Request for Qualifications

Lease-Leaseback Construction Services
For
Saddleback College Sciences Building Project

RFQ Issued: **June 13, 2012**
Responses Due: **June 27, 2012**
Interviews Held: **July 10, 2012**
Request for Qualifications
Lease-Leaseback Construction Service
Life Sciences Building Project

The Board of Trustees (the Board) of the South Orange County Community College District (the “District”) is seeking qualified providers of Lease-Leaseback (“L/LB”) construction services for the Life Sciences Building Project (the “Project”) on behalf of the District. Contracts will be awarded by the Board under the provisions of Education Code section 81330 et seq.

A. SUBMITTAL DUE DATE

Seven (7) copies of the submittal shall be delivered no later than June 27, 2012 at 10:00 AM to:

Walt Rice, Director of Facilities
South Orange County Community College District
28000 Marguerite Parkway Health/Sciences Building 3rd Floor
Mission Viejo, California 92692

Submittals received after the deadline will be returned unopened. Questions regarding this RFQ may be directed to Walt Rice by email only at: wrice@socccd.edu.

B. PROJECT DESCRIPTION

The Project generally consists of the following:

The Saddleback College New Sciences Building reflects the high aspirations of the District for its award-winning, forward-thinking science program. Designed to become LEED Platinum Certified, this 51,383 square foot facility will provide approximately 2,600 assignable square foot of classrooms, 44,400 assignable square foot of specialized laboratories for the physical sciences, life sciences and chemistry and 1,800 assignable square foot of offices. Located adjacent to a steep hillside, the building serves as a bridge between the lower and upper portions of the campus. The central, north facing three-story atrium opens to a large courtyard that will provide exhibit and demonstration areas. First, second and third floors plans are attached as

The District plans to complete construction by **February 2015**, and is soliciting qualifications to pre-qualify up to seven L/LB entities (“Firms”) to interview for the potential to bid on the Project.

C. CONTRACT PARAMETERS

Lease-Leaseback Structure:

1. This process will be undertaken to pre-qualify not more than seven Firms to compete for the ability to submit a Guaranteed Maximum Price (“GMP”) figures for the Project utilizing plans submitted to the Division of the State Architect for review and approval and expected to be available on or before February 2013. Once the Firms are selected from responses to this RFQ, the remaining seven or fewer Firms will be provided access to the plans, a request for GMP proposals, as well as a set of L/LB contract documents for the Project which documents will include all terms and conditions associated with the Project. It is expected that GMPs will be due **Tuesday, July 24, 2012 at 2:00 PM**.
2. The Project will be locally funded. Any agreement reached will conform to the L/LB delivery method processes.

3. Prior to commencing with the Project, the selected Firm will be required to enter into a pre-construction services agreement with the District to perform certain services until a GMP is negotiated. The scope of these pre-construction services will be identified clearly and provided with the plans when requesting GMP. A line item for preconstruction service costs will be included.

**Proposed Budget:**

The current construction estimate for the Project (hard construction costs) is approximately $38,000,000. The District will require an open book policy with the selected Firm and its construction team on the entire construction Project. The District shall be entitled to have access to subcontractor bids, value engineering back-up, contingency breakdown and tracking, general conditions breakdown and tracking, and Firm fees.

**Determination of Project Cost/Guaranteed Maximum Price:**

Respondents are not required to include a GMP with their prequalification submittal. Pre-qualified Firms will be asked to submit their GMP figures with their proposals. Final Project cost will be determined after bids for all subcontracting trades are received. The following components will be included in the Project cost:

1. General conditions at actual cost.
2. Cost of all subcontractor bids.
3. Contractor fee (includes overhead and profit and all other costs not specifically allowable in general conditions).
4. Payment bond for general contractor.
5. Performance bond for general contractor.
6. Builder’s risk insurance and liability insurance – Note: an Owner Controlled Insurance Program may be required. If so, pre-qualified Firms will be informed of such OCIP requirements on a timely basis.
7. Project contingencies and Project savings in the amounts or percentages described in future information to pre-qualified Firms.

