

**REQUEST FOR PROPOSAL
FOR RFQ/P 2019- 238
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
COMPLIANCE SERVICES FOR
FACILITIES MASTER PLAN (FMP)**



CITY COLLEGE OF SAN FRANCISCO

RFQ/P 2019-238

Due Date: Tuesday April 16, 2019 Time 3:00 PM

Submit Proposal Packages in a **SEALED ENVELOPE**

To:

**Marian Lam,
Facilities Planning and Construction
CCSF Ocean Campus
50 Frida Kahlo Way.
Bungalow 606
San Francisco, CA 94112
facilities@ccsf.edu**

**CITY COLLEGE OF SAN FRANCISCO RFQ/P # 2019-238
CEQA COMPLANCES CONSULTANT SERVICES
FOR FACILITIES MASTER PLAN**

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I. ANNOUNCEMENT

The San Francisco Community College District, better known locally as City College of San Francisco, Office of Facilities Planning and Construction (hereinafter CCSF) is announcing Request for Qualifications/Proposals (RFQ/P) from highly qualified Environmental Consultant firms, including our pre-qualified firms (hereinafter Consultant or Firm) to submit statement of qualifications (SOQ) and proposals. This RFQ/P is to provide CEQA compliance services for the CCSF newly adopted Facilities Master Plan.

In order to submit proposals only without SOQ, the firms must be pre-qualified with CCSF's RFQ# 169 and have a permanent and established office in California with an individual empowered to sign agreements on behalf of the firm. **If your firm has not been prequalified by RFQ 169, you must submit additional information outlined in Attachment F and your SOQ plus all of the attachments list in the RFQ/P in order to be qualified. If your firm has been prequalified by RFQ 169, Attachment F is not required.**

We highly recommend and encourage all Small Local Business Enterprises (SLBE) to participate in this RFQ/P. In addition, the District has a goal of 50% SLBE participation in construction related professional services for contracts over \$500,000. Although this is a goal only and not a requirement, in order to encourage prime consultants to meet the 50% goal there are 10 bonus points available in scoring for 50% SLBE participation when proposing on this RFQ/P. The successful applicant is required to provide all the required and valid certifications from the sub-consultants to show the SLBE participation. For additional information, you can refer to the SLBE Policy contained in Exhibit B.

The intent of CCSF RFP# 2019-238 for CEQA consulting services is to establish qualified and top ranked proposer to perform the duties listed in the scope of work. The RFQ/P evaluations and selection of the candidate firm that best meet the requirements of the District is expected to be complete and approved by the April 2019 Board of Trustee Meeting. This RFQ/P selection process may include an interview by faculty and staff members in addition to a screening review and evaluation of the proposals.

Firms responding to this RFQ/P must be clear in their response and offer of services. In addition, the response must specify the firm's resource commitment, the key personnel who will be working on this project and management approach to assuring continuity of services for the project until the project is completed and implemented by CCSF.

Interested parties are NOT permitted to make personal contact with members of the Governing Board and District Administration with the exception of the individual listed below in a formal RFI format:

Marian Lam, Facilities Planning & Construction
City College of San Francisco
50 Frida Kahlo Way, B-606
San Francisco, California 94112
Telephone: 415-239-3055
Email: facilities@ccsf.edu

Farshid Samsami, Sr. Project Manager
Kitchell CEM
Program Management Team
50 Frida Kahlo Way, B-204
San Francisco, CA 94112
Telephone: 415-407-5496
Email: Famsami@Kitchell.com

II. BACKGROUND

City College of San Francisco (CCSF), also referred to as “the District”, is a public, two-year community college accredited by the Accrediting Commission for Community & Junior Colleges of the Western Association of Schools and Colleges. Since its founding in 1935, CCSF has evolved into a multicultural, community college that is one of the largest in the country with an annual enrollment of over 28,000 students. Our student body is one of the most diverse in the country. CCSF offers courses in more than 50 academic programs and over 100 occupational disciplines. There is a full range of credit courses leading to the Associate of Arts and Science degrees, most of which meet the general education requirements for transfer to four-year colleges and universities.

The CCSF main campus is on Ocean Ave and Frida Kahlo Way, with 10 additional instructional and administrative satellite centers throughout San Francisco. Together, there are 78 acres of landscaped plazas and walkways, athletic facilities, parking lots and roadways, with 2 million square feet of classroom, laboratory, office, athletic, student union, performance, and enterprise and support facilities.

The California Environmental Quality Act (CEQA) requires that all State and local agencies consider the environmental considerations of projects over which they have discretionary authority. It is anticipated that the District will act as the “lead agency” for appropriate CEQA clearance and certifications, and it is important that all environmental issues be assessed, and if necessary, addressed in an appropriate Environmental Impact Report or other document.

An Environmental Impact Report (EIR) is intended to provide decision-makers and the public with information concerning the environmental effects of a proposed project, possible ways to reduce or avoid the possible environmental damage, and identify alternatives to the project. An EIR must also disclose significant environmental impacts that cannot be avoided; growth inducing impacts; effects found not to be significant; as well as significant cumulative impacts of all past, present and reasonably anticipated future.

