



**COMPTON COMMUNITY COLLEGE DISTRICT
RFQ CCC-043 Soils and Special Test & Inspection**

**REQUEST FOR QUALIFICATIONS (RFQ) TO BE PLACED ON THE
DISTRICT SHORTLIST FOR
SOILS AND SPECIAL TEST & INSPECTION SERVICES
VARIOUS PROJECTS**

By way of this Request For Qualifications (“RFQ”), the Compton Community College District (the “District”) intends to pre-qualify a limited number of Inspectors or Consulting Firms specialized in providing Soils and Special Test & Inspection services to be placed on our shortlist. It is the desire of the District to select a Soils and Special Test & Inspection Firm (SST&I) that can meet or exceed the District’s requirement to provide the highest quality soils testing and special test and inspection services expertise at reasonable costs.

If your firm is interested in performing Soils and Special Test & Inspection services for or on behalf of the District, please submit to the District a detailed summary of your firm’s qualifications and detailed listing of all soils and special test and inspection services your firm can provide, including proof of current DSA approval and/or certification. The deadline for receipt of all materials responsive to this RFQ is **2:00 p.m.**, on **Thursday, October 26, 2017**.

The following shall be noted on the front of the submittal **“RFQ CCC-043 Soils and Special Test & Inspection Services”**. Note that Responses delivered after the Response Deadline may not be considered. A minimum of five (5) hard copies and one (1) electronic copy of your Response should be submitted to:

Compton Community College District
Business Services, Room C34
1111 East Artesia Boulevard
Compton, California 90221
Attn: Roy Patterson

RFQ ACTIVITY SCHEDULE

The District anticipates that the following activities relating to the RFQ will be completed at the times noted below. The foregoing notwithstanding, the District reserves the right to modify RFQ activities and/or the time for completion of an RFQ activity.

RFQ Activity	Anticipated Date
1 st Advertisement	Monday, October 2, 2017
2 nd Advertisement	Monday, October 9, 2017
Latest Date/Time for Respondents to Submit Request for Clarifications of RFQ Requirements	2:00 P.M. Monday, October 16, 2017
Response to RFC’s issued (addenda, if any, uploaded to website)	Thursday, October 19, 2017 by 5:00 PM
Latest Date/Time for Submittal of RFQ Responses	2:00 PM Thursday, October 26, 2017
Interviews	To Be Announced if necessary
Board Action to Approve Short List of Soils and Special Test & Inspection Service Firms	Tuesday, November 21, 2017

OBTAINING THE RFQ

The RFQ may be only obtained from the District web site (see link below) or by request to the District Contact whose contact information is noted herein. Small, women-owned, disabled veterans and minority-owned firms are encouraged to submit responses to this RFQ.

http://district.compton.edu/administration/businessadmin/Bid_Proposal_Requests.asp

REQUEST FOR CLARIFICATION

All questions and requests for clarification are due prior to **2:00 PM** on **Monday, October 16, 2017** and should be directed **via email only** to:

Linda Owens
Director of Facilities Planning & Operations
Compton Community College District
1111 East Artesia Boulevard
Compton, California 90221
lowens@elcamino.edu

PROPOSAL REQUIREMENTS

The Proposal shall set forth a detailed scope of services, a schedule of professionals that will be used to supervise and staff the projects, and an hourly rate schedule of hourly fees for the services/tests to be performed. All submittals shall be limited to the information outlined below and be organized with a "Table of Contents" and presented in 8 1/2" X 11" size. Submittals should be brief and concise, but provide sufficient clarity to meet the criteria to be used in the evaluation process:

- 1) Cover Letter/Letter of Interest
- 2) Firm Information
 - a. Provide firm experience with California Community College and School Districts and other educational agencies
 - b. Information as to the location of Consultant's headquarters.
- 3) Work History and References
 - a. An appropriately detailed work history and description of projects (particularly school projects) that Consultant has worked on within the last three (3) years which demonstrates Consultant's relevant experience and successes. Each project description should include any significant issue, how the issue was resolved, and a client contact by name, title, and phone number who will be contacted for verification.
- 4) Project Team
 - a. Organizational Chart
 - b. Team Biographies/Consultant Resumes
- 5) Scope and Methodology
 - a. Scope of Work typically performed by the firm
 - b. Methodology for coordinating and working with other team members on projects
- 6) Fee Schedule
 - a. Proposed Compensation / Fee Schedule including hourly rates, weekend and overtime hourly rates for in house personnel and field personnel, hourly and/or daily rates for rental of any equipment, truck fees (if any), etc. Be thorough and specific as this will form the basis of any Service Agreement that may be presented by the District.
- 7) Insurance Coverage
 - a. General Liability Insurance Coverage \$1 Million limit
 - b. Workmen's Compensation Insurance Coverage \$1 Million limit
 - c. Professional Liability Insurance Coverage \$1 Million limit

PROJECT DESCRIPTION

The full scope of work shall be negotiated in the Professional Services Agreement. The Soils & Special Test & Inspection Firm's "Scope of Services" will be set forth in further detail in the District's Professional Services Agreement based on responses to this RFQ.

