



Request for Qualifications and Proposals (RFQ&P)

No. 3446-2021

**DSA Inspection Services for ADA
Accessibility Projects at Irvine Valley
College and Saddleback College**

Proposal Due Date

Tuesday, June 22, 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. 3446-2021

District: SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Project: RFQ&P 3446-2021
DSA Inspection Services for ADA Accessibility Projects at
Irvine Valley College and Saddleback College
South Orange County Community College District
RFQ&P Deadline: Tuesday, June 22, 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 June 8, 2021 at 1:00 PM. All RFQ&P respondents shall confirm their attendance by email to: purchasing-dept@socccd.edu by June 4, 2021 at 12:00 PM. The subject line should read: "RFQ&P # 3446-2021 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. Contractors shall reference RFQ&P # 3446-2021 in the email subject line. The final day for questions shall be June 4, 2021 at 12:00 PM.

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 5/25/2021 & 6/01/2021

RFQ&P No. 3446-2021 DSA Inspection Services for ADA Accessibility Projects at Irvine Valley College and Saddleback College

SCHEDULE

Date of Issue / Document Available	5/25/2021
Advertisement Dates	5/25/2021 6/01/2021
Publication	OC Register
Requests for Information (RFI) Submit Via Email to: purchasing-dept@socccd.edu	6/7/2021 12:00 PM
Mandatory Pre-Proposal Meeting Via Zoom	6/8/2021 1:00 PM Zoom conference call information will be sent to all firms that RSVP.
District Responds to RFI's	6/14/2021 End of Day
Due Date	Tuesday, June 22, 2021 12:00 PM
*Interview/Presentations (if needed)	6/28/2021 Zoom conference call information will be sent to shortlisted firms.
Contract Negotiations	6/29/2021 All negotiations will take place via Zoom conference calls.
Anticipated Start Date for Services	July 15, 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 DSA Inspection Services for ADA Accessibility Projects at Irvine Valley College and 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 DSA Inspection Services for ADA Accessibility Projects at Irvine Valley College and 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 6/7/2021 no later than 12:00 PM. The e-mail subject line should read: "Your company name/Questions regarding RFQ&P No. 3446-2021." 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 6/14/2021. 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, June 22, 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. 3446-2021 (“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. **Fee and Rate Proposal** - PROPOSAL FORM D
5. **General Terms and Conditions** - PROPOSAL FORM E
6. **References** - PROPOSAL FORM F
7. **Addenda Acknowledgement** - PROPOSAL FORM G
8. **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. 3446-2021.” 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 has tentatively scheduled interviews on 6/28/2021 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 as soon as possible. Performance period for these contracts are anticipated to be from July 15, 2021 through project completion (including the Post Construction Phase) for each of the projects identified in the Project Groups. 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 G.**

NEGOTIATION

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

AWARD OF CONTRACT

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 requesting qualification statements and proposals from consultants with a proven track record of providing inspection services for projects similar to the upcoming projects summarized below. The awarded firm will be required to provide DSA Class 3 Inspector(s) for continuous inspection. Please review the project for complexity, associated value, and timeframe to determine the appropriate number of inspectors to propose for a given timeframe.

The project will be awarded to one general contractor, to complete the work at both campuses. Each campus has its own DSA Project number. The schedule for completing the work will be determined by the successful general contractor.

The general contractor will NOT be providing a trailer for the use of the DSA inspector. The District will provide the inspector a place to work, in a classroom or office on campus.

Combined Estimated Cost of Construction for BOTH Projects: \$4,900,000

The form and content of the Agreement the District anticipates entering into with the successful Firm(s) is incorporated into this RFQ&P as Appendix D. The specific scope of services for the project(s) and other obligations of the successful Firm(s) are set forth in the Agreement.