III. PROJECT DESCRIPTION

The architecture firm tBP has completed the new Facilities Master Plan (FMP), which was approved by the Board of Trustees on March 25 2019. The new FMP includes recommendations for facilities improvement, renovation, replacement and new construction. (see the Ocean Campus Map with the recommended buildings from the FMP on page 6). This RFQ/P should include a blanket CEQA effort for all the recommended projects in the FMP. For more information on FMP please refer to:

https://www.ccsf.edu/en/about-city-college/administration/vcfa/facilities_planning/facilities-master-plan.html

EXISTING BUILDINGS

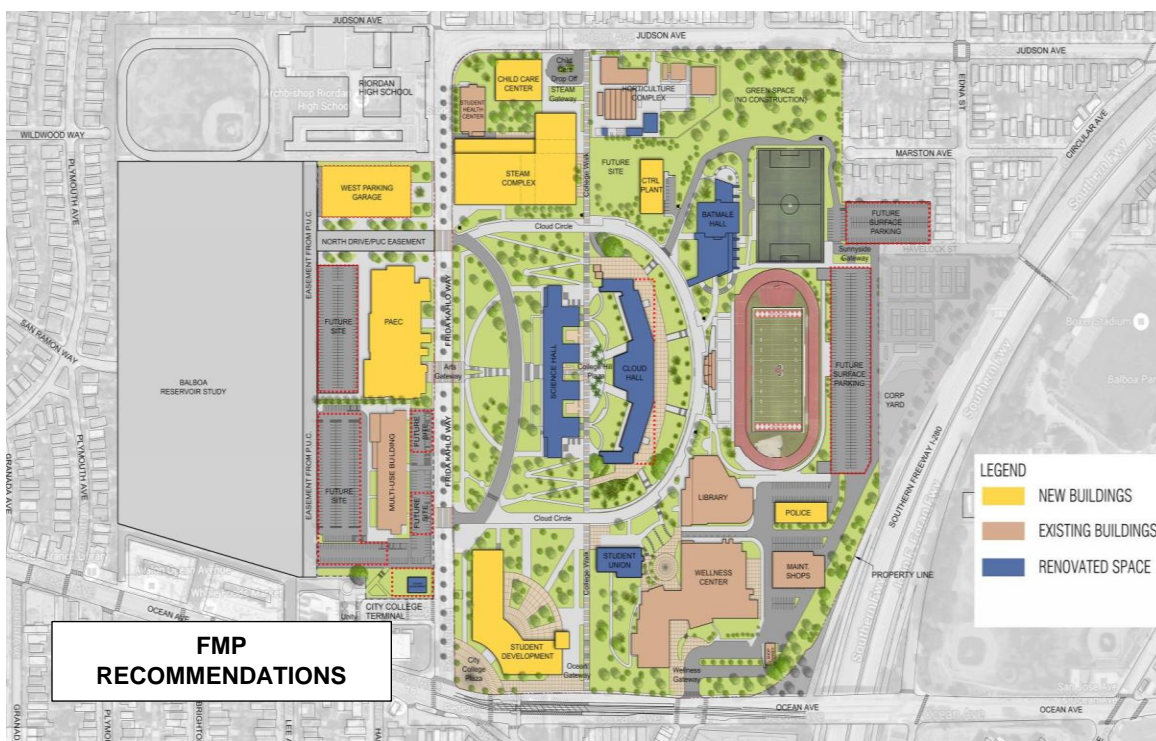
A number of existing buildings on Ocean Campus have a facilities condition of poor to very poor, and will either be renovated or demolished, depending on the recommendations of the FMP. The following chart is provided to illustrate buildings related to the existing conditions and is for information only.

Bldg #	Building Name	Demo/ Reno	Year Built	Rooms	Stations	ASF	OGSF	Efficiency
2	BATMALE HALL	Reno	1978	212	1,643	59,951	103,888	57.7%
5	CREATIVE ARTS	Demo	1961	94	1,520	39,446	63,623	62.0%
6	CREATIVE ARTS EXT	Demo	1972	57	973	21,111	30,697	68.8%
7	VISUAL ARTS	Demo	1970	50	784	22,319	32,616	68.4%
8	CLOUD HALL	Reno	1954	248	1,935	75,798	127,436	59.5%
14	SCIENCE HALL	Reno	1940	225	2,383	92,410	151,856	60.9%
35	BUNGALOWS 700-716	Demo	2010	16	617	11,639	12,960	89.8%
45	BUNGALOWS 602-623	Demo	1998	33	263	7,463	9,120	83.6%
15	SMITH/STATLER HALL	Demo	1955	58	717	36,521	56,056	65.2%
19	CONLAN HALL	Demo	1968	81	423	23,098	37,410	61.7%
16	STUDENT UNION	Reno	1970	26	100	9,947	17,998	55.3%

PROPOSED FMP PROJECTS

Below is list of the projects per FMP except two projects: Performing Arts and Education Center and the Parking Garage. Those two buildings have separate CEQA which are in process. This RFQ/P should include a blanket CEQA for all the following projects. The Gross Square Foot and the Conceptual Budget is an estimate with approximate area.

City College of San Francisco MASTER PROGRAM BUDGET PROJECT SUMMARY			
NO	PROJECT	GSF	CONCEPTUAL CONSTRUCTION BUDGET without ESCALATION
1	New Student Development (Student Services)	132,000	\$80,000,000
2	Cloud Hall Renovation with Added Elevators	135,000	\$64,000,000
3	New STEAM Complex	165,000	\$130,000,000
4	New Child Care Center	9,800	\$6,400,000
5	Police Station Renovation of Exist. Portables	9,800	\$6,800,000
6	Science Hall Renovation	127,500	\$64,000,000
7	Batmale Renovation	103,900	\$44,000,000
8	Book Store Annex Renovation	2,500	\$1,200,000
9	Student Union Renovation	18,000	\$7,600,000
TOTAL MASTER PROGRAM CONCEPTUAL BUDGET:			\$404,000,000



IV. SCOPE OF SERVICES

The Consultant will work under the coordination and supervision of the District's Representative and/or Program Management team to provide services generally described as CEQA Consulting Services, i.e. determining the regulatory requirements (e.g. CEQA) and; provide the services necessary to comply with those regulatory requirements. CEQA consulting services sought by the District are described in greater detail below.

