



REQUEST FOR PROPOSAL

FOR

RFP-301-17
AS-NEEDED PROJECT MANAGEMENT, CONSTRUCTION
MANAGEMENT AND RELATED SERVICES TO SUPPORT
PROPOSITION M
January 9 2017

Palomar Community College District
1140 West Mission Road
San Marcos CA 92069-1487

RFP Deadline for Submittal:
January 9, 2017 at 12:00 P.M.

LATE PROPOSALS WILL NOT BE ACCEPTED

**NOTICE TO PROJECT MANAGEMENT / CONSTRUCTION MANAGEMENT FIRMS
REQUEST FOR PROPOSAL**

PALOMAR COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN that the Palomar Community College District of San Diego County, California, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to, but not later than **12:00 pm on the 9TH day of January, 2017**, sealed proposals for the award of a contract for:

**RFP #301-17
AS-NEEDED PROJECT MANAGEMENT, CONSTRUCTION MANAGEMENT
AND RELATED SERVICES TO SUPPORT PROPOSITION M PROJECTS**

All proposals shall be received in the office of Contract Services, Room A-128 of the District located at 1140 W. Mission Road, San Marcos, California 92069-1487 on the date and time as stated above.

Each submittal shall conform and be responsive to the Request for Proposal (RFP), a copy of which is on file and may be obtained by calling the District's Contract Services at (760) 744-1150, ext. 2129, or at the following website: <http://www.palomar.edu/businessservices/Bids.html>

The District reserves the right to reject any or all proposals, to accept or to reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposal. No Firm may withdraw their proposal for a period of sixty (60) days after the date set for the closing of proposals.

A **mandatory pre-proposal conference** will be conducted at Palomar College on **December 22, 2016 at 10:00 am** at the RS Building, Room RS-5, located the San Marcos campus.

The District reserves the right to reject any or all applicants, and to waive any irregularities or informalities in the RFP and RFP process. District is an equal opportunity employer.

BY THE ORDER OF THE GOVERNING BOARD OF THE
PALOMAR COMMUNITY COLLEGE DISTRICT

Secretary of the Board

Publication Dates: December 14, 2016
Publication: Daily Transcript

RFP #301-17
AS-NEEDED PROJECT MANAGEMENT, CONSTRUCTION MANAGEMENT
AND RELATED SERVICES TO SUPPORT PROPOSITION M PROJECTS
PALOMAR COMMUNITY COLLEGE DISTRICT

The Palomar Community College District (District) is requesting responses from qualified firms, partnerships, and corporations to provide project management and construction management and related services to support the implementation of Proposition M. The District desires to engage highly qualified and experienced personnel to provide a complete range of professional services as an extension of District staff.

Five (5) copies of the proposal **and** a complete electronic copy on a compact disk (CD) or thumb drive in PDF format shall be delivered and addressed to Palomar Community College District, 1140 West Mission Road, San Marcos, CA 92069, Contracts Office, Room A-128, Attention: Debbi Claypool, no later than 12:00 PM, January 9, 2017. Proposals shall be labeled "RFP NO. 301-17, "AS-NEEDED PROJECT MANAGEMENT, CONSTRUCTION MANAGEMENT, AND RELATED SERVICES TO SUPPORT PROPOSITION M". **Proposals received after 12:00 PM, January 9, 2017 will not be considered and will be returned unopened.**

The District reserves the right to reject any or all proposals and to waive any irregularities or informalities in the RFP or RFP process. The District is an equal opportunity employer and complies with all applicable State and Federal laws and regulations applicable to a public entity employer, including FEPC, EEOC, ADA, and all affirmative action laws and guidelines currently applicable to a California Community College District.

Questions regarding this RFP may be directed to Debbi Claypool at (760) 744-1150, ext. 2129.

SECTION I: INFORMATION FOR FIRMS

1. Background

Palomar College is a public two-year community college. The Palomar campus is located in San Marcos, California, approximately 30 miles north of San Diego. In addition to our main campus in San Marcos, we operate an educational center in Escondido, intend on opening another Center in Rancho Bernardo (South Education Center), and own land in Fallbrook for another future Center (North Education Center).

The Palomar Community College District (hereinafter District) completed a comprehensive Educational and Facilities Master Plan in 2002. (The Master Plan can be viewed on our website at <http://www2.palomar.edu/pages/strategicplanning/files/2016/04/2003-Facilities-MP-2022.pdf>). As part of this planning process a number of facility needs were identified for the District. Through the process, the District identified the following needs: construction of new instructional and support buildings, modernization of existing buildings, construction of new athletics facilities, infrastructure upgrades and the development of two (2) educational centers.

Based on this information and the funding options available, the Governing Board decided to request approval of the local electorate for a \$694 million bond issue. Voters approved the bond Proposition M on November 7, 2006.

2. Introduction

The District is seeking a response to this request for proposal (RFP) from Firms to provide the services necessary to support project management, construction management and related services to Proposition M. It is the intention of the District to retain the services of the best-qualified Firm in the area of its requirements. The resources provided through this contract are

expected to act as extension of staff for the District and to be housed in close proximity to Palomar College.

The selected Firm is expected to provide its own office space. However, if appropriate and at the District's election, the District may house firm personnel with District staff for project efficiency or in one of the construction trailers at each site when construction commences. A desk, chair, filing cabinet, and appropriate office supplies/copier use and fax machine use may be provided. Any other reimbursable costs shall be incorporated into the hourly rate of each employee.

3. Type of Services Requested

The types of services that are anticipated to be delivered through this contract are described below. It is the intention of the District to have the Firm's proposed personnel as an extension of District staff located in close proximity to Palomar College. Firms providing services under this contract are precluded from proposing if they are currently performing work on existing Proposition M projects that may result in a conflict of interest.

Project Management Responsibilities

Design Phase

- a. Become knowledgeable of District standards and educational facility specifications and apply these standards to project scoping.
- b. Develop and verify project scope and cost estimates.
- c. Assist the District in developing new educational facility specifications and design standards as requested.
- d. Provide periodic reports that summarize design progress, schedule and cost status, changes and other significant project information.
- e. As project manager,
 - i. Review and monitor the architects' design schedule;
 - ii. Coordinate with Division of State Architect (DSA) for reviews and approval of project designs as appropriate.
- f. As project manager or related project role, participate in design task force.
- g. Attend and/or conduct meetings necessary for coordination with all interested stakeholders and parties.
- h. Conduct formal design review and value engineering sessions. Evaluate types of building components and systems as requested by the District.
- i. Develop construction strategies that meets the District's objectives and minimizes disruptions to the educational program.
- j. Develop project phasing and interim housing plans as required.
- k. Assist the District in researching products and continuously improving District standard specifications.
- l. Review construction design and specifications for accuracy and constructability.
- m. Assist project architect to identify and obtain all necessary regulatory agency approvals.

Construction Phase

1. Bid & Award

- a. Assist the District in developing RFP/RFQ solicitations and/or bid documents for the selection of construction firms for various delivery methods.
- b. Conduct pre-proposal and/or pre-bid conferences and site visits.
- c. Assist the District in technical aspects of evaluating bids and in processing the contract with the responsive and responsible bidder(s), if requested.

2. Construction Phase

- a) Coordinate schedule of work with appropriate campus representatives.
- b) As project manager,
 - i. Assist the District with management and administration of construction contracts, including work changes, payments, submittals, monitoring of construction, document interpretations, and other procedural aspects.
 - ii. Assist with evaluation of and/or recommend Change Orders. Advise the District on the Change Order process assuring best price, procedural completion and work accomplishment.
 - iii. Assist the District with processing of construction payment requests for approval.
 - iv. Review and monitor the contractor's construction schedule and advise the District regarding sequencing to facilitate productivity and occupancy objectives.
 - v. Report potential budget and schedule variances and prepare recovery plans.
 - vi. Assist the District in maintaining communication and cooperation with various local, state and federal agencies, as requested.
- c) As project manager, attend job site meetings with the contractor to assist the project architect to discuss and resolve field and administrative issues. Review planned construction for coordination with ongoing educational programs and school activities. Identify and determine the cause of delays and initiate action to correct.

Project Commissioning

Coordinate the commissioning of each project and work with the commissioning agent to verify that the building's energy-related systems are installed, calibrated, and perform according to the owner's project requirements, basis of design and construction documents. utilizing the following process commissioning protocol:

- a) Review the Owners Project Requirements or Basis of Design Document for clarity and completeness.
- b) Assist in supporting the commissioning agent and scheduling and facilitating commissioning meetings with the project team.
- c) Verify that the facility staff has adequate system documentation and training.

Post-Construction Phase

- a) Coordinate the completion of construction and the occupancy schedule to minimize disruption to the educational activities.
- b) Assist the District to schedule instruction sessions by major material and equipment suppliers to orient and train the District's staff for operation. Ensure all operations manuals and warranties are delivered to the District in a timely manner.
- c) Assist with project closeout with DSA.

Furniture, Fixtures and Equipment (FF&E) Project Management Responsibilities

The District has the need for additional support for planning, procurement and installation of FF&E on Proposition M projects. Specific requirements may include the following:

- a) Provide FF&E planning, specifications and implementation (including process recommendations) for furniture, fixtures and equipment related to the bond program.
- b) Coordinate and plan the development of furniture layouts, infrastructure requirements, budget and procurement strategies, specifications, competitive bids and contracts, order and delivery schedules, project submittal review, installation, coordination, inspection, and project start up. Maintain project-related information over the duration of the contract.

- c) Consult with District Facilities Team, Project Design Teams, building user groups, and other mission critical entities within the District, including Information Services, A/V, Maintenance and Operations, Purchasing and Contracting, Architects and other District-appointed consultants and staff.

District Contractor Outreach Program

The selected Firm may be required to provide community contract outreach services for the purpose of creating opportunities for the hiring of local contractors and use of local suppliers to meet the Board of Trustees desired goals of local business participation in Proposition M. The Firm shall provide evidence of past experience in the community that demonstrates the firm's past success in this capacity.

Master Planning Support

The selected firm may be requested to assist in updating the current facilities master planning documents to reflect changes in the institution's Educational Master Plan, changing pedagogical needs, code changes, and changes in the business and economic environment.

Cost Estimating

The District may require cost estimating services to validate project budgets, master planning project estimate updates, and change order requests as part of the contract services.

Website Management

The District desires that the selected Firm provide support and management of the District Proposition M website <http://www2.palomar.edu/pages/propm/> to share with the public the ongoing bond program progress. These services may include web site content, web site design and layout, and web site maintenance and monitoring.

Project Descriptions

District projects likely to require these services include, but are not limited to:

- a) **North Education Center Phase I: \$32,000,000 project budget / HMC Architects / Balfour Beatty – CM@Risk / 2017 construction start / 2018 Summer completion**
The District Educational Master Plan and the Chancellor's Office Long Range Capital Outlay Plan have identified a need for the District to add another educational center in the northern portion of the District, near the city of Fallbrook. Growth patterns indicate this site will need to be developed and ready for occupancy in ten years. The District purchased land located in the general area of I-15 and Hwy 76 in June 2007.
- b) **Athletics Complex: \$62,500,000 project budget / HMC Architects / McCarthy Construction – CM@Risk / 2018 Spring construction start / 2020 Fall completion**
The purpose of this project is to relocate all remaining Athletics facilities to the north end of campus in accordance with the Facilities Master Plan. Both the Baseball and Soccer Field projects have been treated as separate projects due to funding and phasing requirements. This new project includes: Gymnasium, offices, football stadium, softball field, tennis courts, sand volleyball courts, aquatics complex, ancillary support buildings and parking areas.
- c) **One Stop Shop Student Services Center: \$26,844,000 project budget / HMC Architects / CW Driver – CM@Risk / 2018 Summer construction start / 2020 Fall completion**

The purpose of the project is to improve student access to Student Services by consolidating functions in a convenient, easy-to-find, one-stop shop on the campus of Palomar College. The project will renovate and expand the existing Library LL Building.

d) Learning Resource Center: \$60,807,000 project budget / LPA Architects / Gilbane Construction – CM@Risk / construction is 50% complete / 2018 Summer completion

This project will construct a new library/learning resource center at the heart of the San Marcos Campus. The proposed project addresses a critical shortage of library and AV/TV space by providing a facility that fully supports both digital technology and traditional print media. This project will result in a sustainable, energy efficient, and student friendly 77,000 ASF Library/Learning Resource Center. This proposal is an essential instructional support facility that will enhance student learning, foster collaborative projects and provide faculty support for innovation.

e) Dome Building Remodel: \$15,671,000 project budget / architect TBD / construction delivery method TBD / 2020 Fall construction start / 2022 Spring completion

The purpose of the project is to renovate and repurpose the existing Buckminster Fuller geodesic dome, an icon on the San Marcos campus of Palomar College. Specific details about this project are not available at this time.

f) Arts and Music: \$39,154,000 project budget / architect TBD / construction delivery method TBD / 2020 Fall construction start / 2022 Fall completion

This project will construct a new Art & Music building at the southern side of the San Marcos campus replacing existing facilities which are over 50 years old. The building will provide new lab/studio space for Music, painting, ceramics, sculpture, drawing, photography, digital media arts as well as new space for the KKSM radio station. Also included is new exhibition space for student art work. The new facility will provide dramatically upgraded state of the art technology and AV services for these programs allowing for flexibility and adaptability in the future. This project will result in an energy efficient, sustainable and inviting space for students and staff.

g) Multidisciplinary Building II: \$13,829,000 project budget / architect TBD / construction delivery method TBD / 2020 Fall construction start / 2022 Spring completion

This project will build an additional instructional building at the north end of the main campus in the former location of the old IT & N Buildings (previously demolished as part of the LRC project). The facility will house the Computer Drafting, Interior Design, Family and Consumer Science, Fashion and Manufacturing Technology departments. The facility will include labs, study center, lecture space, faculty offices as well as space for the Dean of Career, Technical and Extended Education Division. These programs are now primarily housed in 30+ year old mobile modular classrooms. The new facility will provide state-of-the-art space and infrastructure critical to the long term adaptability of the programs. The project includes the demolition of the several modular classroom buildings

h) Various Remodel/Renewal/Modernization Projects: project budgets vary / architect TBD / construction delivery method TBD / Immediate construction start / 2018 Spring completion, or sooner, for all projects

Behavioral Health (NB Remodel)
 Escondido Health Center
 Lactation Room
 Concurrent High School office DSA process
 Additional Student Hydration Stations

Student Meditation Room
 2nd Welding Lab
 Student Union A/V Upgrade
 Modernize "A" Building Exterior
 Modernize Marquee Sign
 Remodel Campus Police Kiosk at main entrance
 Shade structures over Water / Waste Water Outdoor Lab
 HVAC Lab and Lecture Room at Escondido Center
 NS Classroom FF&E Install
 Disassemble Timber Frame / Saw Mill
 "F" Building Photography remodel
 Additional Office space for faculty
 Police Academy
 Student Food Bank

Errors/Discrepancies/Questions/Clarification of RFP: Any discrepancies, errors, questions or clarification pertaining to this RFP should be directed in writing to Eileen Poole, FF&E Supervisor, Prop M at epoole@palomar.edu and copy to Dennis Astl, Manager Construction & Facilities Planning at dastl@palomar.edu. Respondents are encouraged to submit their questions, **as soon as possible**, in order to give the District an opportunity to reply in a timely manner. The District **will not** accept any questions for clarification after **10: a.m. on January 3, 2017**.

Addenda to RFP: If in the sole judgment of the District, any response to questions, discrepancies, clarification or errors which affects the RFP or other Respondents, the District will issue responses in writing in the form of an addenda and post on the District's website at the following address: <http://www.palomar.edu/businessservices/Bids.html>. Prior to submittal of RFP, please check above referenced website for any Addenda issued.

RFP Response Cost: This Request for Qualification does not commit the District to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalists shall pay their own costs incurred in preparing for, traveling to and attending the interviews.

RFP Modification/Cancellation: The District reserves the right to reject any and all RFP submittals, to amend the RFP and the RFP process and to discontinue or re-open the process at any time.