Specific Scope of Services and Information For Each Project

1. Irvine Valley College (DSA #04-119658)

- Scope of Work:
 - o Renovation of 8 restrooms (A-200, B-300, PE 100, and A-100)
 - o Renovation of pathways and planters in B-Quad
 - o Renovation of pathways in PE Quad
- Timeline:
 - o Construction Start: approximately 07/15/2021.
 - o Project Duration: 255 calendar days (A-100 restrooms within the first 60 days)
- Approved Plans linked below:
<https://drive.google.com/drive/folders/1JRYMjMJH4c4MPC1sXeB6I57BozCmnao?usp=sharing>

2. Saddleback College (DSA # 04-119653)

- Scope of Work:
 - o Renovation of 2 single occupant restrooms (FA 100)
 - o Renovation of Fine Arts Quad
 - o Renovation of pathway from Fine Arts Quad to College Drive East
 - o Renovation of pathways along College Drive East
 - o New pathway from HS Building to Greenhouse
 - o 2 new bus-stops and adjacent pathways
- Timeline:
 - o Construction Start: approximately 7/15/21.
 - o Project duration: 255 calendar days
- Approved Plans linked below:
<https://drive.google.com/drive/folders/1VOLhYJxVM08LViq6vYAYNtJOoY5cfaxJ?usp=sharing>

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. Describe what is unique about the consultant/firm as it relates to accomplishing the work on both campuses simultaneously.

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' DSA Inspection Services for ADA Accessibility Projects at Irvine Valley College and 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 G 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 D.
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.

**PROPOSAL FORM D
 FEE AND RATE PROPOSAL**

The proposed fee schedules 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.

Indicate the billable hourly rate 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.

FEE AND RATE PROPOSAL

1. Irvine Valley College (DSA #04-119658)

Service Description	Not to Exceed Fee
Preparation for Entering Construction Phase	\$
Construction Phase	\$
Post Construction Phase	\$
Project Specific Deliverables (if applicable)	\$
NOT TO EXCEED SUBTOTAL AMOUNT	\$

2. Saddleback College (DSA # 04-119653)

Service Description	Not to Exceed Fee
Preparation for Entering Construction Phase	\$
Construction Phase	\$
Post Construction Phase	\$
Project Specific Deliverables (if applicable)	\$
NOT TO EXCEED SUBTOTAL AMOUNT	\$

3. *District Controlled Allowance:

\$10,000

**District Controlled Allowance shall only be utilized for second shift and/or weekend work.

4. Total Not to Exceed Fees (Projects 1 and 2 NTE Subtotals Plus Allowance):

\$

[RATES FOR ADDITIONAL SERVICES ON FOLLOWING PAGE]

5. RATES FOR ADDITIONAL SERVICES

The following rates shall apply to both campuses, 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
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<i>Duplicate as necessary for ALL services/disciplines, positions/titles and proposed hourly rates.</i>		

PROPOSAL FORM E 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 and Final Agreement: 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. Contingent to evaluation of proposals received, the District reserves the discretion to alter, modify, change, include or reduce the RFQ&P scope and pursuant to these changes and the successful negotiations with the Proposers, establish the 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 F
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 B
Equal Opportunity Affirmative Action Statement

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT

Proposer hereby certifies that in performing work or providing products for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical handicap, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2018.

Name of individual, company or corporation

By: _____

Title: _____

Address: _____

City State Zip Code

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
DSA Inspection Services for ADA Accessibility Projects at Irvine Valley College and 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 DSA INSPECTION SERVICES AGREEMENT

This DSA Inspection Services Agreement (“Agreement”) is between **South Orange County Community College District** **[[Campus Location]]** (“District”), a California community college district and political subdivision of the State of California, and **[[Name (Primary Second Party)]]** (“Consultant”). District and Consultant 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;

WHEREAS, District desires to obtain DSA Inspection Services for **[[Location]]** **[[Project Name]]**, hereinafter referred to as "Project"; and

WHEREAS, Consultant 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; and

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 Title]]**, 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: Preparation for Entering Construction Phase.**