The selected consultant(s) shall prepare all documentation necessary to initiate, process, review, and ultimately obtain certification of a Project Environmental Impact Report (EIR) or other appropriate environmental documentation (i.e. "Negative Declaration") that will environmentally clear approval and implementation of the Projects listed in FMP in compliance with CEQA. Such documentation will include an initial study, notices, mailings, technical reports, exhibits, the Draft and Final EIR (if necessary), findings, studies, approval documents and other documentation as required to complete the CEQA process. Services will likely include, but are not limited to, the following:

- a) Conduct appropriate scoping activities to identify issues and define the proposed project and alternatives for analysis; meet on an ongoing basis as appropriate with community and affected agency representatives, district administrators, master planners, and associated consultants already under contract at the District; prepare, maintain and implement a CEQA processing schedule to assure efficient and timely preparation and processing of the appropriate environmental clearance, and if necessary, the EIR.
- b) Review and study the existing conditions at CCSF including existing academic programs and policies.
- c) Perform environmental site assessment, analyze potential environmental impacts and develop mitigation measures.
- d) Prepare and distribute the initial study and notice of preparation;
- e) Prepare Administrative Draft environmental documents;
- f) Prepare and circulate draft environmental document;
- g) Conduct public hearings and meetings, as required;
- h) Prepare administrative environmental impact report document;
- i) Present draft and final report to the Board; and
- j) Conduct meetings with jurisdictional agencies as required.
- k) Prepare the Final EIR with responses to comments, findings of fact and statement of overriding considerations (if applicable), mitigation monitoring program, certifying resolution, notice of determination and related documentation;

As a point of clarification, the scope of services also specifically includes preparation, submission, and administration of the following deliverables as required by the CEQA process for this project:

- a) Notices of Exemption
- b) Negative Declaration
- c) Mitigated Negative Declarations
- d) Environmental Impact Report

Furthermore, the CEQA consultant will be assigned an allowance to complete reports and studies under their contract , e.g. traffic, noise abatement and etc., as required to complete the CEQA process.

The District may assign all or parts of the work described above to one or more of the successful firm(s).

CCSF is responsible only for what is expressly stated in this RFQ/P and written addenda thereto. The District is not responsible for and will not be bound by any person not authorized to act on its behalf.

As of the issuance date of this RFQ/P and continuing until the date for submission of proposals, communications with CCSF employees pertaining to this RFQ/P is strictly limited. Personnel representing CCSF will not conduct meetings, conferences or conversations, or exchange written communications with firms and/or individuals who are considering responding to this RFQ/P. A firm whose representatives are found to be acting in any way contrary to this directive will be disqualified from entering into any contract that may result from this RFQ/P.

V. SUBMISSION REQUIREMENTS

Instructions for Submitting Request for Proposals Number # 2019-238

The proposal package MUST BE IN A SEALED ENVELOPE, and should be concise, well organized and clearly demonstrate the respondent's work approach and related experience. The response package **must be bonded** and may be no longer than 20 pages double-sided (or 40 pages single sided) on 8-1/2" x 11" paper, font size of 10 points or larger and single-spaced. The limit is inclusive of executive summary, firms and personnel resumes, and narrative. The package limitation is exclusive of cover letter, table of contents, any tabs, SLBE program forms, all the other required forms, insurance certificates and fee proposal.

All respondents are required to follow the format specified above. The content of the submittal should be clear, concise and complete. Each section of the submittal must be separated with tabs and shall be labeled according to the sections shown below to aid in expedient review.

Submit your Proposal to:

Marian Lam – Facilities Planning and Construction
City College of San Francisco
50 Frida Kahlo Way, B 606, San Francisco CA 94112

ALL PROPOSERS MUST CONTACT MARIAN LAM OR FARSHID SAMSAMI IN ORDER TO ADD THEIR NAMES TO THE LIST SO THEY CAN RECEIVE ALL THE FUTURE ADDENDA OR MUST CHECK THE CCSF WEBSITE PRIODICLY FOR ANY ADDENDA. THE DISTRICT ACCEPTS NO RESPONSIBILITES IF THE PROPOSERS DO NOT RECEIVE ADDENDA.

The selection process may include screening reviews and interviews of short listed candidates who best meet the requirements of this project by staff, consultants, and members of the academia. Please include information and references that relate to your understanding and experience in working with Community College Districts and Shared Governance environment, City of San Francisco, the State of California, and Department of State Architect.

You MUST submit three hard copies and one electronic pdf format in USB drive.

