

Request for Qualifications for a Comprehensive Technology Infrastructure Study for the Ventura County Community College District

**Ventura County Community College District
333 Skyway Drive
Camarillo, CA 93010**

Submittals Due January 21, 2003

1.0 Introduction

The Ventura County Community College District (District) invites firms to submit their qualifications for a Comprehensive Technology Infrastructure Study in relation to the execution of Ventura County Bond Measure S. 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, the Camarillo Airport site, 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 at the Camarillo Airport site 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 August 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 is set in the rolling hills of Ventura, includes more than 40 facilities for classroom instruction and administrative services and has an enrollment of 12,000 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. The Oxnard College Campus includes more than 20 facilities for classroom instruction and administrative services with a current enrollment of 7,500.

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. The Moorpark College Campus includes more than 25 facilities for classroom instruction and administrative services with a current enrollment of 15,000.

Camarillo Airport Site

The Camarillo Airport 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.

4.0 Selection Schedule

- VCCCD begins initial RFQ process on December 12, 2002.
- Candidates may submit questions regarding the RFQ to the Office of Capital Planning, Design & Construction at capitalplanning@vccd.net no later than 5:00 p.m., Pacific Time, Tuesday, January 14, 2003.
- The online Statement of Qualifications is due no later than 5.00 p.m., Pacific Time, Tuesday, January 21, 2003.
- A screening committee will review submittals and determine which qualified candidates will be included on the District's list of "prequalified" consultants. It is anticipated that the District will

inform those candidates to be included during February 2003. This resulting list of prequalified consultants will then be used to provide a “pool” from which consultants for the program will be interviewed and selected.

5.0 Special Conditions

5.1 Reservations

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

The District expressly reserves the right to delay or cancel this RFQ at any time, to not award any or all of the contracts cited in this RFQ if it so chooses, to reject any or all submissions, to waive any informality or irregularity in any submission received, and to be the sole judge of the merits of the respective submissions received. If the District cancels or revises the RFQ prior to the deadline for submittals, all responders will be notified.

The RFQ does not commit the District to defray any costs incurred in the preparation of a submittal in response to the RFQ nor does it commit the District to procure or contract for work.

5.2 Public Records

All submissions 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 Public Information

The final appointment for this project will be made by the Board of Trustees of the Ventura County Community College District. Announcements pertaining to the award of this appointment should not be made without the written approval of the VCCCD’s Contracts and Grants Office.

5.6 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

5.7 Vendor Qualifications

Qualified vendors must meet the following requirements:

1. A minimum of five (5) years experience in telecommunications design.
2. Experience in the design, engineering and construction management of public telecommunications distribution systems (PUC-regulated projects, Local Exchange Carrier ((public telephone)) system construction, aerial and underground outside plant facilities, switch room construction, etc.)
3. Proof of prior campus-related telecommunications infrastructure design work, representative of the tasks described above.
4. Personnel assigned to project must demonstrate proof of knowledge of the latest industry standards and specifications (REA, TIA/EIA, IEEE, BICSI, BSP/Bellcore, etc.)
5. Provide statement of qualifications/resumes supporting key personnel’s competency in performing this work.
6. Key personnel shall provide a list of professional designations or certifications
 - BICSI – Registered Communications Distribution Designer (RCDD)
 - RCDD/Customer Owned Outside Plant (COOSP) specialty designation is preferred.
 - Telecommunications consultant registrations (NORTEL, AVAYA, NEC, etc.), telecommunications associations, as well as construction-related associations membership and involvement

5.8 Conflict of Interest

The District is sensitive to potential conflict of interest in planning, design and construction consultants. This policy applies to all responders and their proposed subconsultants.

Qualified firms that are capable of both design and construction services are hereby notified that award of this scope of services and subsequent contract with the VCCCD will exclude the same firm from participating in any competitive bid for construction services associated in any way with this project.

6.0 Description of Requested Services

The purpose of the RFQ is to identify a short list of qualified firms to be considered for appointment as consultant to conduct a Comprehensive Technology Infrastructure Study, site-wide audit and evaluation of all communications infrastructure facilities and components associated with all college, District and offsite locations. This Comprehensive Technology Infrastructure Study is conducted in conjunction with and to facilitate 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 all applicants' submittals and subsequent identification of a select list of applicants for interview. At the conclusion of Phase I of the interviews, a shorter list of potential applicants will be developed, a more refined work plan will be developed, and a further interview will be scheduled to recommend a finalist to the Board of Trustees. These services are anticipated to extend through the first year of the bonding cycle with the expectation that contract extensions will be negotiated, if required, 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 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 Board of Trustees of the District and the general public.

The scope of work required for the study is not limited to just the facilities impacted by Measure S. Included in the study must be a comprehensive review of the existing technology infrastructure at all defined sites to facilitate the inclusion of new buildings and refurbished buildings in an updated state-of-the-art campus-wide/district-wide technology infrastructure.

This study is intended to document and quantify all communications infrastructure components, including (but not limited to) site substructure components (conduits, manholes, pull boxes, underground copper, optical fiber, optical fiber inner duct, coaxial cabling, etc.), all entry point and interconnect intra-building facility components (cabling, pathways, spaces, equipment rooms, data centers, etc.), as well as existing telecommunications equipment, switching hardware, and connectivity. Analysis of station drops in offices and classrooms/labs is not in the scope of the requested services.

