



Request for Qualifications to Provide Construction Management Services for the Ventura County Community College District

Ventura County Community College District

333 Skyway Drive

Camarillo, CA 93010

Statement of Qualifications Due: June 28, 2002

1.0 Introduction

The Ventura County Community College District (District) invites qualified firms to submit a statement of qualifications to provide construction management services in relation to the execution of Ventura County Bond Measure ‘S’ March 2000. This Request for Qualifications (RFQ) describes the Ventura County Community College District, the proposed range of services to be provided by the Consultant, the minimum information that must be included in the submittal, and the selection process and evaluation criteria. Failure to submit information in accordance with the requirements and procedures of this RFQ may be cause for disqualification.

2.0 Project Description

The project, as funded by the passage of Measure “S”, provides for refurbishment of aging facilities and construction of new facilities at Moorpark, Oxnard, and Ventura Colleges, the District Service Center in Camarillo (Camarillo Campus), and at the District’s affiliated offsite higher education facilities.

Measure “S”

Bond Measure S passed by the voters in March of 2002 provides \$356,347,814 as financing for this program. The controlling language describes certain projects to be located at the three campuses and on the Camarillo campus to be funded from bond money. A complete list of projects and the bond language may be viewed on the VCCCD web site www.vcccd.net.

In undertaking the program the District anticipates the issuance of bonds in four increments commencing in June/July 2002 with the final issuance in 2008. While this analysis of bond expenditure is flexible it is being utilized to schedule the construction program into distinct phases.

3.0 Ventura County Community College District

3.1 History and Organization

Ventura County Community College District is governed by a 5-member, locally elected Board of Trustees and a student board member. The voters of Ventura County elect the five trustees in even-numbered years to four-year terms. Authority flows from the Governing Board through the Chancellor to the Presidents of the three colleges, Moorpark, Oxnard, and Ventura. Each President, as the chief executive officer, is responsible to the Chancellor for carrying out the District’s policies.

Governance structure at Ventura, Oxnard and Moorpark College includes strategic planning and operational committees composed of members from all employee constituencies. These committees make recommendations for important decisions including planning, curriculum development, staffing and budgeting.

3.2 Existing Campus Locations

Ventura College

Ventura College, an accredited two-year institution of higher education, has been a part of this beautiful seaside community since 1925. It is conveniently located approximately 60 miles north of Los Angeles and 30 miles south of Santa Barbara. The 103-acre campus, set in the rolling hills of Ventura, has an enrollment of 11,000 students.

Oxnard College

Oxnard College was founded in 1975 on 118 acres located two miles from Pacific Ocean beaches and is easily accessible by the Ventura Freeway or the Pacific Coast Highway. The newest of three colleges in Ventura County, Oxnard College offers fully-accredited educational programs for students transferring to four-year colleges and universities, vocational programs for acquiring job skills and updating career skills through continuing education. Current enrollment is 7,175.

Moorpark College

Set on 150 rolling acres at the city of Moorpark's northeast border, Moorpark College is midway between the cities of Los Angeles and Ventura. Moorpark College is a fully accredited public community college providing quality academic and professional programs as well as student services since 1967. Current enrollment is 14,500.

Camarillo College

The Camarillo Campus site measures approximately 56 acres at the southeastern corner of the Camarillo Airport. The site is partially developed for use by the VCCCD and Ventura County Fire Department.

Phase 1.

This phase will extend from Aug/Sept 2002 until Jan 2005

Total cost of Bond issuance will be \$105 million.

COUNTYWIDE PROJECTS FOR PUBLIC SAFETY INSTRUCTION

Estimated Cost: \$23,905,124

- Construct Regional Fire, Sheriff & Police Education and Training Academy, including classroom and instructional facilities and equipment for Sheriff and Fire Training Academies, and replace outdated electrical and utility systems
- Electrical and Utility Infrastructure

MOORPARK COLLEGE REPAIR & IMPROVEMENT PROJECTS

Phase 1.