- i. **Review of Design Documents.** The Consultant shall review the Design Documents completed by the Architect to attain a complete understanding of the design and scope of the Project.
- ii. **Constructability Review.** Participate in the constructability review of Project documents with contracting firm, District, and College representatives.
- iii. **Inspection Plan.** Prior to commencement of work, Consultant will cooperate with the District, the Resident Inspector and the Construction Manager to develop an inspection plan for the construction of the Project.
- iv. **Master Construction Schedule.** The Consultant shall work with District and Architect to develop an understanding for the construction schedule requirements related to the associated work necessary for Project construction.

b. **Task 2: Construction Phase.** Consultant's assigned personnel shall perform in accordance with all testing code compliance requirements and protocols during activities for the Project. Project components include:

- i. Provide DSA inspection services to insure compliance with code, plans, specifications and quality control required of an educational facility. Issue correction and stop work notices and notify the District and Construction Manager in writing if work does not conform to contract document.
- ii. Inspect and verify that Contractor's As-Built record documents are updated monthly prior to processing of Contractor's monthly payment request.
- iii. Maintain liaison with the Resident Inspector, A/E, Construction Manager, Testing Lab, Special Inspections Lab, District and other regulatory agencies and governing bodies as necessary to maintain Project continuity.

- (a) Weekly, provide an ongoing and updated log of all RFI's and approved submittals
 - (b) Provide electronic copy of all inspection requests
 - (i) Inspection requests shall be reviewed for conformance and signed according to project requirements.
 - (ii) Submittal and notice must conform to project requirements.
 - (iii) All utility trenches must be accompanied by a cleanly detailed sketch indicating type of utilities, points off buildings, changes in direction and depths. No backfill will be authorized without this document. This information must be on as-builts at next progress payment review.
 - (iv) See DSA 103 for requirements and earthwork specifications. The General Contractor shall review the DSA 103, fill out and sign the Contractor's statement of Responsibility per CBC 1709A.
 - (c) Complete DSA 156 and discuss during weekly progress meetings.
- iv. Submit, on a daily basis, an activity report to the Construction Manager and Resident Inspector, including the following information:
 - (a) Activities performed by the Contractors, and areas where work is performed.
 - (b) Staffing assigned to each Contractor and Subcontractor.
 - (c) Weather conditions.
 - (d) Equipment and materials delivered to the site.
 - (e) Construction equipment and vehicles utilized.
 - (f) Nature and location of the work being performed (starting and completion dates for various portions of the work).
 - (g) Verbal instruction and clarifications of the work given to the Contractor.
 - (h) Inspection by representatives of regulatory agencies.
 - (i) Note occurrences or conditions that might affect Contract Sum or Contract Time
 - (j) List visitors to the site, titles, and reasons for visit.
 - (k) List telephone calls made or received, and a substantial outline of the nature of such calls, including statements or commitments made during the call. Identify the parties calling.
 - (l) Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.
 - v. Review and monitor Contractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc.
 - (a) On the basis of on-site observations and inspections as DSA Inspector, the Consultant shall keep the District informed of the progress and quality of the work and 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.
 - (b) Shop Drawings do not supersede DSA approved construction documents. If discrepancy, corrective action must be required.
 - (c) Deviation notices, Correction notices and CCD items will be tracked and shared during construction progress meetings.
 - (d) Deviation notice, DSA 154, will be issued for items pertaining to SS, FLS and AC that are not in compliance with the DSA approved construction documents.
 - (e) The project inspection card, DSA 152 will be signed off as approved sequence occurs.
 - (f) CCD A work may not be signed until after DSA approval.
 - vi. The Consultant shall have access to the work at all times and shall spend be on site during all active construction hours maximizing the amount of time spent on the jobsite. Time spent in the inspection trailer shall be limited and may include reviewing plans in response to a specific question, meeting with the DSA Field Representative and arranging special inspections.
 - vii. Attend all meetings as required in contract documents and requested by District, i.e., billing meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-roofing meetings, etc.

- viii. Assist the Construction Manager and District in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.
- ix. Inspect, verify, and document Contractor's delivered equipment and materials to insure that they meet submittal and specification requirements. Such inspection must occur within 48 hours of Contractor's delivery of equipment to the job site.
- x. Submit to the Construction/Project Manager, in a timely manner, a detailed report or request for a clarification whenever any corrective change is necessary in field construction that will result in a variance from the drawings or specifications as originally issued.
- xi. Review the Contractor's Payment Requests at billing meetings.
- xii. When the Contractor's work or a designated portion thereof is substantially complete, prepare for the District a list of incomplete or unsatisfactory items via a "punch list" and submit to the Construction Manager.
- xiii. Assist the District in the review of Contractor's Submittals.
- xiv. At completion of Project, deliver all inspection records and Project correspondence to the District.
- xv. Perform all necessary coordination to ensure timely submittals to DSA including managing "Box" activities and acting as liaison for the District on all project close out submittals. Examples of forms Consultant will include but are not limited to:
 - (a) DSA 6-PI: Project Inspector Verified Report.
 - (b) DSA 102-IC: Construction Start Notice/Inspection Card Request.
 - (c) DSA 151: Project Inspector Notifications.
 - (d) DSA 154: Notice of Deviations/Resolution of Deviations.
 - (e) DSA 155: Project Inspector Semi-Monthly Report.
 - (f) DSA 156: Commencement/Completion of Work Notification.
- xvi. Consultant will be required to have an understanding of all associated IR'S and advise Resident Inspector/District whenever conflict might arise.

c. Task 3 - Post-Construction Phase.

- i. Review and Transmittal of Contractor Close-Out Documents. The Consultant shall begin to consider associated work close out requirements upon execution of the contract. The Consultant shall receive from the Contractor the close-out documents required by DSA. The Consultant shall review the Contractor's close-out documents and items to determine conformity with requirements. If the Consultant determines that the Contractor's close-out documents and items are not in conformity with requirements, the Consultant shall make written recommendations to the Contractor for measures to secure compliance with the requirements. The Consultant shall deliver to the DSA box all the Contractor's close-out documents and items.
- ii. Consultant Project Records. Within 30 days of the date of issuance of an associated work completion, the Consultant shall assemble and deliver to the District all of the Project records maintained by the Consultant relating to the Project.
- iii. Contractor's Post-Construction Obligations. If the Contractor is obligated under the terms of its Contract to provide work, labor, materials or services after completion of Project construction, the Consultant shall monitor Contractor's post-construction activities for conformity with requirements of the Contract. The Consultant shall make written recommendations, as necessary, for securing Contractor's compliance with post-construction obligations.

d. Task 4 –Project Specific Deliverables:

[[List Deliverables]]

- 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. **Existing Conditions.** The Consultant shall investigate existing conditions or facilities and make recommendations of work scope based on such conditions or facilities.
- E. **Materials and Expenses.** Consultant 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 Consultant for any costs or expenses paid or incurred by the Consultant in performing Services for the District. The Consultant's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of their profession.
- F. **Work Plan.** Work with District to finalize project requirements:
 - a. Develop a list of all plans, specifications and other documents necessary to perform services.
 - b. Ensure that work scope conforms to the project plans and specifications.
 - c. Consultant recognizes the scope of work to include demolition/asbestos monitoring, project oversight, and meeting Procedure 5 requirements, referred to as associated work throughout the remainder of this contract.

2. **ADDITIONAL CONSULTANT 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. Consultant 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 Consultant Services is extended, due to the District's need for Additional Services, the Consultant shall be entitled to additional compensation as set forth in Exhibit A. Consultants shall perform additional services only upon the approval and execution of an amendment to this Agreement by both parties. The Consultant 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. **Consultant's Request for Additional Services.** Consultant shall notify the District in writing of the need for additional services required due to circumstances beyond the Consultant's control. Consultant 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 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. **Termination/Default of Architect or Contractor.** Services required or necessary as a result of the default or termination of the Architect or the Contractor, failure of Performance of the Contractor, or major defects or deficiencies in the work of the Contractor.