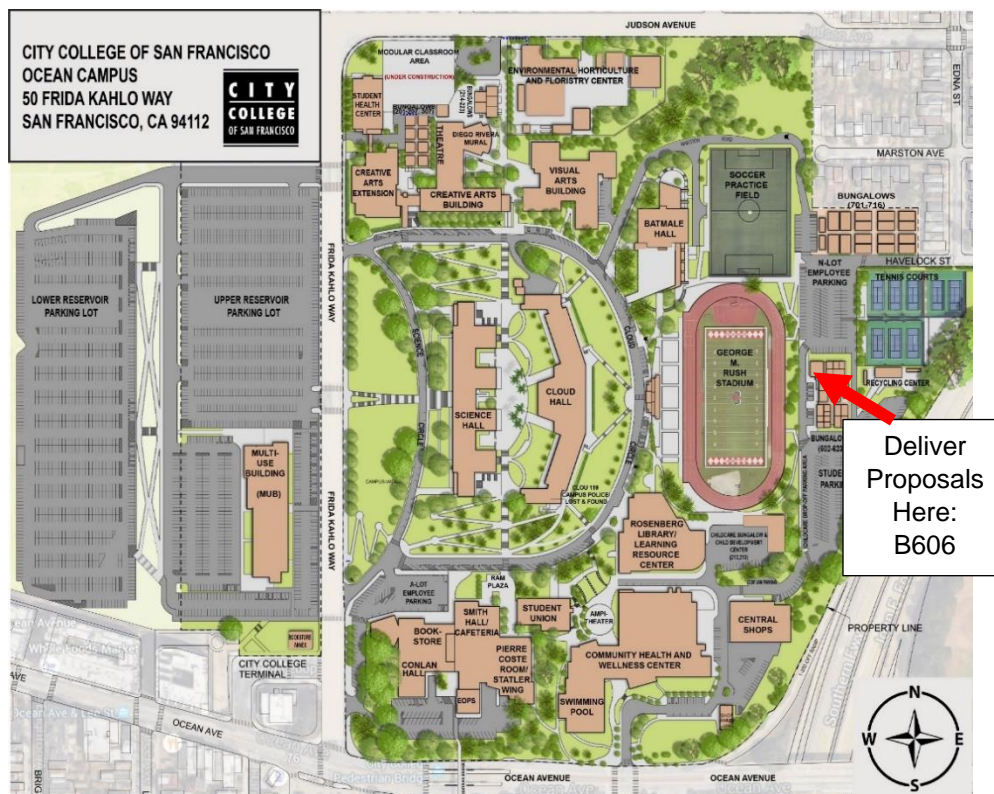
PROPOSAL CONTENT

1. **Cover Letter** - A maximum one-page, titled "Letter of Introduction" must be submitted including the legal name of the respondent, address, telephone, email address, and the name, title, and signature of the person(s) authorized to submit the proposal on behalf of the firm. You MUST acknowledge receipt of all addenda by number and date of the each addendum and submit the form Attachment D.
2. **Table of Contents** - A Table of Contents of the material contained in the proposal should follow the Cover Letter.
 - a. Separate each section with a tab and clearly identify each section of your proposal.
3. **Executive Summary** - The Executive Summary should contain an outline of your general architectural and business approach along with a brief summary of your proposal to engage in a professional relationship with the City College of San Francisco.
4. **Narrative** - Provide a comprehensive narrative of the Criteria Document offered by your firm in relation to this particular project and your experience with Design-Build method of delivery. Describe your specific approach to develop Criteria Documents, the schedule and your goals to achieve the best outcome. The narrative may include the following:
 - a. **Experience** - Describe your experience with public and private educational projects. Include the scope of each project, description, and the outcome. Describe your experience with providing CEQA Consulting services described in the "Scope of Services" section on page 5. Provide contact names, phone numbers and emails.
 - b. **Personnel** - Include resumes of personnel who would be assigned to this project. **Specifically**

define the role of each person and outline his/her individual experience and your team's organization chart for this project. Indicate who would serve as the primary contact for the District. If the firm would utilize resources from more than one office, indicate the office locations and how work would be coordinated. Include all the sub consultants as well as their roles and responsibilities.

- c. **Schedule** – Please include your estimated schedule to complete this project, including specific activities/tasks and important milestones. This schedule is to show your understanding of the activities involved with this particular project. You will not be scored on how fast you can complete the project but rather your understanding of the magnitude and the scope.
5. **References** – This is for **SOQ ONLY**: Provide a minimum of three references, including an Owner's Representative, Construction or Project Manager/ Management. Contact information for each reference must include their most current email address, place of work and phone number. Each reference is to be associated with projects related to this RFQ/P.
6. **Certification & Forms** - Complete, sign, and date all the forms and the Certification of Department, enclosed with this RFP as ATTACHMENT A, B, C, D, E, F (**F is for non pre-qualified firms only**) plus the **Addenda Acknowledgment Form** (if needed).
7. **Fee Proposal** – In a separate **SEALED envelope**, provide your fee proposal and a unit rate sheet including hourly billing rates, and all your reimbursable expenses (e.g., printing and copying expenses) that are not covered by your fees. Reimbursable expenses **MUST BE** in a lump sum as a Not to Exceed amount. You must clearly clarify the fee for each phase of the project if applicable.
8. **SLBE** – There is a GOAL for 50% SLBE sub-consultant participation assuming contracts in excess of \$500,000. Provide documentation for determining evaluation and bonus points. See the SLBE requirement package **Exhibit B**.
Note: If the District awards to multiple firms, then each firm will be required to comply with the SLBE requirements.

Proposal should be complete and be prepared to provide an insightful, straightforward, and concise overview of the capabilities of your company. **Any proposal received after Tuesday April 16, 2019 3:00 PM will not be considered or reviewed.**



The emphasis of your proposal should be on completeness and clarity of content. Proposal(s) shall be rejected if not prepared in the format described, or if submitted without all required forms, information and signatures. All materials

submitted in response to this Request for Proposals shall become the property of the City College of San Francisco and shall be considered a part of Public Record.

The District reserves the right to reject any or all proposal(s).

VI. REQUESTS FOR INFORMATION

Requests for information (questions, requests for interpretations and clarifications, either administrative or technical) must be submitted in writing via email no later:

- Marian Lam, (facilities@ccsf.edu)
- Copy to Farshid Samsami, Kitchell CEM (fsamsami@kitchell.com)

VII. SELECTION PROCESS

Proposals will be opened by the District and promptly scored based on the content of the proposal package. The candidates that best meet the requirements of the District may be shortlisted based upon the scores they receive. Shortlisted candidates may be invited to an interview with the District that will be scored by the interview panel. The selection process may include several rounds screening reviews and interviews of short listed candidates who best meet the requirements of this project by staff, consultants, and members of the academia.

Final selection for recommendation to the Board of Trustees will be made based on combined weighted total of the proposal and interview scores. Fees will remain unopened until selection for recommendation has been made. Terms and conditions of any future agreements will be finalized at that time. Upon acceptance by the Board of Trustees the District will process the agreement as appropriate.