Note: This project will be required to adhere to labor compliance and storm water quality management requirements. Information to obtain construction documents will be made available to qualified proposers.

**D. SCOPE OF WORK**

The Scope of Work includes, but is not limited to the following:

- Site Evaluation: The Firm must make site visits as needed to review the current site conditions. During this evaluation, the Firm may make recommendations relating to site based concerns in order to minimize unforeseen conditions.

- Plan review: Provide plan review and constructability services with an emphasis on coordination between disciplines and ensuring that the Project can be completed within the established
schedule and within the available budget.

- Attend meetings in District boundaries with District, architect and the design team every two weeks at a minimum (approximately 2 hours).

- Detailed Construction Critical Path Method Schedule: Produce a detailed construction CPM schedule to be incorporated into the Project documents including identification of the Project critical path and agency approvals.

- Construction Planning: Plan the phases and staging of construction, staging areas, temporary fencing, office trailer placement, access, etc., as required.

- Other services: Any other services which are reasonable and necessary to control the budget and schedule. List those areas where sub consultants will be required and where the Firm has in-house expertise.

- Construction of Project.

- Project Accounting and Management Systems: In concert with District staff, develop the Project accounting and budget management systems. A process of up-to-date costs will be necessary. During construction, monthly reporting will be required.

- Management of the Project: Administer and coordinate on a daily basis the work of all trade contractors the Firm hires to work on the Project. Enforce strict performance, scheduling, and notice requirements. Document the progress and costs of the Project. Report proactively on potential schedule impacts. Recommend potential solutions to schedule problems.

- Work cooperatively with District, architect, and the design team, and all of the Firm’s trade contractors to ensure the Project is delivered on time and within budget.

- Coordinate and attend weekly job site meetings and prepare and circulate minutes. Evaluate and process payment applications in conjunction with architect and DSA IOR review and verify progress.

- Evaluate and track short term schedules, submittals, requests for information ("RFI's") and responses. Advise District as to status and criticality of submittal reviews and RFI responses. Work with District and architect and the design team to develop lists of incomplete or unsatisfactory work ("preliminary and final punch lists").

- Submit necessary reports to state and other regulatory authorities, including authorized change orders, DSA verified reports, LEED® reports, Rain Event reports, etc. and ensure that all other Project participants submit necessary documents.

- Compile maintenance and operations manuals, warranties/guarantees, and certificates. Meet commissioning and training requirements.

- Other responsibilities necessary for the completion of the Project in accordance with the scope, budget and schedule.
The District may, at its sole discretion, select one or more Firms to provide the Scope of Work listed above.

E. SUBMITTAL FORMAT AND CONTENT

The submittal shall be concise, well organized, and demonstrates respondent's qualifications. Seven (7) copies of the submittal should be provided; with no more than 30 single-sided pages in total length (page limit does not include submittal cover, cover letter, and table of contents, Certification, resumes or dividers). Duplexed documents are encouraged to conserve resources.

All respondents are required to follow the order and format specified below. Please tab each section of the submittal to correspond to the headers shown below.

Submittal Cover:

Include the RFP’s title and submittal due date, the name, address, contact name, and telephone number of responding Firm (or Firms if there is a joint venture or association).

Letter of Interest (two pages maximum):

A dated Letter of Interest must be submitted, signed by an authorized officer of the Firm, or signed by another person with authority to act on behalf of and bind the Firm. Provide a brief statement of experience indicating the unique background and qualities of the Firm, its personnel, and what will make the Firm a good fit for the District’s Project.

Table of Contents:

Include complete and clear listings of headings and pages to allow easy reference to key information.

Firm Overview:

1. General information about your Firm, including number of employees, years in business, name(s) of owner(s), home office location, local office location (if different), type of licenses held, primary business types, and market areas. Designate primary contact and provide contact information.