Non-Liability of District: The District shall not be liable to the Respondent (Firm) for personal injury or property damage sustained in the performance of these services, however caused.

4. RFP Timeline

The District anticipates the following schedule for selecting Firms:

<u>ACTION</u>	<u>DATE</u>
Release Request for Proposals	December 14, 2016
Mandatory Pre-proposal meeting	Thursday, December 22, 2016 10:00 a.m., RS-Building, RM RS-5
Last Day to Submit Request for Clarification by e-mail to Eileen Poole at epoole@palomar.edu and cc Dennis Astl at dastl@palomar.edu	January 3, 2017 by 10:00 am

District to post responses to Request for Clarifications on website: http://www2.palomar.edu/pages/businessservices/bids-rfgs-and-rfps/	January 4, 2017
Deadline for receipt of RFP submittals	12:00 PM January 9, 2017
Notification of selection status	January 13, 2017
Selection Committee Interviews - Tentative	January 23 - 24, 2017
Notice of Recommendation to Governing Board for Award	February 1, 2017
Board Action to Award Contract	February 14, 2017

5. Term of Contract

The term of the contract is on a year-to-year basis, for a total period of up to five (5) calendar years.

6. Definition of Terms

District: The Governing Board of Palomar Community College District or its duly authorized agents.

Firm: A company, firm, or corporation qualified to and who does submit a proposal.

SECTION II: INSTRUCTIONS & INFORMATION FOR PROPOSAL SUBMITTALS

All materials submitted in response to this RFP shall be on 8-1/2"x11" paper, preferably in portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Tabbed dividers should be used to identify and separate sections proposals which correspond to the information requested in Paragraphs A-G below. Proposed hourly labor rates for key personnel shall be included in a separate sealed envelope with label stating RFP 301-17 As-Needed Project Management, Construction Management and Related Services with the respondents' name and contact information.

Any additional information that the Respondent wants to submit, which is not listed in Paragraphs A-G below, must be bound in a separate binder.

Each Respondent shall submit five (5) copies of their respective proposal to:

Contract Services
 ATTN: Debbi Claypool
 Palomar Community College District
 1140 W. Mission Road Room A-128
 San Marcos, CA 92069-1487

Responses not received in the office of Contract Services prior to the published date and time of submission will be rejected by the District for non-responsiveness. Respondents are advised that

the District utilizes a centralized mailroom/warehouse for receipt of items transmitted by U.S. Mail and courier services, such as FedEx, UPS, etc., which are received in the centralized mailroom/warehouse and will be distributed on a daily routine basis and are not guaranteed to be received in Contract Services, Room A-128, by the submittal deadline. The District encourages Firms to personally deliver their proposals.

Each proposal must include the information as described in Paragraphs A-G below:

A. Letter of Introduction:

- 1) Letter of Introduction shall include the name, email address, and phone number of the contact person in response to this RFP.
- 2) Letter shall be signed by an authorized officer of the organization.
- 3) Letter of Introduction cannot exceed one (1) page.
- 4) If submitting as a team, note which group is the prime Firm or lead joint venture partner (if applicable).
- 5) Note individual who will be responsible for leading the effort.

B. Proposal:

Provide a statement of Firm's qualifications [not to exceed fifty (50) pages]. Using as a minimum the following criteria, the individual or firm should state why it believes it is best-qualified to provide the services requested in the RFP.

- 1) Type of organization or company structure.
- 2) Certification that the firm is legally permitted or licensed to conduct business in the State of California for the services offered.
- 3) The number of years Firm has been in business.
- 4) Location of principal office that will be responsible for the implementation of this contract.
- 5) Include the following information for each of your team sub-consultant firms, if any: Firm name, business address, contact information and principal-in-charge. Provide an organizational chart showing the relationship of your firm and sub-consultants.
- 6) Provide a list of personnel that you would recommend for assignment. Include at least one resume for each of the positions listed in Exhibit "A" schedule of hourly billing rates. Experience in education planning, design and construction should be clearly identified in the resumes. Project name, type, location, completion date and cost should be included.
- 7) Provide a short summary of your staff augmentation philosophy and how you would ensure the seamless blending of your staff into the fabric of the District.