The District may, at their option, elect to award to multiple firms under a Master Service Agreement format.

SCHEDULE:

Release RFP	Tuesday March 26, 2019
Last Day of RFI	Friday April 5, 2019
Last Day of Addendum	Wednesday April 10, 2019
Proposals are Due	Tuesday, April 16, 2019, 3:00 PM
Review & Scoring	April 17 2019
Tentative Date for Interview	Monday April 22, 2019
Board of Trustees Approval	Thursday May 16, 2019

SCORING:

Conformance to the specified RFQ/P Submission format	(15 Points)
Previous CEQA Experience	(15 Points)
Previous CEQA Experience for FMP	(15 Points)
Previous CEQA Experience in Community College	(15 Points)
Specialized experience and technical competence of the firm and individuals considering the type of projects, record of performance, and experience of proposed personnel	(40 Points)
Bonus Points to Meet 50% Goal Certified SLBE Firms	(10 points)

***The District may short list firms based on the scoring, or may decide to interview all firms. The short listed firms will be interviewed by a pre-selected panel.**

POST SELECTION CERTIFICATIONS / CONTRACT / FEES

The selected firm will be required to provide documentation and/or sign certification of, but not limited to, a Non-Collusion Declaration and certification regarding Workers' Compensation. Furthermore, a Professional Services Agreement detailing final scope of work and not-to-exceed fee shall be negotiated with the successfully selected firm.

APPEAL & DENIAL

Any Applicant denied selection has a right to appeal the decision. The Applicant has ten (10) business days from the date of receipt of the Denial Notification to file a written appeal with the District's Contracts Manager at the Application submittal address shown earlier.

The District has established a Review Panel for appeals. Upon receipt of the written appeal, the Review Panel (Panel) will meet to address the appeal. The Panel may consult with District counsel during its review. The Panel will examine the appeal and the facts surrounding the determination before making a decision. The Panel's decision is the final decision of the District. There are no further administrative appeals.

VIII. DISTRICT RIGHTS & OPTIONS

1. The District reserves the right to postpone selection for its own convenience, to withdraw or change this Request for Proposals at any time, and to reject any and/or all submittals without indicating any reason for such rejection. Withdrawals or changes will be posted to the designated website for this solicitation: www.ccsf.edu/facilities, as well as other agencies advertising this procurement. The District accepts no financial responsibility for any costs incurred by a Consultant in responding to this Request for Proposals. Submitted proposals become the property of the District. Any additional material submitted will not be returned.
2. As a function of the negotiation process, the District reserves the right to remedy technical errors in response to the RFQ/P and to modify the published scope of services. Any interpretation of, or change in, this Request for Proposals will be made by addendum, and shall become part of the RFQ/P and any contract awarded. The District will not be responsible for any other explanation or interpretation.
3. The District reserves the right to enter into one contract, or award multiple awards of contracts, for this work or related work. The District may select a firm or firms based on the highest rated proposal(s) and interview one firm without further discussion or elect to interview multiple finalists, at its sole discretion. If contractual agreement cannot be reached with the apparent successful firm, the District may cancel the award and negotiate with the next highest ranker proposer.
4. Any agreement or contract between CCSF and consultant shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of said agreement or contract shall be in San Francisco, California.
5. Debriefings are available by request through the Purchasing Office for unsuccessful respondents as per Board Resolution No. 050526-S2.
6. City College is legally precluded from engaging in campaign activities. No contribution to a ballot measure or Board election is requested or required, and any contribution to a campaign, if known, will not be considered in awarding the contract or the City College's continued or future relationship with the vendor. Should your firm be contacted about such activities, please notify Purchasing at 415 487 2413.
7. **Public Records Act:** Responses to this Request for Proposal will become the exclusive property of the District. At the time a firm is hired and the decision is made public, all documents shall be considered public records. Exceptions to the is policy will be those elements in each proposal that are defined by your firm as business or trade secrets and marked "proprietary," "trade secret," or "Confidential. By submitting a proposal, respondents agree that the information relating to fees submitted by other firms is confidential and proprietary information. Upon award and execution of contract, fees become a part of the public record and are subject to disclosure. The District shall not be held responsible for the disclosure of any business or trade secrets that are not clearly identified.

IX. OTHER REQUIREMENTS

AGREEMENT

The form of agreement, which the successful proposer, will be required to execute, will include the complete contract

consisting of the following documents: The General Provisions, Notice to Proposers, the Proposal Information, the Accepted Proposal, the Specifications, the Proposal Format, the Addenda Acknowledgement, the Non-Collusive Proposing Declaration, the Workers' Compensation Certification and the Agreement, including all modifications thereof duly incorporated therein, and the Purchase Order, if applicable. All of the above documents are intended to cooperate and be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include all labor, materials, equipment, transportation and services necessary for the proper delivery and installation of all items or services called for in the Contract.

INSURANCE

Consultant(s) will maintain in force, during the full term of the contract, insurance in the following amounts and coverage:

- A. Worker's Compensation, with Employer's Liability limits not less than \$100,000 each accident.
- B. Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage.
- C. Comprehensive Automobile Liability Insurance with not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage.
- D. Professional Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate with respect to negligent acts and errors and omissions, arising from performance of services under this Agreement for a single prime consultant. In the event the Consultant is a joint venture/association, each joint venture/association shall furnish professional liability insurance in an amount not less than \$1,000,000 each occurrence, \$2,000,000 aggregate with total coverage for the joint venture/association of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. Each joint Venture/ association's insurance policy shall be endorsed to provide that the work of the member performed under the joint venture/association is covered under said policy. Any Deductible shall not exceed \$25,000.