The infrastructure components to be covered under the scope of work associated with this project will include, but not be limited to:

- ❑ Site (campus) substructure components
 - Conduit systems
 - Manholes/pullboxes/handholes
 - Optical fiber inner duct (sub-duct)
 - Underground cable (type, rating, size, gauge, count)
 - Optical fiber cabling

- ❑ Site (campus) aerial/overhead components
 - Poles
 - Building attachments
 - Entrance conduits
 - Aerial cabling (type, rating, size, gauge, count)

- ❑ Building facilities
 - Entrance rooms
 - Telecommunications rooms
 - Data centers/server rooms
 - Associated with the above, identify;*
 - Raised floor systems
 - Intra-building riser systems (conduits, sleeves)
 - Intra-building pathways (conduits, cable trays, chases, ceiling spaces)
 - Electrical provisioning
 - Grounding systems
 - Environmental conditioning
 - Lighting
 - EMI/RFI protection
 - Security

- ❑ Building communications infrastructure
 - Communications terminals/patch panels
 - Electrical protection
 - Riser cabling (type, rating, size, gauge, count)
 - Horizontal cabling (type, rating, size, gauge, count)
 - Note: Office and classroom/lab area components need not be detailed*
 - Optical fiber cabling/inner duct
 - Wireless network systems
 - CATV Pathways and COAX Facilities

- ❑ Telecommunications Systems
 - Voice key systems
 - PBX platforms
 - Capacity
 - Feature sets, functionality, interoperability
 - Software version
 - Expansion capability

- Data integration
- System age
- Support

- WAN Connectivity
 - Public network (LEC) connections
 - CLEC options
 - ISP providers and options
 - Wireless/cellular providers and options
 - Satellite communications hardware
 - Microwave facilities

All inter-building systems will be individually reviewed as an entire system and be evaluated on a campus-by-campus basis. Intra-building and building specific components shall be evaluated on a building-by-building basis. The telecommunications systems shall be reviewed on a campus-by-campus or building-by-building basis, depending on the extent of area each switch serves.

6.1 Deliverables

The successful contractor shall provide a comprehensive and complete project report and documentation package that will include (but not necessarily be limited to) the following:

1. A project schedule (MS project format, jointly developed with the VCCCD staff) detailing proposed tasks, timelines and milestone dates for execution of the project.
2. Detailed drawings (digital format, AutoCAD v14 or later) of each campus, detailing existing underground and aerial facilities (conduits manholes, pullboxes, etc., size, type, quantity, Mfg., etc.), entrance room locations, MC locations, DEMARC locations, etc. Separate drawings with campus backgrounds detailing backbone cabling (size, type, quantity, pair-count, Mfg., etc.)
3. Detailed drawings (digital format, AutoCAD v14 or later) of floor plans of each building, showing building entrance locations, riser locations, telecommunications room locations, server room locations (if applicable), terminal locations, etc. Inclusion of interior walls on floor plans will be thorough enough to locate building entrance facilities (main cross-connect, building terminal, etc.). Entire interior wall locations and individual work area outlets need not be detailed.

Note: The District will provide digital background files that will be used as the base for all deliverable drawings. It will be the vendor's responsibility to modify these backgrounds as necessary to reflect the current campus layouts, building shapes and locations. Respondents to this RFQ shall provide unit pricing for the development of digital backgrounds for facilities where none exists. This will be addressed as unit pricing in the submittal documentation.

4. A complete and concise executive summary for each campus, describing in detail conditions of all existing facilities and systems outlined above. Summaries should be in the form of an evaluation, analysis, and recommendations format.* Each summary shall be broken down into sections to include OSP infrastructure, inter-building infrastructure (backbone systems), and associated hardware.

5. A complete and concise summary for each building, describing in detail conditions of all existing facilities and systems outlined above. Summaries should be in the form of an evaluation, analysis, and recommendations format.* Each summary shall be broken down into sections of intra-building infrastructure (backbone and horizontal pathways and spaces, media, etc.) and telecommunications system components.
6. Separate executive summaries (one per campus and DSC location), describing the telecommunications systems deployed throughout the District. These summaries shall be in the form of an evaluation, analysis, and recommendations format*.
7. Each summary shall include detailed pictures of pertinent infrastructure components, along with descriptions and detailed explanations.
8. All deliverables shall be produced in both hard-copy and digital format (AutoCAD, Microsoft Word, JPEG pictures, MS Project).

**The needs analysis and recommendations portion of the above-described deliverables will be strongly emphasized. The final deliverables shall provide succinct, descriptive language on what systems/components are insufficient, and what remedial tasks are required to bring existing District facilities up to specification. Specification recommendations will be evaluated by the District and modified by the vendor as necessary to comply with existing District standards.*

Note that additional information related to Measure S projects and project priorities is attached as follows:

Appendix A: List of Phase I Projects

Appendix B: Maps – Current Campus Facilities

Appendix C: Campus Facilities Master Plans

7.0 Submission Requirements

First, complete and submit the online Statement of Qualifications, which may be found on the District's website at www.vcccd.net under the Bond Measure S section.

Three hard copies of the entire submittal must be received by no later than 5:00 p.m. on Tuesday, January 21, 2003, at the following address:

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

Submittals received later than the above date and time may be rejected and returned unopened.

Submittals must be in loose-leaf binders (8 1/2x11") and must include the following:

- A printed copy of the Statement of Qualifications that was submitted online.
- A letter of interest, including a brief description of the candidate's strengths to perform the work successfully.

- Additional exhibits, as appropriate, to demonstrate experience of firm. The intention of these exhibits is to educate a committee as to your firm's capabilities, expertise and experience. **These will not be returned.**

Thank you for your interest in the Ventura County Community College District.