Estimated Costs: \$24,851,082

- Expand Learning Resources and Telecommunications Center by improving library space and computer classrooms
- Child Development Center
- Add classrooms and lecture halls by converting old library space
- Construct Academic and Computer Center, including adding Computer Science labs and other classrooms
- Expand Student Services facility for Counseling, Financial Aid, other services
- Construct Health Sciences and Math classrooms and lecture halls
- Repair old classrooms
- Construct Fine Arts building
- Refurbish Physical Education facilities
- Construct classrooms for the new Conejo Education Center, a joint project with the Conejo Valley Unified School District
- Construct a Joint Instructional Center with Moorpark Unified School District for college classrooms accessible to high school students

- Expand Animal Science Education Center to address student enrollment demand
- Construct new Operations and Warehouse facilities
- Build parking structure to alleviate neighborhood traffic congestion
- Expand Music building

OXNARD COLLEGE REPAIR & IMPROVEMENT PROJECTS

Phase 1.

Estimated Costs: \$ 28,736,055

- Renovate aging campus infrastructure by installing new wiring/electrical systems for technology
- Construct Student Services Building to address overcrowding
- Construct Performing Arts classroom and auditorium, including expanding teaching/performance space
- Construct additional classrooms, labs, lecture halls; replace old portables (Building B)
- Construct additional classrooms, labs, lecture halls; replace old portables (Building A)
- Replace aging Child Development Center portables with improved, permanent facilities
- Construct Track
- Retire Capital Financing

VENTURA COLLEGE REPAIR & IMPROVEMENT PROJECTS

Phase 1.

Estimated Costs: \$18,233,741

- Construct and upgrade Science classrooms and labs
- Renovate athletic facility for health/safety, upgrade Physical Education facilities
- Improve Fine Arts lab, Art classroom (Building H)
- Renovate Maintenance and Operations facilities, including storage

- Renovate 37 year old G Building/Auditorium, including replacing antiquated electrical, heating, ventilation, plumbing and lighting systems
- Construct Advanced Technology Education Training Building by building permanent classrooms, lecture halls, computer labs
- Replace outdated Health Science Building (Nursing, Paramedics, Emergency Medical Technician and Certified Nursing Assistant Programs), including adding labs, lecture halls, classrooms
- Replace portables and build General Purpose Education Building for permanent classrooms, labs, lecture halls
- Complete construction of Learning Resource Center/Library
- Upgrade Financial Aid, Disabled Student Services, Counseling, Student Services and Communications Building
- Construct Santa Clara Valley Advanced Technology Education Center including classrooms, computer labs, library, and Child Care Center
- Upgrade electrical and utility systems
- Construct and renovate parking facilities
- Renovate Auxiliary Services and Student Counseling Center

The bond program is designed to provide facilities which will serve current and expected enrollment. In the event of an unexpected slowdown in development or enrollment of students at the three colleges, certain of the projects described above will be delayed or may not be completed. In such case, bond money will be spent on only the most essential of the projects listed above. The District will work with a Citizen Oversight Committee on prioritizing those projects in the event factors beyond the District's control require that projects be reconsidered.

The allocation of bond proceeds may be affected by the District's receipt of State matching funds and the final costs of each project. The budget for the Capital Programs is an estimate and may be affected by factors beyond the District's control.

The expenditure of bond money on projects on the Project List is subject to stringent financial accountability requirements. Performance and financial audits will be performed annually, and all bond expenditures will be monitored by an independent, Citizens Oversight Committee to ensure that funds are spent as promised and specified in the Project List. No money can be spent on administrator's or staff salaries. By law, all funds can only be spent on repair and improvement projects specified.

4.0 Selection Schedule

Funding for the first phase of the Bond Program is anticipated by September 2002.

- VCCCD begins Initial RFQ process on June 1, 2002.
- Candidates may submit questions regarding the RFQ to the Office of Facilities Planning & Construction at facilities@vcccd.net no later than 5:00 p.m., Pacific Time, June 21, 2002.
- Statement of Qualifications is due no later than 5.00 p.m., Pacific Time, June 28, 2002.
- A Screening Committee will review submittals and determine which qualified candidates will be included onto the District List to be interviewed as part of Phase I of the process. It is anticipated that the District will inform those candidates to be included during July 2002. Interviews will be scheduled for selected firms July/August. A further screening will take place and a finalist group will be selected for interview August 2002, with a selection being made at that time.