Comprehensive General Liability and Comprehensive Automobile Liability Insurance policies shall be endorsed to provide the following:

- A. Name as Additional Insured: San Francisco Community College District, its Officers, Agents, Employees, and all Consultants.
- B. That such policies are primary insurance to any other insurance available to the Additional Insured, with respect to any claims arising out of the contract, and that insurance applies separately to each insured against who claim is made or suit is brought.

BUSINESS TAX REGISTRATION CERTIFICATE:

Before any contract can be certified, the Prime Consultant and Sub-Consultants must provide the District with a copy of a current Business Tax Registration Certificate pursuant to Ordinance 345-88. Consultants can register for a current certificate with the Business Tax Division of the Tax Collector of the City and County of San Francisco. The telephone number of the Business Tax Division is (415) 554- 4426.

APPENDIX “A” SLBE CERTIFICATION

Small Local Business Enterprises must be certified prior to the time proposals are due in order to receive credit toward the achievement of SLBE goals and eligibility for evaluation credits. The source used by the District to identify firms is the City and County of San Francisco's Contract Monitoring Division's (CMD) certification list. Firms that are certified by the CMD as Local Business Enterprise (LBE) are accepted as SLBE. The directory of certified firms can be found at <http://sfgov.org/cmd/directory-certified-lbes> on the Internet. The CMD Certification Unit can be reached at (415) 581-2310. Certification workshops are held by the CMD throughout the year. The schedule can be found at <http://sfgov.org/cmd/upcoming-events>.

The CMD certification requires geographical location in San Francisco and a demonstration of the economic disadvantage experienced by local businesses in San Francisco. The College District does not certify firms. It is for these reasons that the District requires CMD certification.

[For more information on LBE, please visit the City Administrator's Contract Monitoring Division at http://sfgov.org/cmd/.](http://sfgov.org/cmd/)

SUB-CONSULTING GOAL

The goal for this project has been established at not less than 50% of the total contract value of work to be performed throughout the life of the contract pursuant to the District's SLBE policy.

The firm responding to this solicitation is responsible for making sure that the team is composed in a manner to facilitate meeting the sub-consulting goal. Prime consultants should maximize the use of available resources and methods to solicit SLBE sub-consultant participation. The prime consultant will be given credit toward meeting the SLBE sub-consultant goal only when SLBE firms are awarded subcontracts for a commercially useful function, in accordance with industry practice. A copy of the SLBE firm's certification letter from the CMD must be included in the proposal submittals. A list of firms who have expressed an interest in participating as sub-consultants will be posted to the District's Facilities Planning & Construction website at: www.ccsf.edu/facilities.

Prime consultants who do not meet the goal for SLBE participation must demonstrate in their proposal documents that they have used good faith efforts to utilize SLBE sub-consultants. Upon submittal of a proposal, prime consultants who have not met the goal must submit a Good Faith Effort Report. The Good Faith Effort Report will be reviewed by the District's Contract Compliance Officer to determine eligibility for further participation in the Consultant team selection.

SMALL LOCAL BUSINESS ENTERPRISE PARTICIPATION (SLBE) POLICY

It is the policy of City College of San Francisco (District) to ensure full and equal business opportunity for Small / Local Business Enterprises (SLBEs) wishing to do business with the District. Please refer to Appendix A: San Francisco Community College District Small Local Business Enterprise (SLBE) Program. The policy in its entirety can be viewed on the Facilities, Planning & Construction website: http://www.ccsf.edu/en/about-city-college/administration/vcfa/facilities_planning/Facilities/slbe.html. The District has made the following findings concerning SLBE firms.

- SLBE firms that seek to enter into contracts with the District are at a competitive disadvantage with businesses from other areas because of the higher administrative costs of doing business in San Francisco (e.g., higher taxes, higher rents, higher wages and benefits for labor, higher insurance rates, etc.).
- The public interest is served by encouraging businesses to locate and remain in the District's market area, the City and County of San Francisco, through the provision of evaluation credits for

construction related professional services in the awarding of District contracts to small local businesses.

- Policies and programs that enhance the opportunities and entrepreneurial skills of small local businesses will best serve the public interest because the growth and development of such businesses will have a significant positive impact on the economic health of the District's market area.

To ensure continued equal opportunity and non-discrimination in its contracting, the District maintains records of minority and women owned business participation on its contracts. The District desires that prime contractors and consultants voluntarily provide equal opportunity for minority and women owned firms to participate as sub-contractors and sub-consultants when offering their services to the District. Firms doing business with the District are required to submit a statement as to their own equal opportunity employment practices and non-discrimination policies before a contract can be executed.

Failure to comply with SLBE requirements disqualifies firms from participating in the selection process. These requirements include meeting the sub-consulting goal or providing a good faith effort report and submission of all required SLBE proposal submittal forms. The required submittal forms are listed in Section 1.02 of the "SLBE Rules, Regulations and Forms for Construction-Related Professional Services" RFP process. Specific forms and requirements for completing the Good Faith Effort Report are included in the SLBE Program Rules, Regulations and Forms.

PRIME CONSULTANT INCENTIVES

Evaluation credits are incentives that are incorporated into the consultant team selection process to enhance the feasibility of SLBE firms successfully competing for larger contracts, as prime contractors. **Firms that do not meet the sub- consulting goal requirements and do not submit all of the required forms are not eligible for evaluation credits.** SLBE prime consultants will automatically receive a **10% evaluation credit** if the SLBE sub-consulting goal or good faith effort requirement is met. Non-SLBE prime consultants will automatically receive a **5% evaluation credit** if the SLBE sub-consulting goal is met or exceeded.