2. Respondents must hold a General Building Contractors License, Class B, which is current, valid, and in good standing with the California Contractor's State License Board. Provide the following information for each license held:

   - Name of license holder exactly as on file License Classification
   - License Number
   - Date Issued
   - Expiration Date
   - Whether license has been suspended or revoked in the past 5 years (if so, please explain)
   - Other License Numbers held by holder, corporate members, and project participants in the past five years.

3. Past Performance Record - If any of the following has occurred, please describe in detail the circumstances for each occurrence:
• Failure to enter into a contract once selected.
• Withdrawal of a proposal as a result of an error.
• Termination or failure to complete a contract.
• Debarment by any municipal, county, state, federal, or local agency.
• Involvement in litigation, arbitration, or mediation with a public client in California within the last five years.
• Conviction of the Firm or its principals for violation of a state or federal antitrust law by bid-rigging, collusion, or restrictive competition between bidders, or conviction of violating any other federal or state law related to bidding or contract performance.
• Surety involvement in any contract over the past 5 years including bonding around stop notices.

Information regarding any of the above may be deemed to indicate an unsatisfactory record of performance.

Relevant Experience:

Provide relevant community college district experience in California during the past five (5) years, focusing on new construction, expansion and modernization projects. For each project profiled, include scope of work, construction delivery method (i.e., whether lease-leaseback or some other method was utilized for the project), awarding and completion dates, and references with telephone numbers for Architect of Record, DSA Inspector, district staff, and college facilities staff. Firm must profile at least three (3) community college district facility projects/programs completed in the past five (5) years that demonstrate experience providing community college district facilities. Firms should emphasis projects similar in value and scope to this Project.

Project Approach:

1. Describe in detail your approach and methods for carrying out this Scope of Work.

2. Provide a pre-construction and construction timeline for the Project.

3. Identify what is expected from the District for success project operations and completion.

Proposed Team:

1. Provide an organizational chart containing the names of all key personnel, joint venture partners, and sub-consultants with titles and their specific roles for this Project. If the firm intends to utilize resources from more than one office, indicate office locations and how work would be coordinated. Note: Upon engagement, any change in personnel must be accompanied with a resume demonstrating equal or greater experience than the person being replaced, followed with a brief interview and approved by the District. The Firm shall be responsible for any additional costs incurred by a change in personnel.

2. Provide resumes of proposed team, emphasizing specific experience with community college district projects in California. The resumes shall include at least two (2) references from previous assignments and ideally align with projects previously profiled.
Financial Information:

Provide the following financial information about your Firm:

- A current report from any commercial credit rating service, such as Dunn and Bradstreet or Experian.
- A letter from a California admitted surety or insurance company stating bonding limit for both payment and performance bonds which can be applied to this Project.
- A letter from an insurance company indicating ability to provide insurance along with applicable, maximum limits of coverage.
- Indicate current value of all work the Firm has under contract, including all commercial general liability coverage, automobile coverage, worker’s compensation and all other applicable umbrella or coverage amounts.

Claims History:

Submit a statement indicating any and all suits or claims in which the Firm or its personnel instigated litigation regarding construction Projects within the past five (5) years. Non-disclosure will be grounds for disqualification.

Safety:

Submit a description of safety record for Firm, for the last five (5) years.

Certification:

Complete, sign and date the CERTIFICATION –REQUEST FOR QUALIFICATIONS enclosed with this RFQ.

F. SELECTION PROCESS

The purpose for this Request for Qualifications is to enable the District to select the most qualified Firm with whom the District intends to enter into negotiations for construction of the Project, pursuant to the L/LB provisions of Education Code Section 81330 et seq. The District will evaluate Firms on their demonstrated competence and on their professional qualifications necessary for the satisfactory performance of the services required, as described herein. The District may negotiate a contract for the Project with the Firm best qualified for the Project, as determined by the District to be in the best interest of the District, at compensation that the District determines is fair and reasonable.

1. A review and selection committee composed of key District officials and consultants will review and evaluate all submitted documents and will conduct interviews.