C. Experience:

- 1) Describe your firm's knowledge and experience with State Regulatory Agencies impacting Community Colleges.
- 2) Provide a brief description of California education projects managed by your firm within the past five years. Your descriptions should

include:

- a. Project name & location
 - b. The total project cost
 - c. Your firm or team members' role(s) on the project; (e.g. project manager, construction manager, estimating, scheduling, accounting)
 - d. The current project status; (e.g. design, DSA approved, 50% construction complete, beneficial occupancy, DSA closeout pending certification letter).
- 3) Describe your firm's past experience with FF&E management and provide examples of specific projects where this was performed.
 - 4) Describe your firm's proposed approach to FF&E management.
 - 5) Describe the firm's cost estimating approach and methodology from planning and design through construction.
 - 6) Describe the firm's change order management approach and methodology. Discuss the firm's track record showing the total dollar amount of change orders compared to the original contract dollar amount. Provide examples of three or more projects. Indicate by percentage the dollar amount of change orders caused by the client, design firm and contractor, respectively.
 - 7) Describe your firm's quality control assurance procedures, including coordination of consultants, from planning and design through construction.
 - 8) Describe your firm's past experience in supporting facilities master planning efforts.
 - 9) Describe your firm's past experience with contractor outreach programs. List specific examples of experience and metrics for evaluating effectiveness of these programs in achieving the desired outcomes.
 - 10) Describe your firm's past experience with web site design, maintenance and management for similar programs. List specific examples and active websites, if any.

D. References:

- 1) Provide a list of at least three (3) references, contact name, organization, job title, address, and phone number. These should be for projects or organizations that have material knowledge of the performance of the proposed personnel.
- 2) Provide authorization of all the principals to allow the District to make oral and/or written inquiries of all references listed, regarding your qualifications, performance, reasonableness of fees and charges, and quality of final results.

E. Proposed Fees and Costs:

- 1) Complete Exhibit A that lists hourly professional labor rates for all proposed categories in this contract. The District does not intend to reimburse labor support from the Firm's home office unless specifically called out in Exhibit A.

- 2) Proposed fees shall include all anticipated fees to be incurred working on this project. The District does not intend to reimburse costs other than for travel expenses outside of San Diego County on District-related business.

F. Insurance:

- 1) Provide information on the types and amounts of insurance carried by the Firm, including General Liability, Automobile Liability, Workers Compensation, and Professional Liability Coverage. Refer to Section V: Insurance Requirements.

G. Judgments/Evidence of Liability:

- 1) Please list and submit in a sealed envelope marked "confidential", true copies of any judgments and any other evidence of liability that has been the result of alleged negligence by the Firm or any of its current or former members during the past five (5) years preceding response to this RFP. This information will not be made public, but will be kept confidential by the District.

SECTION III: SELECTION PROCESS

The District will evaluate the responses based on the qualifications, background, and experience of the Firm and the proposed individuals to provide the services. The District retains the right to negotiate the final proposed fee schedule prior to recommending any Firm for contract award.

Weighting of selection criteria will be as follows:

- 1) Past Experience with project management, higher education projects, working with the Division of the State Architect, similar types of projects, facilities master planning, and related requested services and proposed approach to delivering the services described in the RFP (45 percent)
- 2) Experience and availability of proposed personnel (50 percent)
- 3) Location and proximity of local office (5 percent)

The District's selection process is as follows:

- 1) The Selection Committee will review, evaluate and rate all proposals that are submitted. Ratings shall be based on the criteria set forth in Section II, Instructions & Information for Proposal Submittals A through G.
- 2) The Selection Committee will select a short list of "Firms" that shall be invited for interviews. Respondents selected by Selection Committee will be notified by telephone and in writing on their selection status, including the date, time, and information on the interview format and required participants.
- 3) Selection Interviews. The selection committee will invite the short listed Firms" for a presentation/interview. The interviews will be one hour in length. It is anticipated the Firms will have 30 minutes for a presentation and 30 minutes for questions and answers. The interview team shall include the team staff that will be assigned to work with District.
- 4) All data, documents and other products used or developed during response to this RFP remain the property of the Firm and not the District. Following entry into a satisfactory contract, all data, documents, drawings, calculations, and products developed by any

Firm selected by the District, in the performance of its contact with the District, shall be the exclusive property of the District.