- c. Damage or Destruction to Project. Except to the extent caused by the Consultant, 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.
- d. After Final Certificate of Payment. Providing services after issuance to the District of the final certificate for payment except as provided herein.
- e. Other Services. Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted Consultant's practice.

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 Consultant's performance of the Services required hereunder and District's payment of all sums due to Consultant.
- B. **Term.** This Agreement shall commence on **[[Start Date]]**. The Parties understand that the Services under this Agreement shall be diligently performed by the Consultant for the anticipated construction timeframe of **[[Anticipated Construction Duration Days/Months]]**. The Consultant'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.
- C. **Extension.** This term shall be extended at no cost to the District as result of delays caused directly by Consultant's actions. The term may be extended due to construction delay other than those delays caused by Consultant's actions.
- D. **Billing Rate.** Should services be necessary after the expiration of contract duration, they can be provided in accordance with the Billing Rates as provided in Exhibit A.

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]]
Task 4: Project Specific Deliverables	\$	[[Project Specific Deliverables Amount]]
District Controlled Allowance	\$	0.00

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 [[District Controlled Allowance Amount (Spelled Out)]] Dollars (\$0.00). 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 Consultant and Consultant's employees in the interest of the Project shall require District's written approval before being incurred. The District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant and Consultant'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 Consultant and Consultant's employees and Consultants 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. Consultant'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 Consultant and their Consultants 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 Consultant'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 Consultant if needed and requested by the District:
 - f. Providing inspection services that are outside Orange, Los Angeles, San Diego or Riverside County.
 - g. Provide inspection services that are beyond allowable daily hours.
 - h. Providing services required in connection with replacement of such work because of damage caused by fire or other causes during construction.
 - i. Providing services made necessary because of construction contractor default.
 - j. Extra Work fees shall not be paid in the event that the Consultant is required to adjust performance as a result of the Division of the State Architect's definition of required knowledge.

k. 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. **Consultant Monthly Billing Statements.** Consultant 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 Consultant. Services are to be invoiced in accordance with the percentage of Services completed in each phase.

Contractor to send invoices to AccountsPayable@socccd.edu and to the District Project Manager at [[Project Manager Email]] 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 Consultant provision as stipulated herein. **To ensure prompt and accurate payment, all invoices related to this Agreement shall reference the following Agreement Number: DSFP-DSAIA-3446-2021.**

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. Consultant shall remain liable to the District in accordance with applicable law for all damages to the District caused by Consultant'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 Consultant's billing invoices, District will make payment to Consultant of undisputed amounts of the Contract Price due for Basic Services, authorized Additional Services, and Allowable Reimbursable Expenses.

I. **Withholding Payment.** The District may, however, withhold or deduct from amounts otherwise due Consultant hereunder if Consultant 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 Consultant 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 Consultant'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 Consultant's Services is exceeded or extended through no fault of the Consultant, compensation for any Services rendered during the additional period of time shall be computed at standard hourly rates as established in Exhibit A.

5. **CONSULTANT'S SERVICES AND RESPONSIBILITIES.**

A. **Statement of Services.** The Consultant's Services shall consist of those Services performed by the Consultant and Consultant's employees as enumerated in this Agreement.

B. **Standard of Care and Professional Conduct.** The Consultant 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 Consultant 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 Consultant or any subconsultant the Consultant has engaged or will engage to perform the Service(s). If the District desires, the District shall request in writing, the Consultant to provide Services in addition to, or different from, the Services described herein. The Consultant shall advise the District in writing of any Services that, in the

Consultant's opinion, lie outside of the technical and professional expertise of the Consultant. 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.

Consultant or Consultant's employees, sub-consultants, 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 Consultant'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 Consultant and shall not be contracted to perform this or any future Services for the District.

- C. **Key Individual Assignment.** The Consultant has been selected to perform the Services described herein because of the skills and expertise of key individuals. Consultant assignment for this Project is referenced in the Communication provision as stipulated herein. The Consultant shall designate [[Name of Project Executive]] as Project Executive, [[Name of DSA Inspectors]] 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 Consultant must furnish the name of all other key personnel in Consultant'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 Consultant 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 Consultant to Other Project Participants.** Consultant's Services hereunder shall be provided in conjunction with contracts between the District and: (a) the Architect; (b) the Contractor; (c) Test/Inspection Service Providers; and (d) others providing services in connection with the Project. The Architect is responsible for the adequacy and sufficiency of the Project design and the contents of Design Documents for the Project. Except as expressly set forth herein, neither this Agreement, nor Consultant's rendition of Services hereunder shall be deemed Consultant's assumption of responsibility for the adequacy or sufficiency of the Project design or the Design Documents for the Project, which are and remain that of the Architect. Consultant shall coordinate all work with District consultants as necessary to complete contract requirements. The Consultant shall be responsible for assisting the District with generally coordinating the services of the Inspector and Test/Inspection providers during the construction phase. The Consultant is not responsible for the completeness or accuracy of the work product or services provided by the Inspector or Test/Inspection Service Providers.
- F. **Acceptance of Project Schedule.** The Consultant shall accept the District's Project schedule for the performance of the Consultant'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 Consultant, except for reasonable cause, as established by the District.

6. **HOLD HARMLESS & INDEMNIFICATION AND INSURANCE.**

- A. **Hold Harmless & Indemnification.** To the fullest extent permitted by law, the Consultant 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 Consultant, its officials, officers, agents, employees, representatives, subconsultant, or volunteers, in connection with the performance of the Consultant or its subconsultant's Work 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, Consultant 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. Consultant 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 Consultant 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. Consultant 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 Consultant 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 Consultant 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 require an adjustment to the minimum coverage and/or limits set forth herein by providing written notice to Consultant at least 30 days prior to the commencement of a renewal term.

- 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 and 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, Consultant and its subconsultants shall each procure and maintain Workers' Compensation insurance with a statutory limit and Employer's Liability coverage with limits of 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.** Consultant and its subconsultants shall each procure and maintain Commercial General Liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate to cover losses including, but not limited to blanket contractual, broad form property damage, products & completed operations, personal injury, and wrongful death.
- e. **Automobile Liability.** Consultant and its subconsultants shall each procure and maintain Automobile Liability insurance with combined single limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate to cover losses involving "Any Auto".
- f. **Professional Liability aka Errors and Omissions.** Consultant and its subconsultants shall each procure and maintain, Professional Liability insurance with limits of not less than One Million Dollars (\$1,000,000) 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 policy is issued 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.** Consultant 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 Consultant's and its subconsultants' Commercial General Liability and Automobile Liability insurance policies.

- h. **Primary and Non-Contributory Endorsement.** Consultant 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 Endorsement.** Consultant 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 Consultant's 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 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 Consultant's execution of this Agreement. No Services shall commence by Consultant or its subconsultants until the required certificate(s) of insurance and endorsement(s) have been furnished to the District. Should Consultant's 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 Consultant or its subconsultants to furnish the required certificate(s) and endorsement(s) shall not be deemed a waiver of the insurance provisions, as stated herein.

7. **INDEPENDENT CONTRACTOR.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor and not an employee of the District. Consultant 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. Consultant assumes the full responsibility of their actions and/or liabilities including those of their employees or agents as they relate to the Work to be provided under this Agreement. Consultant 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 Consultant and Consultant's employees. Consultant 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 Consultant or Consultant's employees or subconsultants. Consultant 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 Consultant 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 Consultant's employees or subconsultants.