2. All materials submitted in response to this Request for Qualifications shall become the property of South Orange County Community College District. Submittals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be released to members of the public if specifically requested under applicable law.
3. The following items, at a minimum, will be considered by the District in the selection process for pre-qualified Firms:

- Conformance to the specified RFQ format.
- California community college district experience by contractor and Project team.
- Knowledge and understanding of the local environment and a local presence for interfacing with the District.
- Qualifications and experience of the proposed Project team, especially the Project manager, superintendent, and the individual leading the bidding/buyout effort. The District will expect you to commit the Project team not later than the date of the interview, but preferably in the submittal. **The contract will specify the Project team by name, and individuals will only be replaced with the specific authorization of the District.**
- Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner within the District’s constraints and timeframes.

G. INTERVIEWS, PREQUALIFICATION, SELECTION

1. The District will conduct interviews with up to seven of the most qualified Firms that respond to this RFQ. **The interviews will be held on or about** July 10, 2012.

2. The District will pre-qualify up to seven (7) Firms which it determines, in its sole discretion, to be most qualified.

3. The District shall provide the pre-qualified Firms with DSA submitted Plans and Project contract documents, a request for GMP proposals, along with instructions on submittal of a GMP for the Project.

4. The District reserves the right to pre-qualify the Firms deemed suitable by the District to complete the Project and select a Firm deemed suitable by the District to complete the Project. The District further reserves the right to reject any or all submittals pursuant to this RFQ.

H. GENERAL INFORMATION

1. Amendments. The District reserves the right to cancel or revise in part or in its entirety this RFQ. If the District cancels or revises this RFQ, all Respondents will be notified by addenda. The District also reserves the right to extend the date responses are due or to postpone the interview date.

2. Inquiries. Any questions concerning this RFQ or selection process may be directed to the District via E-Mail only. Attention: Walt Rice at wrice@socccd.edu by noon, **June 21, 2012**. Replies involving any substantive issues will be issued by addenda and E-Mailed to all parties recorded by the District as having received the RFQ documents. Substantive questions received after **June 21, 2012** will not be answered. Only questions answered by formal written addenda will be binding.

I. SPECIAL CONDITIONS

1. Non-Discrimination. The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.
2. **Drug-Free Policy and Finger Printing.** The selected Firm shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free workplace certificate.

3. **Costs.** Costs of preparing a submittal in response to this RFQ are solely the responsibility of the Respondent.

4. **Prevailing Wages.** Respondents are advised that this Project is a public work for purposes of the California Labor Code, which requires payment of prevailing wages. These rates are set forth in a schedule which may be found in the California Department of Industrial Relations homepage (www.dir.ca.gov). Any Firm to which a contract is awarded must pay the prevailing rates, post copies thereof at the job site, and otherwise comply with applicable provisions of state law.

5. **Bonding.** The successful Firm will be required to furnish a Payment Bond (Material and Labor) in the amount of one hundred percent of the contract price and a Performance Bond in the amount of one hundred percent of the contract price.

6. **Limitations.** This RFQ does not commit the District to award a contract, to defray any costs incurred in the preparation of a submittal pursuant to this RFQ, or to procure or contract for work.

**NOTE:** Incomplete submittals, incorrect information, or late submittals may be cause for immediate disqualification. Issuance of this RFQ does not commit the District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District reserves the right to request additional information or clarification during the evaluation process. District retains the right to reject any or all submittals. All Firms should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the District’s Board, in its sole discretion.
CERTIFICATION - REQUEST FOR QUALIFICATIONS

I certify that I have read the attached Request for Qualifications – Lease/Leaseback Services for Saddleback College New Sciences Building and the instructions for submitting an RFQ. I further certify that I must submit seven (7) copies of the firm’s proposal in response to this request and that I am authorized to commit the firm to the proposal submitted.

Signature

Typed or Printed Name

Title

Company

Address

Address

Telephone

Fax

E-Mail

Date

If you are responding as a corporation, please place your corporate seal in the space below: