

**O.C.
I.P.**

**Request for Qualifications
to Provide an Owner Controlled
Insurance Program for the
Ventura County Community
College District**

Ventura County Community College District

333 Skyway Drive

Camarillo, CA 93010

Statement of Qualifications Due October 4, 2002

1.0 Introduction

The Ventura County Community College District (District) invites qualified firms to submit a Statement of Qualifications (SOQ) to provide insurance services related to an Owner Controlled Insurance Program (O.C.I.P.) for projects under Bond Measure 'S.' This Request for Qualifications (RFQ) describes the Ventura County Community College District, the proposed range of insurance services to be provided, 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 five 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 Colleges 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 Campus

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

COUNTYWIDE PROJECTS FOR PUBLIC SAFETY INSTRUCTION

(Camarillo Campus)

Estimated Cost: \$33,205,124

- 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

Priority I Projects

Estimated Costs: \$13,660,908

- Expand Learning Resources and Telecommunications Center by improving library space and computer classrooms.
- Construct 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, and 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

Priority I Projects

Estimated Costs: \$16,767,621

- 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.

VENTURA COLLEGE REPAIR & IMPROVEMENT PROJECTS

Priority I Projects

Estimated Costs: \$21,925,241

- 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, and 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 has been completed.

- VCCCD begins Initial RFQ process on September 16, 2002.
- Candidates may submit questions regarding the RFQ to the Office of Capital Planning, Design & Construction at facilities@vccd.net no later than 5:00 p.m., Pacific Time, September 27, 2002.
- Statement of Qualifications is due no later than 5.00 p.m., Pacific Time, October 4, 2002.
- A Screening Committee will review submittals and determine which qualified candidates will be included onto the District List to be interviewed. It is anticipated that the District will inform those candidates to be included for interview during October 2002. Interviews will be scheduled for selected firms October/November 2002.

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. This policy applies to all responders.

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. Firms desiring to release information to the public must receive prior written approval from the District's Contracts Office.

6.0 Description of Requested Services

The purpose of the RFQ is to identify a short list of qualified firms to be considered for interview based on their proposal of services related to an Owner Controlled Insurance Program (O.C.I.P.).

The selection process will consist of a review of your RFQ and the identification of a select list of applicants for interview. It is anticipated that the finalist will enter into a contract with the District for an Owner Controlled Insurance Program.

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 purpose" explicit in the legislation is the determination that no funds may be used "for any teacher or administrative salaries or other school operation 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.

The scope of services will generally be described as providing a comprehensive set of responsibilities related to an Owner Controlled Insurance Program for the implementation of projects related to the

Measure ‘S’ Bond Program for each college/campus within the Ventura County Community College District. Such services may include, but not be limited to the following:

- Selecting secure and financially stable insurance companies;
- Reporting procedures;
- Claims handling instructions;
- Medical cost containment protocols;
- Monitoring claims administration;
- Statistical support and risk analysis;
- Periodic claims review.

Insurances anticipated will include:

- Workers’ Compensation and all Primary and Secondary General Liability and Excess Liability;
- Architect’s and Engineer’s Professional Errors and Omissions Umbrella;
- Environmental Liability;
- Builder’s Risk Insurance.

7.0 Submission Requirements

Three loose leaf bound originals, including all required forms and applicable supporting documentation, must be addressed and delivered to the office named below:

Office of Capital Planning Design & Construction
Ventura County Community College District
333 Skyway Drive, Camarillo, CA 93010

All SOQs must be received by no later than 5:00 p.m., Pacific Time, on October 4, 2014. SOQs received later than the above date and time may be rejected and returned unopened. Required forms & supporting documentation are as follows:

- A Letter of Interest, including a brief description of the candidate's strengths to perform the work successfully.
- The completed on-line Statement of Qualifications (must be submitted on-line as well).
- Additional Exhibits:
 - Define what services your firm will offer for the projects described in this RFQ.
 - Describe how your firm will administer the services defined. Define how your firm would staff the project both on-site and off-site.
 - Define how your firm will conduct or assist with safety programs.
 - Indicate at what level of risk, if any, your firm is prepared to assume in order to limit or cap Owner's premiums, retros, deductibles and claims payment exposure. Indicate the fee expected for the risk assumed.
 - All exhibits must be formatted to 8.5 x 11 inches and bound, with the completed questionnaire. **These will not be returned.**

All submittal materials shall be loose leaf bound and in 8.5 by 11 inch format.

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.

7.0 Request for Qualifications for Owner Controlled Insurance Program

STATEMENT OF QUALIFICATIONS (SOQ)

7.1 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, or your office is out of the Ventura Region, are you willing to “partner” with local professionals?
- 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? If so, please describe.



7.2 Project Team

- Name each key individual of your team and include complete resumes of their work history with your firm and other firms. Be specific and clear with respect to work and project experience gained with your firm as well as with other firms.
- Include references for each individual who can specifically address the individual's abilities, performance and attitude.

- For all services, clearly identify the individuals who will be on-site and those who will be located elsewhere, as well as individuals who are not employees of your firm or subcontractors/consultants.
 - Project Manager(s)
 - Safety Officer
 - Loss Control Manager

7.3 Projects/References

- List a maximum of four recent projects for which you handled the O.C.I.P. requirements in similar projects to those anticipated by the VCCCD.
 - Give the name of one individual, representative of the client, familiar with the work of your firm on the projects listed.
 - Project:
 - Location:
 - Program/project value:
 - Date completed:
 - If incomplete, stage of work:
 - Client:
 - Contact name:
 - Phone number:

 - Project:
 - Location:
 - Program/project value:
 - Date completed:
 - If incomplete, stage of work:
 - Client:
 - Contact name:
 - Phone number:
-
- Project:
 - Location:
 - Program/project value:
 - Date completed:
 - If incomplete, stage of work:
 - Client:
 - Contact name:
 - Phone number:

- Project:
- Location:
- Program/project value:
- Date completed:
- If incomplete, stage of work:
- Client:
- Contact name:
- Phone number:

7.4 Organization Chart and Decision-Making Flow Chart

- Provide an organization chart and decision-making flow chart which depicts command and reporting structure, as well as appropriate narrative which describes authority and responsibility.

8. Supplementary Material

In addition to the questionnaire and exhibits, additional letters of reference need not be submitted; however, the VCCCD may seek additional information relative to the experience or qualification of any consultant.

Submitted by: Signature: _____ Title: _____

Firm: _____