JOINT VENTURE (JV) INCENTIVES

Prime consultant participation as a Joint Venture (JV) with SLBE firms is encouraged. Evaluation credits will be allowed for these JVs if the SLBE sub- consulting goal or good faith effort requirement is met. As such, if both partners in a JV are SLBE firms, then the evaluation credit allowed will be **10% of potential points**. If the JV includes SLBE participation with SLBE ownership and control greater than 51%, then the evaluation credit allowed is **8% of potential points**. If the JV includes SLBE participation with SLBE ownership and control greater than 33%, but less than 51%, then the evaluation credit allowed is **7% of potential points**.

Prime consultants are only eligible for one evaluation credit option.

FOR FURTHER INFORMATION

For additional information about SLBE in this RFP, please refer to SLBE Program: San Francisco Community College District Small Local Business Enterprise (SLBE) Program, Rules, Regulations, Requirements, and Forms.



APPENDIX “B” - CONSULTANT PREQUALIFICATION FORM (for non-pre-qualified firms only)

Section 1 – Firm Profile

Date Submitted _____

Name of Firm: _____

Address: _____

City: _____ County: _____

State: California Zip Code: _____

Phone No.: _____ Email: _____

Firm Year Established: _____

Main Office ☐ Branch ☐ If Branch, Main Office Location? City: _____
State: _____

A. Web address that you would like us to reference in our database:

B. Personal History for Key Individuals in Firm: (*Minimum of 3 individuals*)

Name/Title: _____

Years of Experience: _____ Years with Firm: _____

California Professional Architect/Engineer License No: _____

☐ Individual is not an Architect/Engineer or not an Architect/Engineer licensed in California

Name/Title: _____

Years of Experience: _____ Years with Firm: _____

California Professional Architect/Engineer License No: _____

☐ Individual is not an Architect/Engineer or not an Architect/Engineer licensed in California

Name/Title: _____

Years of Experience: _____ Years with Firm: _____

California Professional Architectural/Engineering License No: _____

☐ Individual is not an Architect/Engineer or not an Architect/Engineer licensed in California

C. Legal name of firm as it would appear on a contractual agreement.

D. Present full-time staff at this location:

Total Personnel:

1-5 ☐ 6-10 ☐ 11-21 ☐ 22-50 ☐ 51+ ☐

Licensed Architect/Engineers:

1-3 ☐ 4-10 ☐ 11-25 ☐ 25+ ☐

F. Average typical project construction cost in dollars (\$):

<5M ☐ <10M ☐ 10-30M ☐ 30M-60M ☐ 60M+ ☐

G. Insurance coverage:

Errors and Omissions insurance is a standard requirement of CCSF. **(See attachment A)**
I have reviewed the attached insurance requirements required by CCSF for major capital projects.
This firm maintains or can obtain these coverages prior to potential award of a professional
commission for CCSF work.

Yes ☐ No ☐

H. Names and titles (up to 3) of principals that are authorized to consummate an agreement. *(At least one of these individuals must be a California licensed Architect/Engineer. California Business and Professional Code, Section 5536.22 requires services provided by an Architect/Engineer must have an agreement signed by a California licensed Architect/Engineer. Please include their CA License Number after name where applicable.)*

I. Projects: List recent projects indicative of Architectural/Engineering design or planning ability and experience. It is acceptable to list non-educational projects with traits that may lend themselves to community college projects. Construction costs are approximate. *(List a maximum of 5 recent/current projects representative of current capabilities.)*



Project Name:	
City/State:	<input type="text"/> <input type="text"/>
Client's Name:	

Year Completed: Project is in Progress: Yes ☐ No ☐

Construction Cost: <5M ☐ <10M ☐ 10-30M ☐ 30M+ ☐ 60M+ ☐

Project Name:	
City/State:	
Client's Name:	

Year Completed: Project is in Progress: Yes ☐ No ☐

Construction Cost: <5M ☐ <10M ☐ 10-30M ☐ 30M+ ☐ 60M+ ☐

Project Name:	
City/State:	
Client's Name:	

Year Completed: Project is in Progress: Yes ☐ No ☐

Construction Cost: <5M ☐ <10M ☐ 10-30M ☐ 30M+ ☐ 60M+ ☐

Project Name:	
City/State:	
Client's Name:	

Year Completed: Project is in Progress: Yes ☐ No ☐

Construction Cost: <5M ☐ <10M ☐ 10-30M ☐ 30M+ ☐ 60M+ ☐



Project Name:	
City/State:	
Client's Name:	

Year Completed: Project is in Progress: Yes ☐ No ☐

Construction Cost: <5M ☐ <10M ☐ 10-30M ☐ 30M+ ☐ 60M+ ☐

J. Has **this firm** at this location previously provided professional services to the California Community Colleges?
Yes ☐ No ☐ If so, list project

Campus	Project	Year	Internal Assessment

K. Has **this firm** at this location previously provided professional services to projects employing DSA/Prop 39 Funding?

Yes ☐ No ☐ If so, list project

Campus	Project	Year	Internal Assessment

L. Exhibits/Brochure:

You may provide one (1) brochure that list previous projects, level of expertise, years of higher education experience, etc. Preference 8 ½" x 11" format. If bound, bind with the completed application in front. Please do not include oversized brochures. Brochure should not exceed thirty (30) pages.

(Brochure will not be returned.)

M. References:

Provide three (3) references, familiar with the work of your firm.



Name/Title	Company	Email	Phone

SECTION 2 – RATING QUESTIONS

Firm name: _____

1. How many years has your firm been in business in California under your present business name and Professional Architect/Engineer's License Number?

_____ Years	Points FOR DISTRICT ONLY
-------------	------------------------------------

2. How many years has your firm provided design services under the California Division of the State Architect/Engineer (DSA) rules and regulations?