5.0 Special Conditions

5.1 Reservations

Right of District to Cancel Request for Qualifications, to Elect Not to Award, to Reject SOQs, & to Waive Informalities or Irregularities

The District expressly reserves the right to delay or cancel this RFQ at any time, to elect not to award any or all of the contracts cited in this RFQ, to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received. If the District cancels or revises the RFQ prior to submittal of SOQs, all responders will be notified.

The RFQ does not commit the District, to defray any costs incurred in the preparation of an SOQ pursuant to this RFQ, or to procure or contract for work.

5.2 Public Records

All SOQs submitted in response to this RFQ become the property of the District.

5.3 California Office/Ventura County

Each applicant must maintain a permanent office in the State of California with an appropriate officer to sign agreements on behalf of the firm. Firms with multiple offices must submit an individual application for each office. Furthermore, the District is particularly interested in

participation of professionals from within Ventura County, although interested non-county professionals are encouraged to apply and/or collaborate with local firms where practicable.

5.4 Additional Information

The District reserves the right to request additional information and/or clarifications from any or all responders to this RFQ.

5.5 Conflict of Interest

The District is sensitive to potential conflict of interest in project (construction) management, design and construction consultants. This policy applies to all responders and their proposed sub consultants.

5.6 Public Information

Release of public information selection announcements, contract awards, and all data provided by the District shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the District’s Contracts Office.

5.7 Insurance Requirements

At the time of this RFQ the district is exploring the feasibility of utilizing “Wrap-Up” insurance, sometimes known as an “Owner Controlled Insurance Program” (O.C.I.P) for the initial phase of the bond program.

Since no determination has yet been made in this regard, respondents should be aware of existing insurance requirements. The District requires consultants doing business with it to obtain insurance as shown below. The required insurance certificates must comply with all requirements as shown in the agreement and must be provided (original certificate required for each executed copy of the agreement) with the executed agreements prior to the commencement of any work on the project. The District and each of its directors, officers, agents and employees will be named as additional insured on the Automobile and General Liability policies.

- | | |
|---|---|
| A. Automobile Liability | Minimum of \$1,000,000 |
| B. General Liability | Minimum of \$1,000,000 |
| C. Professional Liability
(Errors and Omissions) | Minimum of \$1,000,000 |
| D. Workers’ Compensation | As per State of California Requirements |

6.0 Description of Requested Services

The purpose of this RFQ is to identify a short list of qualified firms to be considered for appointment as Construction Manager(s) for the implementation of the Measure S passed by the voters of Ventura County in March of 2002.

The two-part selection process will consist of a review of your RFQ and the identification of a select list of applicants for interview. At the conclusion of Phase I of interviews a shorter list will be developed, a more refined work plan will be developed and a further interview will be scheduled to identify a finalist(s). It is anticipated that this finalist will enter into a contract with the District for Contract Management Services. These services are anticipated to extend through the first three years of the bonding cycle with the expectation that contract extensions will be negotiated as appropriate, at the will of the District.

As a guide to participants it should be understood that bond funds are highly restricted in their use. Education Code Section 15264 ET seq.... identifies that bond proceeds must be “spent only on school and classroom improvements and for no other purposes” explicit in the legislation is the determination that no funds may be used “for any teacher or administrative salaries or other school operating expenses”. As a consequence, existing staffing within the district will not be augmented to accommodate this program and applicants must consider how they would structure their organization to ensure accountability to, and the involvement of, the appropriate District Officer(s) while supporting the District in its need to provide continuous accountability to the Trustees of the District and the general public.