8. **CONSULTANT'S WORK PRODUCT.**

- A. **Matters Produced Under this Agreement.** Consultant 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. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance, and distribution of the matters, for any purpose and in any medium.
- B. **District Ownership of Documents.** Documents prepared by the Consultant for this Project shall be and remain the property of the District. Such documents supplied as herein required shall be the property of the District whether or not the work for which they were made is executed. Consultant grants to the District the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the documents prepared or caused to be prepared by the Consultant pursuant to this Agreement.

- C. **Electronic Copy of Documents.** The Consultant 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.
- D. **Documentation.** The Consultant shall provide daily reports.

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 Consultant 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 Consultant. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the Consultant 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 Consultant; or (b) any act by Consultant exposing the District to liability to others for personal injury or property damage; or (c) Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant'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 Consultant. 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 Consultant 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 Consultant 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 Consultant shall be compensated for Services satisfactorily performed prior to such suspension. When the Project is resumed, and upon District's review and approval, the Consultant's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Consultant's Services.
- D. **Abandonment of Project.** If the District abandons the Project for more than ninety consecutive days, the Consultant 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 Consultant in accordance with this Agreement shall be considered substantial non-performance and cause for termination by the Consultant.
 - a. In the event the District fails to make timely payment, the Consultant 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 Consultant within seven (7) days of the date of the notice, the suspension shall take effect without further notice.
- F. **Consultant Compensation.** The Consultant shall be compensated for Services satisfactorily performed prior to a termination, which is not the fault of the Consultant. The District shall pay the Consultant only the fee associated with the Services provided, since the last billing and up until the notice of termination.
- G. **Liability for District Damages.** In the event of termination due to the fault of the Consultant, Consultant shall receive compensation due for Services satisfactorily rendered prior to the date of termination. The

Consultant is liable for all damages suffered by the District due to Consultant'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 Consultant agree that, in the event that a dispute comes to litigation, the Consultant 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 Consultant, 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, Consultant agrees to continue to diligently perform and provide Services hereunder until completion of the Services. If the dispute is not resolved, Consultant 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 Consultant full information regarding requirements for the Project, including information regarding the District's objectives, schedule, constraints and criteria. At the written request of the Consultant, District shall provide Consultant 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. Consultant shall follow and accept directives from the District's designated representatives and not from other District employees or consultants. The District shall notify Consultant 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 Consultant, the primary District Representative is:

Project Manager
[[Project Manager]]
[[Project Manager Email]]

- C. **District Notification.** The District shall give prompt written notice to the Consultant 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 Consultant of their responsibilities hereunder and the District shall have no duty to observe, inspect or investigate the Project.
- D. **Tests/Inspections.** The District shall retain Test/Inspection Service Providers to conduct Construction Phase tests/inspections of materials/equipment forming a part of the Project as required by applicable laws, codes, rules, regulations, or ordinances. Consultant must coordinate Service efforts as needed.
- E. **District Consultants.** Other consultants required or desired by the District in connection with the Project shall be retained and paid for by the District. Such other consultants include, but may not be limited to, legal counsel, insurance/surety consultants and audio-visual equipment/installation consultants.

12. **MISCELLANEOUS.**

- A. **Representations and Warranties.** Consultant and its sub-consultants 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, Consultant and its sub-consultants acknowledge and agree that the District, in deciding to engage Consultant 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 Consultant's engagement hereunder:

Consultant 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, Consultant and its employees have all licenses, permits, qualifications, and/or governmental approvals that are legally required to perform the Work as described herein. Such licenses, permits, qualifications, and/or governmental approvals shall be maintained throughout the term of this Agreement.

Consultant, 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. Consultant shall be liable for all violations of such laws and regulations in connection with the Work as described herein.

- B. **Equal Opportunity/Non-Discrimination.** Consultant 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 consultant 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.

