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South Gate

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KEITH CURRY, Ed.D.
Interim Chief Executive Officer

THOMAS E. HENRY
Interim Special Trustee

August 29, 2012

Request for Proposals for:

**“Architect of Record & DSA Closeout
Certification Services”**

**Various Projects at Compton Community
College District**

PROPOSALS DUE: September 27, 2012

At: 2:00 p.m.

AT THE BUSINESS AFFAIRS OFFICE

**Compton Community College District
1111 E. Artesia Blvd.
Compton, CA 90221**

Contact Person during Procurement Period:

**Felipe Lopez, Chief Business Officer
(310) 900-1600 ext 2111**

Invitation to Submit Proposal

(Conditions Governing Proposal Award)

I. Introduction and Purpose

The Compton Community College District (“District”) hereby invites interested persons (“Proposer”) to submit proposals for the furnishing of Architect of Record & Division of State Architect (“DSA”) Closeout Certification services (hereinafter collectively “Services”) for various construction projects on the District’s campus that have not yet received final DSA Closeout Certification (“Proposal(s)").

Some of these projects are known to the District and may also require certain construction work and/or repairs to be performed before a Closeout with Certification letter (“#1 Letter”) can be obtained from the DSA. These projects are identified herein below. When hired, the Proposer will be responsible for identifying any remaining construction work that is needed, preparing all necessary drawings and specifications, obtaining all governmental approvals for such work, prepare a closeout services plan and projected budget, and perform all Services required to obtain such Certification.

Additionally, the District believes that some older projects on its campus also need to obtain Closeout with Certification, but the District is uncertain as to each project’s status with DSA. When hired, the Proposer will be responsible for identifying any remaining construction work that is needed, preparing all necessary drawings and specifications, obtaining all governmental approvals for such work, prepare a closeout services plan and projected budget, and perform all Services required to obtain such Certification.

The Projects known to the District that have not obtained DSA Closeout with Certification are:

- (1) The Major League Baseball Urban Youth Academy project;
- (2) The Math/Science Building project;
- (3) The Vocational/Technology Building project;
- (4) The Stadium Lighting project;
- (5) The Children’s Development Center project; and
- (6) The Library & Learning Resource Center project.

The District is aware that the project listed as # (6) above requires significant additional construction work to obtain the required Closeout with Certification. The additional construction work for the Library & Learning Resource Center will be performed by a completion contractor who will be hired by the District under a separate request for proposals sent out soon after this RFP. While the actual completion construction work will be performed pursuant to a different RFP, the District intends that the Proposer’s

first order of business, upon execution of a contract with the District, will be to identify any remaining construction work that is needed, prepare all necessary drawings and specifications, obtain all governmental approvals for such work, prepare a closeout Services plan and projected budget, and perform all Services required to obtain Closeout with Certification for the Library & Learning Resource Center project.

The District is not aware whether the projects listed as #'s (1) through (5) above require additional construction work or not to obtain the required Closeout with Certification.

The District is not aware whether the older projects on its campus, of which the District is uncertain as to their DSA status, require additional construction work or not to obtain the required Closeout with Certification.

Since the District does not know the full extent of the Services that will be required for all projects, the District will entertain lump sum proposals; hourly rate proposals with and/or without a guaranteed not to exceed amount; and/or any other type of compensation proposal a Proposer wishes to submit. Any hourly rates quoted must be either guaranteed for the duration of the Services and/or contain a set percentage increase for anything beyond the first year of the contract.

From all proposals received, the District will identify three Proposers as Finalists and then enter simultaneous negotiations with each of the three Finalists.

The selection and award process is defined further herein below.

II. Availability of RFP and Project Documents

- The RFP and its attachments can be downloaded for free from the following website: www.district.compton.edu.
- Additional Project documentation can be accessed through an FTP site. To receive access to the FTP site, contact Felipe Lopez, Chief Business Officer, Compton Community College District, at flopez@elcamino.edu.
- The District also maintains significant amounts of hard copy documentation regarding the Projects in three different trailers located on the District's campus. The documentation is kept in varying levels of organization. Proposers may set up an appointment to view the hardcopy documentation by contacting Felipe Lopez at flopez@elcamino.edu.