As described earlier, the District is composed of three individual, active, academic campuses: Moorpark, Ventura and Oxnard. Additionally, some construction will be undertaken at the Camarillo campus located adjacent to the Camarillo airport. Recognizing this structure the District is anxious to consider creative ways to manage its construction process in an effort to reduce costs and retain control while yet retaining individual campus integrity (as equal States in a Federation).

The District is also anxious to maximize the “value” of its bond program by encouraging recommendations surrounding such topics as, procedures designed to reduce the costs of professional fees, procedures designed to reduce the costs of site preparation and infrastructure use, procedures designed to expedite delivery and procedures designed to ensure maximum return on investment.

The scope of services will generally be described as providing **Construction Management** Services related to the Measure S Bond Program for the Ventura County Community College District:

Phase Management: Manage, coordinate, critically evaluate, provide recommendations on, document, monitor, reply on and expedite ("manage") performance by consultants/contractors during all phases ("Phases") of planning, design and construction, including, without limitation, the following Phases:

Master Planning, Environmental Impact Reporting (EIR), Programming, Design (architectural and engineering), Construction, and Close-Out. During each phase, support the District's desired emphasis on sustainability and energy conservation. In cases where master planning has already been completed, manage updating of existing master plan documents.

Schedule: Consistent with the District's approved format, manage a process for:

- Evaluation of time schedules and schedule updates, including without limitation the preparation of independent critical path schedules and short-term {"look ahead"} schedules,
- Receiving and evaluating requests for time extensions and claims for compensation for delay, and
- Evaluating “as-planned” to “as-built” progress to assure that the District is fully advised on issues that could affect timely completion of the project.

Cost Estimating: Establish and manage a process for evaluating the performance of cost estimating services by consultants/general contractors, including without limitation: preparation of independent estimates and recommendations on reducing costs of design, construction and maintenance through, among other things, value engineering, constructability review, feasibility analysis, life cycle and maintenance cost evaluation and use of alternative approaches to building systems, project delivery and procurement.

Technical Review: Working within the Public Contract Law it is of interest to the District to pursue the possibility of working on “constructability reviews” prior to undertaking bidding procedures. The successful firm will assist the District in the A/E review and selection process and work with the General Contractors in the bidding process and on bid review. Establish and manage a process of continuous technical review of in-progress design documents to check for adequate levels of quality, completeness, sufficiency, coordination, correlation, clarity and compliance with legal and contractual requirements applicable to the project.

Budget: Manage the process for evaluating performance by A&E and specialty consultants and general contractors in respect to their meeting the District's budgetary goals, which includes, without limitation, preparation of cash flow projections and reports on budget vs. actual variations and overruns, consistent with the District format.

Safety Program: Responsible to ensure there is compliance by all contractors with the District's approved safety plan. The District's Safety Plan addresses the safety of all persons and property on the campus, including, without limitation, persons with disabilities. It is of interest to the District to pursue the concept of “wrap up insurance “ for at least the early years of the program.

Construction Administration: Establish and manage a process for administering the construction program, including without limitation actions involving:

- Submission, receipt, review and response to shop drawings, samples or other submittals;

- Submission, receipt, review and response to applications for payment;
- Submission, receipt, review, response to, negotiation and recommendation for settlement of change order requests and claims for additional compensation or time extensions;
- Submission, receipt, review and response to requests for information or clarification;
- Site observation;
- Maintenance and submission of “as-builts” and other record documents consistent with the District's policies and procedures;
- Certification of timely completion (final, substantial);
- Certification of completion in accordance with the requirements of the contract documents and applicable laws (including, without limitation, changes);
- Punch list work; and
- Beneficial occupancy, and receipt of final documentation such as warranties, operations manuals, operations training, keying and other similar information necessary to the complete close-out of the project.

Files: Maintain project files in accordance with the Document Control Matrix and Master File Archive processes.

Reporting: Prepare reports (to be provided in writing and electronically) to the District, according the District approved format as often as the progress of the project requires in order to keep the District fully informed on matters relating to cost, budget, schedule, claims and potential problems, delays or other matters that could adversely affect the completion of the project within the District's time and cost requirements.