RESPONSIBILITIES/SERVICES INCLUDE

The role of the Soils and Special Test & Inspection Firm is to include, but is not limited to, providing the following services to the District. **Prospective Firm must be approved by the Division of the State Architect.**

- A. **Daily Reports:** The Soils and/or Special Inspector shall keep daily reports of all activities that take place on the site subject to his own personal observation. These reports shall be provided to the Project Inspector on a daily basis. A copy of these *Daily Reports* shall be filed at your office and kept as a permanent record. Additionally, a copy of these daily reports will be provided to the District through the Construction Manager daily. The report will also include photos of significant activities performed on site.
- B. **Verified Reports:** The Soils and Special Test & Inspection Firm shall fill out and submit to DSA *Verified Reports* as required by the California Building Code.
- C. **DSA-103 form:** The Soils and Special Test & Inspection Firm shall provide all required tests and inspections for the project as required on the Approved DSA-103 form.
- D. **Test Lab/Special Inspection Coordination:** The Project Inspector shall coordinate and schedule all special inspections and materials lab testing as needed for the project. The cost of any actual special inspections and/or lab testing is paid directly to the Testing Lab by the District.
- E. **Overtime:** All overtime shall require prior authorization from the District (through the Construction Manager) for the Project Inspector and any special test and inspection services.
- F. **Invoicing:** This consultant's monthly invoicing shall include the District Purchase Order number, original approved PO amount, total amount previously billed and total billed to date. If at any time the original approved PO amount is running out, it is this consultant's responsibility to notify the District **in advance** of exhausting the original PO to obtain a change order to the PO if applicable. All Monthly invoicing shall be submitted to and approved by the Construction Manager. Once approved, the CM will forward to the District for payment processing.
- G. **DSA forms:** The Soils and Special Test & Inspection firm will assist the AOR and District in preparing and timely filing of all required DSA forms for the project.

SELECTION CRITERIA

The selected Soils and Special Test & Inspection Firms will be required to enter into a contractual agreement with the District which incorporates various terms and conditions and a scope of work regularly utilized by the District for projects. The proposed contractual agreement will comply with all applicable law and regulations, including without limitation, any policies of the Division of the State Architect. The selected Soils and Special Test & Inspection Firms short list is anticipated to be presented to the Board of Trustees during the regular scheduled board meeting on **November 21, 2017.**

The successful firm(s) will demonstrate, through its qualifications, that it has carefully studied the District's expectations as stated in this RFQ. Qualifications must show that the firm has the professional capability to be a full-service Soils and Special Test & Inspection Firms who will facilitate and oversee all levels of the project soils and special test and inspection services.

Qualifications submitted in response to this Request for Qualifications (RFQ) will be evaluated on the following criteria.

- Proven experience related to relevant responsibilities.
- Firm's workload and time commitment to the project.
- Satisfactory DSA performance ratings on previous school construction projects.
- Fee Schedule & Cost of services.
- Firm's professional reputation; timeliness of work, client relationships, accuracy of cost estimates.
- Responsiveness to the RFQ - breadth and quality of response.
- Compliance with DVBE requirements established by the State of California as defined in Public Contract Code Section 10115.1 (if applicable).
- Satisfactory references

RESPONDING TO THIS RFQ

It is the desire of the Compton Community College District to receive accurate and easily comparable information on all interested firms.

Caution Statements:

- 1) To control information disseminated regarding this RFQ, organizations interested in submitting qualifications are not to make personal contact with the members of the Governing Board and District Administration except for the individual listed below:

Linda Owens
Director of Facilities Planning & Operations
Compton Community College District
1111 East Artesia Boulevard
Compton, California 90221
lowens@elcamino.edu

- 2) Responders shall be responsible for any and all expenses that they incur in preparing a submittal.
- 3) The District will not be responsible for errors or omissions on the part of the organization in the preparation of the RFQ. The District reserves the right to accept or reject any and all submissions, to negotiate with any or all responsible responders, or to waive any irregularities or informalities in the RFQ.
- 4) 'Requests for Qualifications' by the District does not, in any way, commit the District to award any contracts.