III. Minimum Proposer Requirements - (See Attachment "B")

All Proposers must:

- a. Employ architect(s), licensed by and in good standing with the State of California, who can serve as the lead person providing the Services;
- b. Employ consultant(s), as needed, to complete the Services;

- c. Have no record of unsatisfactory performance;
- d. Have the administrative and fiscal capability to provide and manage the Services being requested;
- e. Possess the knowledge and experience necessary to successfully perform the Services described in the RFP at the time the contract is executed;
- f. Have the resources to perform the Services;
- g. Have a minimum of five (5) or more years of experience providing DSA Closeout Certification services in California.
- h. Provide references for a minimum of five (5) other clients involving the Proposer's delivery of services that demonstrate the ability of the Proposer to provide the Services as outlined in this RFP; and
- i. Have successfully completed (i.e., obtained DSA #1 Letters) on at least ten (10) projects.

IV. Mandatory Pre-Proposal Conference and Job Walk

There will be a mandatory pre-proposal conference and job walk on

September 10, 2012, @ 3PM at the following location:

Compton Community College District, Board Room
1111 E. Artesia Boulevard, Compton, CA 90221

On such date and time, all Attendees will be walked through all projects known by the District to need a DSA Letter 1 Certification.

Attendance at the pre-proposal conference and job walk is mandatory. No Proposal will be accepted from any Proposer who fails to attend and complete both the pre-proposal conference and the job walk.

V. Requests For Information

All Requests for Information regarding the contents of this RFP must be submitted via email only on or before September 18, 2012 prior to 4:30pm and directed to:

Felipe Lopez, Chief Business Officer

flopez@elcamino.edu

All Requests for Information should be clear and concise and include references to sections of the RFP and/or its attachments when applicable.

VI. Addenda

Interpretations, revisions, or corrections to this RFP and/or its attachments will be by written addendum issued via email only by District representative:

Felipe Lopez, Chief Business Officer

Email: flopez@elcamino.edu

The District reserves the right to issue written addenda or amendments to this RFP if the District considers that additional clarifications are needed.

Only those Proposers represented at the mandatory pre-proposal conference will receive addenda or amendments issued after the mandatory pre-proposal conference.

A copy of any issued addendum will be sent via email to each Proposer who has requested a copy of the RFP and attends the mandatory pre-proposal conference and job walk.

No oral or telephonic responses are valid.

No person is authorized to render an oral interpretation or correction of any portion of the RFP and/or its attachments. Failure to request interpretation or clarification of any portion of the RFP and/or its attachments is a wavier of any discrepancy, defect or conflict therein.

VII. Proposal Submission Location & Deadline

All proposals must be received by:

2:00 pm on Thursday, September 27, 2012

**BUSINESS AFFAIRS OFFICE, C-34
Compton Community College District
1111 E. Artesia Boulevard
Compton, CA 90221**

Attention: Felipe Lopez, Chief Business Officer

For the purposes of receipt of each Proposal, the time specified will be defined by the time clock that will be placed outside the District's Business Affairs Department before the time for the submittal of Proposals.

Facsimile or electronically transmitted Proposals will not be accepted in lieu of actual receipt. Late or incomplete Proposals will not be accepted.

VIII. RFP Timeline & Deadlines

Proposals will be opened in public in the **Business Affairs Office, C-34 on September 27, 2012 after 2 p.m.** and will there and then be announced to all persons present.

The Proposals and other documents related to this RFP will be kept on file in the Business Affairs Office, and may be obtained upon written request. The various deadlines for this RFP are as follows and the District reserves the right to change any deadline in its own discretion.

RFP SCHEDULE OF EVENTS

DATES/DEADLINES

1.	Mandatory pre-proposal conference and job walk	September 10, 2012 at 3pm
2.	Deadline for Requests for Information	September 18, 2012 before 4:30pm
3.	Submittal Deadline for Proposal	September 27, 2012 at 2pm
4.	Three Finalists Selected & Negotiation Period Starts	October 5, 2012
5.	Negotiation Period Ends	October 10, 2012
6.	Notice of Intent to Award	November, 2, 2012
7.	Contract Award and Start Date	November, 13, 2012

IX. General Information and Conditions for the RFP.

- a. All Proposers should review the California Department of General Services website for information regarding the current status of the DSA Closeout and Certification of District projects before submitting a proposal. This information can be found at:

<https://www.apps.dgs.ca.gov/tracker/ProjectList.aspx?ClientId=19-C1>

- b. The District reserves the right to waive any irregularities in any Proposal, and to take Proposals under advisement for a period not to exceed ninety days from and after the date Proposals are opened and announced. Proposals shall not be withdrawn by any Proposer for a period of ninety (90) days after the opening of the proposals. During this time, all Proposers shall guarantee all terms, conditions and provisions of the proposal the Proposer has submitted.
- c. There are No Bond requirements for the Services being sought. Insurance requirements are set forth in the sample Professional Services Agreement that is attached hereto as Attachment "F".
- d. The Proposer must employ Architect(s), licensed by and in good standing with the State of California at the time the contract is awarded and shall maintain said license in good standing at all times during performance of the Services. An architect licensed by, and in good standing with, the State of California shall be the proposer's lead person for performance of the Services

sought by this RFP. All other consultants shall possess and maintain current and valid licenses as required from the State of California.