- 5) Proposal preparation and associated costs are the sole responsibility of the submitter and will not be reimbursed by the District. The District reserves the right to reject any and all proposals, to amend the RFP process, and to discontinue or re-open the process at any time.
- 6) The District shall not be liable to the submitter and its firm, organization, or team for personal injury or property damage sustained in the performance of these services, however caused.

SECTION IV: NEGOTIATIONS/AWARD OF CONTRACT

- 1) Based upon the proposal review and interview process, each Firm shall be rated in each category where professional services are desired. The highest rated Firm shall be invited to enter into contract negotiations with the District.
- 2) When the services and fees are agreed upon, the selected Firm shall be offered a consulting contract.
- 3) If the negotiations are not successful, the District shall enter into negotiations with the next, highest rated Firm until an agreement for services and fees acceptable to the District and the Firm are reached.
- 4) When services and fees are agreed upon, the Selection Committee will make recommendations to the District's Governing Board of Trustees for the award of a contract on a year to year basis, for a total period of up to five (5) calendar years. Notwithstanding any recommendations of the Selection Committee, action to award the contract is vested solely in the Board of Trustees.

SECTION V: INSURANCE REQUIREMENTS

- 1) The District has requirements mandating that independent contractors and providers of professional services have in place, and provide evidence thereof to the District, general liability insurance, workers compensation coverage, and professional liability insurance. The successful Firm shall provide to the office of Contract Services of the District, certificates of insurance, naming the Palomar Community College District, and its officers, agents and employees as additional named insureds on policies that are current for the term of the agreement contemplated through this RFP process.

- 2) Comprehensive General Liability

The Firm shall carry at its own expense, adequate comprehensive general liability insurance from a carrier admitted to write said insurance in the State of California, to protect the Firm, its principals, officers and employees, and the District, its directors, officers, agents and employees, from any and all claims, suits, actions of any nature for damage to property and for personal injury, including death, arising out of or in any way connected with the services provided under any agreement with Palomar. The coverage shall include, in addition, all automobiles operated by the Firm that are covered while going to and from the site of the performance of services to Palomar, and while operating motor vehicles on Palomar property. Limits of this insurance shall be a minimum of \$1,000,000 per occurrence, with aggregate of \$1,000,000 per policy year.

- 3) Workers' Compensation Coverage

Firm, its principals and employees are independent contractors, and not employees of District. As an independent contractor Firm shall carry workers' compensation coverage with an approved provider in the State of California. The Firm shall defend and indemnify at its sole cost and expense, Palomar, its directors, officers, agents, and employees from and against all claims, demands, actions, and proceedings arising under the California Labor Code and/or regulations for workers' compensation benefits, including disability claims for long term rating and compromise.

4) Professional Liability Insurance (Errors and Omissions)

Firm shall have in place, and keep in force during the term of any agreement entered into hereunder; including coverage sufficient to cover all applicable statutes of limitation for the services rendered hereunder, professional liability insurance in an amount of \$1,000,000 per occurrence and an aggregate of no less \$2,000,000.

Exhibit 'A'

Schedule of Hourly Billing Rates

Position Description	Hourly Rate Fully Burdened
Senior Project Manager	
Project Manager	
Assistant Project Manager	
Construction Manager	
Furniture, Fixtures and Equipment Project Manager	
Cost Estimator	
Contract Outreach Coordinator	
Graphics Design / Photography for District Website	
Document Control Specialist	

Exhibit 'A'

Qualification & Proposal Certification

I, _____, the _____ of the respondent, hereby certify under penalty of perjury under the laws of the State of California, that all of the information submitted by the respondent in connection with this submittal and all of the representations made herein are true and correct.

Executed on this __ day of _____, 2016 at _____ County, California.

_____	_____
Proper Name of Respondent	Address
_____	_____
Authorized Agent Name and Title	City, State, Zip
_____	_____
Authorized Agent Signature	Phone
_____	_____
E-mail address	Fax