_____ Years	Points FOR DISTRICT ONLY
-------------	------------------------------------

3. How many legal proceedings, including arbitration, has your firm initiated against an owner?

_____ Legal Proceedings	Points FOR DISTRICT ONLY
-------------------------	------------------------------------

4. Has an owner ever declared your firm in default on a project in the past 5 years?

_____ Yes/No	Points FOR DISTRICT ONLY
--------------	------------------------------------

5. Has your firm ever had insurance terminated by a carrier in the past 5 years due to an excessive claims history and/or nonpayment of premium?

_____ Yes/No	Points FOR DISTRICT ONLY
--------------	------------------------------------

6. How many school projects has your firm completed in California in the past 5 years?

_____ Sch. Projects	Points FOR DISTRICT ONLY
---------------------	------------------------------------

7. How many Community College projects has your firm completed in California in the past 5 years?

_____ CCC Projects	Points FOR DISTRICT ONLY
--------------------	------------------------------------

8. How many of your firm's Education projects in California are not Closed Out with DSA?

_____ Projects	Points FOR DISTRICT ONLY
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ATTACHMENT A – NON-COLLUSION DECLARATION

State of California)
County of _____)ss.

being first duly sworn, deposes and says that he or she is _____ of _____ the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or that of any other bidder, 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 bid are true; and, further, that the bidder has not, directly or indirectly, submitted his bid 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, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature _____

Type or print name _____

Title _____

Date _____

Subscribed and sworn to (or affirmed) before me on this day of _____, 20____, by proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature, Notary Public _____

My Commission Expires: _____

(seal)

ATTACHMENT B – DRUG-FREE WORKPLACE CERTIFICATION

I, _____, am the _____ of
(Print Name) (Title)
_____. I declare, state and certify to all of the following:
(Supplier Name)

I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.

I am authorized to certify, and do certify, on behalf of Supplier that a drug free workplace will be provided by Supplier by doing all of the following:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Supplier's workplace and specifying actions which will be taken against employees for violation of the prohibition;

Establishing a drug-free awareness program to inform employees about all of the following:

- (i) The dangers of drug abuse in the workplace;
- (ii) Supplier's policy of maintaining a drug-free workplace;
- (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
- (iv) The penalties that may be imposed upon employees for drug abuse violations;

Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Supplier in connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.

Supplier agrees to fulfill and discharge all of Supplier's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.

Supplier and I understand that if the District determines that Supplier has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §§8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Supplier and I further understand that, should Supplier violate the terms of the Drug-Free Workplace Act of 1990, Supplier may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.

Supplier and I acknowledge that Supplier and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Supplier and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.



I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Executed at _____ this day of _____, 2018 .
(City and State)

(Signature)

(Printed Name)

ATTACHMENT C - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

By signing and submitting this statement of qualification, the prospective consultant is providing the certification set out below:

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective consultant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The prospective consultant certifies that it has not and will not provide any gratuities to any agency elected or appointed official, employee, representative, or consultant in connection with the award or administration of the contract that is expected to result from this solicitation.
3. The prospective consultant shall provide immediate written notice to the person to whom this statement of qualification is submitted if at any time the prospective consultant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principle," "statement of qualification," and "voluntarily excluded," as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this statement of qualification is submitted for assistance in obtaining a copy of those regulations.
5. The prospective consultant agrees by submitting this statement of qualification that, should the proposed covered transaction be entered into, it shall not knowingly enter into any covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective consultant further agrees by submitting this statement of qualification that it will include this clause title, "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion — Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. A participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



10. The prospective consultant certifies, by submission of this statement of qualification, that neither it nor its principals, nor its prospective sub-consultants are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
11. Where the prospective consultant is unable to certify to any of the statements in this certification, such prospective consultant shall attach an explanation to this statement of qualification.

Signature: _____

Typed or Printed Name: _____

Title: _____

Organization: _____

Date: _____

ATTACHMENT D – ADDENDA ACKNOWLEDGEMENT FORM

Instructions: Please acknowledge receipt of all addenda issued by completing this form. Check the box next to each addendum received and sign below. Failure to acknowledge any addenda may result in disqualification of the bid. **NOTE: This form must be submitted with your Bid / Proposal package.**

Addendum Numbers Received:

(Check boxes next to each addendum received and input the dates issued)

<input type="checkbox"/> Addendum No. 1 Date: _____	<input type="checkbox"/> Addendum No. 5 Date: _____
<input type="checkbox"/> Addendum No. 2 Date: _____	<input type="checkbox"/> Addendum No. 6 Date: _____
<input type="checkbox"/> Addendum No. 3 Date: _____	<input type="checkbox"/> Addendum No. 7 Date: _____
<input type="checkbox"/> Addendum No. 4 Date: _____	<input type="checkbox"/> Addendum No. 8 Date: _____

I understand that failure to confirm the receipt of addenda may cause rejection of my bid/proposal. I further understand that any verbal representation made or assumed to be made is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

ATTACHMENT E – DECLARATION OF ABILITY TO EXECUTE

All firms providing legal services must sign the San Francisco Community College District Agreement for Professional Services, “Agreement”, as included in Appendix “B”. Check the appropriate box and sign below indicating that you have reviewed the terms of the agreement and do not take issue with signing an unaltered agreement. Alternatively, attach a statement specifically describing the nature of revisions you would require for signature. It is the intent of the District to execute an unaltered Agreement.

- ☐ I have reviewed the Sample Agreement contained in Appendix “B” and do not take issue with any of the terms or conditions of the agreement. We will be able to execute an unaltered agreement if awarded the Contract.
- ☐ I have reviewed the Sample Agreement contained in Appendix “B” and have attached a document describing the issues with the terms and/or conditions of the agreement with modifications described (INCLUDE ATTACHMENT). We will be only be able to execute an agreement if awarded the Contract after these changes have been addressed. I understand that if the District is unwilling or unable to accept the modifications that they retain the right to reject the proposal in its entirety.

Company

Authorized Signature

Date