- e. The District reserves the right to reject any and all Proposals.
- f. The District is not obligated to pay any costs incurred by any Proposer in the preparation of a Proposal in response to this RFP. Proposer agrees that all costs incurred in developing a Proposal are the Proposer's sole responsibility whether a Proposal is ultimately submitted or not and whether a Request for Information is answered or not.
- g. The District may require a Proposer to participate in negotiations. This may include cost, technical, or other clarifications needed to make a decision.
- h. You must execute your contract within (10) days after the District mails it. If the contract is not executed within (10) days, the District reserves the unilateral right to cancel it.
- i. If any provisions of the contract are violated, the District after suitable notice, may cancel the contract and make arrangements to have the products and or services supplied by others. Any extra cost to the District will be paid by the Proposer.
- j. All Proposals received shall become the property of the District.
- k. The final authority to award a contract as a result of this RFP rests solely with the Special Trustee of the District, unless the Special Trustee specifically authorizes another District agent in writing to award a contract.
- l. Submission of a Proposal indicates that the Proposer has read and understands the entire RFP, to include all attachments ("A through F"), and addendum (as applicable), and that all of the Proposer's concerns regarding the RFP have been satisfied.
- m. All information submitted in the Proposal or in response to request for additional information is subject to disclosure under the provisions of the California Public Records Act, Government Code Section 6250 et seq. If Proposer's Proposal contains financial or other data that constitutes a trade secret, the Proposer should specifically identify the pages that contain confidential information by properly marking the applicable pages and inserting a designation of "CONFIDENTIAL TRADE SECRET" on the top of the applicable page. The District assumes no responsibility for disclosure or use of unmarked data for any purpose.
- n. All laws, rules, regulations, and the like that pertain to the Services and this RFP are deemed inserted into the RFP, and its attachments, as a matter of law and the Proposers are charged by law with the knowledge of such laws and the monetary impact such laws may have on the Services. As such, by submitting a Proposal, the Proposer warrants and represents to the District

that the Proposal pricing and all other items proposed by the Proposer have taken all such impacts into consideration and included them therein.

- o. The Proposer shall only utilize consultants who are preapproved by the District in writing.

X. Proposal Presentation.

- a. All Proposals must have as part of the proposal Attachments “A” through “F”, inclusive attached to the proposal itself. Additionally, Attachments “A”, “B”, “C”, and “D” must be signed by the Proposer. Attachments “A” through “F” are part of this RFP and are incorporated herein by this reference as if set forth at length hereat.
- b. All Proposals must be submitted on 8½ x 11 paper, neatly typed, double-sided on recycled paper, with 1-inch margins and single-spaced. Typeface must be no more than 12 characters per inch. Each page, including attachments, must be clearly and consecutively numbered at the bottom center of each page.
- c. One (1) original and three (3) copies, for a total of four (4), of the complete proposal must be received by the deadline specified in Sections VII. and VIII. The original and all copies must be in a sealed envelope or container stating on the outside: Proposer’s Name, Address, Telephone Number, RFP Number, RFP Title, and proposal due date.
- d. Response to this RFP must be in the form of a Proposal package, which must be submitted in the following format:
 - i. Cover Page – Attachment “A” is to be used as the cover page for the proposal. This form must be fully completed and signed by an authorized officer of the Proposer.
 - ii. Minimum Proposer Requirements – Complete, initial, and sign Attachment “B”.
 - iii. Statement of Experience – Include the following information in this section of the proposal:
 - 1. Business name of Proposer and legal entity such as corporation, partnership, joint venture, etc.
 - 2. Number of years the Proposer has been in business under the present business name, as well as related prior business names.
 - 3. A summary of the relevant qualifications and experience in providing the services solicited in this RFP.
 - iv. Exceptions to RFP – Complete Attachment “C”.

