved or ratified by the District's Board of Trustees, and executed by the Parties shall be interpreted to the benefit of the District. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference. However, the Parties understand and agree that the service specified in the Agreement and any provisions set forth in any referenced attachments or exhibits to this Agreement is intended to cooperate and be complementary; provided further, however, that in the event of a conflict between the Agreement and the provisions set forth in any referenced attachments or exhibits, the Agreement shall control, unless the provisions set forth in any referenced attachments or exhibits to this Agreement provides the District with greater benefits or more expansive Services in which case the provisions set forth in any referenced attachments or exhibits to this Agreement shall complement the terms of this Agreement.

V. Supersedes. This Agreement constitutes the entire Agreement between the parties to this Agreement and supersedes all prior and contemporaneous negotiations and understandings between the Parties whether oral or written expressed or implied in relation to the Services contemplated in this Agreement for this specific Project. No other Agreement or understanding concerning the same has been entered into or will be recognized.

- W. Authority to Execute.** The individual(s) executing this Agreement on behalf of the Engineer is/are duly and fully authorized to execute this Agreement on behalf of Engineer and to bind the Engineer to each and every term, condition, and covenant of this Agreement.

- X. Approval by District's Board of Trustees.** Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against the District unless and until District's Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

This Agreement entered into as of the day and year first written above.

[[NAME (PRIMARY SECOND PARTY)]]

South Orange County Community College District

Signature:

Signature:

Print Name:

Print Name:

Title:

Title:

Date:

Date:



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CONTRACTOR PROTOCOLS WHILE ON DISTRICT PROPERTY
DURING COVID-19 PANDEMIC**

The Contractor and/or Consultant along with their subcontractors and subconsultants, hereafter referred to as “Contractor” shall follow these Protocols as a condition of being permitted on District property. The dually executed Agreement for the Contractor’s Services shall be the governing document and this Protocol document is intended to be supplementary. The Contractor acknowledges that when it relates to COVID-19, the Contractor shall adjust business operations to comply with COVID-19 specific safety guidelines prescribed by federal, state, and local governmental agencies, including the Orange County Health Care Agency (OCHCA), Centers for Disease Control and Prevention (CDC), and Cal/OSHA. The Contractor further acknowledges that all safety guidelines prescribed and updated by federal, state, and local governmental agencies, including the OCHCA, CDC, and Cal/OSHA shall be followed at all times and that this Protocols document should be treated as additional, providing the District with the greatest levels of protection. Failure to comply with any of the Protocols identified herein, may subject the Contractor’s employee(s) to immediate removal from the District’s premises.

As a requirement to perform Services on campus, the Contractor agrees that its employees shall adhere to the following.

1. Contractor shall train employees on how to limit the spread of COVID-19 pursuant to the symptoms as identified by the CDC and Cal/OSHA, including but not limited to the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2. Implement control measures

- Contractor shall provide an adequate supply of personal protective equipment (PPE) such as face masks/coverings to all of its employees to wear at all times while on District property
- Direct all employees to:
 - Wash hands often with soap and water for at least 20 seconds
 - Use hand sanitizer/wipes when soap and water are not available (Contractor shall supply and make available hand sanitizer/wipes)
 - Cover cough or sneeze

3. Implement cleaning and disinfecting protocols

- Contractor shall ensure that adequate cleaning and disinfecting supplies are available at every job site on District premises
- Contractor shall ensure that any and all equipment, objects, and surfaces are cleaned and disinfected after each use

4. Implement physical distancing guidelines

A minimum of 6 feet of physical distance between all individuals shall be maintained while on District property.

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| <p>APPENDIX E Submission Checklist South Orange County Community College District Engineering Services for 12kV Systems Upgrade at Saddleback College</p> |
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| Item | Included in RFQ&P Response |
|--|---|
| Proposal Form A: Letter of Interest and Approach | |
| Proposal Form B: Personnel and Staffing Resources | |
| Proposal Form C: Related Experience and Methodology | |
| Proposal Form D: Project Schedule | |
| Proposal Form E: Fee and Rate Proposal | |
| Proposal Form F: General Terms and Conditions | |
| Proposal Form G: References | |
| Proposal Form H: Addenda Acknowledgement | |
| Appendix A: Non-Collusion Declaration | |
| Appendix B: Equal Opportunity Affirmative Action Statement | |
| Appendix C: Firm's Certificate Regarding Workers' Compensation | |
| Appendix D: Sample Agreement for Engineering Services for 12kV Systems Upgrade at Saddleback College | Only notate changed/exceptions to the Sample Agreement pursuant to the instructions highlighted and identified in Appendix D. |
| Appendix E: Submission Checklist | |