Other services, information and documents required, whether or not within the scope of the other services listing herein, to assist and facilitate the performance by the Construction Manager of its services, including but not necessarily limited to those services of Construction Manager listed in this RFQ.

7.0 Submission Requirements

All SOQs must be received electronically by no later than 5.00 p.m., Pacific Time, on June 28, 2002. SOQs received later than the above date and time may be rejected and returned.

- A Letter of Interest, including a brief description of the candidate's strengths to perform the work successfully.
- The completed Statement of Qualifications.

Note: All Green printed areas to be same as web site and should start on a separate sheet to facilitate enclosure with submission as well as return electronically.

Statement of Qualifications for Construction Management Services

8.0 STATEMENT OF QUALIFICATIONS (SOQ)



8.1 The Firm

- IRS Identification Number
- Name of Firm
- Year Established
- Predecessor Firm (if any)
- Address
- Phone, Fax, E-Mail
- Branch Offices
 - Do you have an office in Ventura County?
 - If so, how long has this office been established?
 - If your Ventura County office has been established less than two years, are you willing to “partner” with local professionals?
- Average size of firm over the past three years
 - Total Personnel
- Type of Organization
 - Sole proprietor
 - Partnership
 - Corporation
 - Joint Venture
 - Other (specify)
 - Is at least 50 percent of the firm owned by a disabled veteran, or is at least 51 percent of the stock of a publicly owned firm owned by a disabled veteran?
 - Small Business?
- Legal Name of Firm as it would appear on a contractual agreement, including the names and titles of the principals that are required to consummate an agreement.
- Has the Firm served the VCCCD in the past? Please describe.

8.2 Related Professional Services Firm Provides ‘In-House’

- Architecture
- Engineering Services (specify)
- General Contracting (Construction)
- Interior design
- Landscape architecture
- Other

8.3 Commencing with Person Identified in 8.2

- If selected for a VCCCD project, which principal of the firm would provide the personal services required through completion of project? *This person will not be changed without the written consent of the District.*

8.4 Personal History of Each Principal:

- **Name**
 - Years of experience in Construction Field
 - Years as Principal in this firm
 - Years as Principal in other firms
- **Education**
 - Education (college, degree, year, specialization)
 - Registration or license (type, year, state, registration number).
 - Membership in professional organizations

8.5 Project Experience

- Type of projects undertaken by firm
- Name of largest contract completed:
 - Single contract
 - Location
 - Name of client
 - Bid price
 - Date completed
- Average or median construction costs of projects completed last five years.
- Where applicable name three Higher Education projects undertaken by firm.

8.6 Projects/References

- List a maximum of 6 recent projects undertaken by firm and experience in similar projects to those anticipated by the VCCCD. It is acceptable to list non-educational projects, which are similar to college projects.
- Give the name of one individual, representative of the client, familiar with the work of your firm on the projects listed.
 - Project:
 - Location:
 - Construction Cost:
 - Date Completed:
 - If Incomplete, Stage of Work:
 - Client:
 - Contact Name:

- Phone Number:

- Project:
- Location:
- Construction Cost:
- Date Completed:
- If Incomplete, Stage of Work:
- Client:
- Contact Name:
- Phone Number:

- Project:
- Location:
- Construction Cost:
- Date Completed:
- If Incomplete, Stage of Work:
- Client:
- Contact Name:
- Phone Number:

- Project:
- Location:
- Construction Cost:
- Date Completed:
- If Incomplete, Stage of Work:
- Client:
- Contact Name:
- Phone Number:

- Project:
- Location:
- Construction Cost:
- Date Completed:
- If Incomplete, Stage of Work:
- Client:
- Contact Name:
- Phone Number:

- Project:

- Location:
- Construction Cost:
- Date Completed:
- If Incomplete, Stage of Work:
- Client:
- Contact Name:
- Phone Number

9.0 Supplementary Material

Additional letters of reference need not be submitted; however, the VCCCD may seek additional information relative to the experience or qualification of any applicant.

Submitted by: Signature: _____ Title: _____

Firm: _____