- v. Statement of Certification – Complete Attachment “D”.
- vi. References – Provide five (5) references from other public entities that you have performed Architect of Record and DSA closeout certification services. Provide Contact Name, Address, Phone Number, and dates services were provided on Attachment “E”.
- vii. Proposal Description – Provide a detailed description of the proposal being made. The proposal should include the following:
 - 1. A narrative summary of the Proposer’s understanding of the District’s needs and how the Proposer plans to meet the District’s needs.
 - 2. A concise statement of the services (and products, if applicable) proposed. To the extent possible, include a summary of the work plan for the Services and a proposed schedule for such Services.
 - 3. An explanation of any assumptions and/or constraints.
- viii. Lump Sum, Hourly Rates and Not to Exceed Proposals. Either provide:
 - 1. A lump sum that Proposer will complete the Services for; or
 - 2. A proposed hourly rate for each Proposer employee that may provide Services, and a Not to Exceed amount for completing the Services; or
 - 3. A proposed hourly rate for each Proposer employee that may provide Services.
 - 4. Proposals shall not contain and any ultimate contract will not permit charges to the District for (1) time spent related to invoicing the District for services, (2) travel time that is not authorized in advance and in writing by the District’s Special Trustee, (3) time spent correcting the Proposer’s own errors or omissions.
 - 5. Note: Preference may be given to proposals that include either a lump sum or hourly rate with a Not to Exceed Amount.
 - 6. Proposer must sign and date the page(s) containing its compensation proposal.
- ix. Project Team Organization Chart – The Project Team Organization Chart shall clearly show the organization of the team and the hierarchy of the members providing the Services.

- x. Provide copies of all licenses, permits and/or certifications relevant to providing the Services.
- xii. Certification and Warranty that Proposer's Key Personnel assigned to perform the Services shall not be replaced except with the advance written permission of the District's Special Trustee.

XI. Contract.

Proposer will be required to enter into a formal contract with the District. A copy of the proposed contract that Proposer will be required to execute is included as Attachment "F" to this RFP. By submitting a proposal, Proposer will be deemed to have agreed to each clause in the contract included in Attachment "F", unless otherwise noted by the Proposer as an exception in Attachment "C" and accepted by the District. The District reserves the right to modify Attachment "F" at any time up to the deadline for submitting proposals and/or thereafter should negotiations result in a modification.

XII. Proposal Evaluation and Selection.

A. Initial Evaluation.

All Proposals will be initially evaluated by District staff to determine if they meet the following minimum requirements:

1. The Proposal must be complete, in the required format, and be in compliance with all the requirements of this RFP.
2. Proposers must meet the Minimum Proposer Requirements and all other RFP requirements. Failure to meet all of these requirements will result in a rejected proposal. No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation and if the irregularity, defect or variation is considered by the District to be immaterial or inconsequential, the District may choose to accept the proposal. In such cases the Proposer will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect or variation or the District may elect to waive the deficiency and accept the proposal.

B. Evaluation of Proposals.

Proposals meeting the requirements of Section XII (A) shall be fully evaluated by District Staff and those experts hired by the District to help in the RFP review process (the "Evaluation Committee").

1. The Evaluation Committee will rank all Proposals and reject any Proposals that do not meet the minimum qualifications as stated in this RFP.
2. Recommendation - Following the completion of evaluations by the Evaluation Committee, the Evaluation Committee will make a recommendation to the Special Trustee to enter negotiations with three finalists to attempt to award a

Contract for Professional Services. The final decision to award any Agreement as a result of this RFP process rests solely with the District's Special Trustee.

C. Evaluation Criteria.

1. No Proposal shall be rejected if it contains a minor irregularity, defect, or variation if the irregularity, defect or variation is considered by the District (at the District's sole discretion) to be immaterial or inconsequential. In such cases, the Proposer will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect or variation, or the District may elect to waive the deficiency and accept the proposal.
2. The successful Proposer will be selected on the basis of demonstrated competence, experience, the professional qualifications necessary for the satisfactory performance of the Services required as stated in this RFP, and the Proposer's proposed lump sum or hourly rate/Not To Exceed structure/or other compensation offer. The Proposer's Proposal will be weighted more heavily on demonstrated competence and professional qualifications necessary for the satisfactory performance of the Services required than on the proposed fee structure.
3. The Evaluation Committee may contact any of the Proposer's client references to discuss the Proposer's Qualifications and past performance. The results of any such reference checks will be considered in the evaluation of proposals.
4. The District may also contact Proposer to clarify any response; contact any current users of a Proposer's services; solicit information from any available source concerning any aspect of a proposal; request an oral presentation of any or a select few Proposers; and seek and review any other information deemed pertinent to the evaluation process.

D. Negotiations.

1. Following the evaluation process, the three most qualified Proposers will be selected and negotiations will be held. If negotiations are not successful, the District will so notify the three finalists accordingly.
2. After negotiations are complete, an Agreement, signed by the successful Proposer, will be presented to the District's Special Trustee for review, approval or rejection.