Consultant shall ensure that all Services and benefits rendered to the District, its Board of Trustees, officers, agents, employees, representatives, students, consultants/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. Consultant 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, Consultant agrees to comply with the rules and regulations of the Sex Offender Registration Act, California Penal Code Section 290.95. Consultant 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 Consultant, 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.** Consultant hereby certifies that Consultant 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. Consultant shall notify District in writing immediately if Consultant is charged with any felony during the term of this Agreement in which case District may terminate this Agreement immediately. Consultant further hereby authorizes the District or other organizations to conduct a comprehensive review of his/her background upon District’s request. Consultant hereby consents to the background check to the fullest extent permitted by law. Consultant 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 Consultant 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, Consultant 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 Consultant 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 Consultant’s Services whether by District or others, shall not relieve Consultant from responsibility for accuracy of Consultant’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 Consultant 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 Consultant is an employee of another public agency, Consultant 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 Consultant 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 Consultant’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 Consultant pursuant to this Agreement shall not be assigned by the Consultant 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 Srvs. & RM
 28000 Marguerite Parkway
 Mission Viejo, CA 92692
 (949) 582-4850 / purchasing-dept@socccd.edu

CONSULTANT:

[[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

[[Project Manager]]
 South Orange County Community
 College District
 28000 Marguerite Parkway
 Mission Viejo, CA 92692
 [[Project Manager Email]]

CONSULTANT

[[Name (Primary Second Party)]]
 [[Name of Consultant]]
 [[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/Consultant for the construction of a portion of the Project.
- b. **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.
- c. **Architect.** The Architect is [[Architectural Firm]]. References to the Architect include [[Name of Architect]] and their managers retained to prepare or provide any portion of the Design Documents.

- d. **Submittals**. Shop Drawings, Product Data, or Samples prepared or provided by a Contractor or a Subcontractor to a Contractor or suppliers illustrating some portion of work of the Project.
 - e. **Site**. The physical area for construction and activities relating to construction of the Project.
 - f. **Construction Contract Documents**. The Contract 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.
 - g. **Substantial Completion**. Substantial Completion is when the Services identified in the Agreement has been completed, including completion of all installation Services. Substantial Completion shall be deemed to have been achieved when the Project can be used for its intended purposes, subject only to minor corrections, repairs or modifications.
 - h. **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 Consultant has completed all other obligations to be performed on its part under the Agreement.
- O. **Severability**. If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted here from, but all remaining provisions will remain and continue in full force and effect.
- P. **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.
- Q. **Conflict of Interest**. Consultant hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Consultant 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 Work under this Agreement; (ii) Consultant has no business or financial interests which are in conflict with Consultant's obligations to District under this Agreement; and (iii) Consultant shall not employ in the performance of Work under this Agreement any person or entity having any such interests.
- R. **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, Consultant 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, Consultant 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 Consultant'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
- c. 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
 - d. Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.
- S. **Entire Agreement/Amendment.** The Agreement documents consist of this Agreement, any attachments 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 Work in which case the provisions set forth in any referenced attachments or exhibits to this Agreement shall complement the terms of this Agreement.
- T. **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.
- U. **Authority to Execute.** The individual(s) executing this Agreement on behalf of the Consultant is/are duly and fully authorized to execute this Agreement on behalf of Consultant and to bind the Consultant to each and every term, condition, and covenant of this Agreement.
- V. **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.

APPENDIX E
Submission Checklist
South Orange County Community College District
DSA Inspection Services for ADA Accessibility Projects at Irvine Valley College and Saddleback College

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: Fee and Rate Proposal	
Proposal Form E: General Terms and Conditions	
Proposal Form F: References	
Proposal Form G: Addenda Acknowledgement	
Appendix A: Non-Collusion Declaration	
Appendix B: Equal Opportunity Affirmative Action Statement	
Appendix C: Firm's Certificate Regarding Workers' Compensation	
Appendix D: Sample Agreement for DSA Inspection Services for ADA Accessibility Projects at Irvine Valley College and Saddleback College	Only notate changed/exceptions to the Sample Agreement pursuant to the instructions highlighted and identified in Appendix D.
Appendix E: Submission Checklist	