E. Award.

The contents of the proposal of the successful Proposer will become contractual obligations and failure to accept these obligations in a contractual Agreement may result in cancellation of the award.

XIII. Services to be Performed.

- a. All Services as stated in this RFP, the Attachments, and in the final Professional Services Contract and Exhibit(s) thereto, a sample of which is attached to this RFP as Attachment "F". In addition:
- b. All actions necessary to achieve DSA Closeout with Certification for all District buildings that have not received a DSA #1 Letter as of January 1, 2012. The foregoing requirement does not include the following projects: (1) Allied Health Center; (2) Central Plant/Stadium Lighting/Equipment Yard/Trash Enclosure; and (3) Campus Wide Utility and Infrastructure Upgrade - Phases I and II. If the Proposer determines that a different type and/or level of DSA action should be undertaken for a Project (e.g. obtain a DSA #2 Letter instead a DSA #1 Letter), and the District agrees to said action, said action will be undertaken pursuant to this RFP, and not as an extra or additional scope of work.
- c. Prepare a schedule of proposed actions to achieve DSA closeout certification and completion of the LRC Project. This schedule should list all anticipated Proposer's actions, and the time associated with each activity. To prepare the schedule of proposed actions, the District anticipates that the Proposer will need to consult with DSA and review District documents, including project deviation and correction notices and change order files, in order to prepare the schedule of proposed actions. Before undertaking any work contained within the schedule of proposed actions, the Proposer must receive written approval by an authorized District representative who will be identified in writing for the Proposer by the District's Special Trustee.
- d. It is the Proposer's obligation to contact DSA to obtain all requirements needed for DSA closeout certification.
- e. Unless the Proposer's contract is terminated by the District, the Proposer is required to provide Services until all District buildings existing as of the date of this RFP, not including those previously excluded, have received DSA Closeout with Certification, unless otherwise directed by the District in writing.
- f. Submit written reports to the District on the 1st and 15th of each month detailing the services that Proposer has provided in the prior two weeks and the services that Proposer intends to provide in the next two weeks.
- g. Proposer is to provide all administration, coordination, scheduling, tracking, budgeting, invoicing, attendance at meetings (District or otherwise), as needed to complete the provision of DSA Closeout Certification services to the District.
- h. All work product generated by Proposer, including but not limited to recreating project change order files (if applicable), should be produced to the District in an electronic and searchable format.

XIV. Invoicing.

On or before the 20th day of each month, the Proposer hired by the District shall prepare a work plan and projected budget for each project for the coming month so that the District is aware of the scope of Services and projected cost of the Services to be provided for each project for that month.

Proposer's invoices will be prepared and submitted to the District by the 20th day of the month for the prior month's services. The District shall provide the Proposer with the required format for invoicing, but Proposer's invoices shall include at a minimum:

- work order number
- amount invoiced in the current period for each work order
- amount previously invoices for each work order
- amount invoiced to date for each work order
- percent (%) completion of work to date for each work order
- percent (%) of Not to Exceed amount consumed to date

The Proposer must invoice separately for each project it works on. For example, time spent on the Library & Learning Resource Center project should be billed as a separate invoice; time spent on the Children's Development Center project should be billed as a separate invoice, time spent on the Match/Science Building project should be billed as a separate invoice, etc.

Invoicing on the Library and & Learning Resource Center project will require additional breakdown of information in the invoice, as set forth in Exhibit A to Attachment F of this RFP.

The District has the right, without limiting any of its other rights, to require Proposer to provide additional detail in its invoices before authorizing payment to Proposer.

XV. Disclosure of Criminal and Civil Proceedings.

The District reserves the right to request the information described herein from the Proposer before awarding a contract to perform Services for the District. Failure to provide the information may result in disqualification from the selection process and no award of Agreement to the Proposer. The District also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected Proposer also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of Agreement.

The selected Proposer may be asked to disclose whether the firm, or any of its partners, principals, associates or key employees, has been indicted on or had charges brought against it or them, or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, associates or key employees, have been indicted on or had charges brought against it or them or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Proposer

will be asked to describe any such indictments or charges, convictions and the surrounding circumstances in detail.

For purposes of this provision “key employees” includes any individual providing services to the District. Key employees do not include clerical personnel providing service at the firm’s offices or locations.

Felipe Lopez
Chief Business Officer
COMPTON COMMUNITY COLLEGE DISTRICT

Dated at Compton, California:

This 29th day of August, 2012.