



**Request for Qualifications  
to provide  
Civil Engineering Services  
for the  
Ventura County Community College District**

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**Project Director**

**Ventura County Community College District**

**Capital Planning, Design and Construction**

**333 Skyway Drive**

**Camarillo, CA 93010**

**Statement of Qualifications due Tuesday, April 20, 2004, by 4:00 p.m.**

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**1. Introduction**

The Ventura County Community College District (District) invites qualified firms to submit a Statement of Qualifications (SOQ) to provide civil engineering services in relation to the execution of Ventura County Bond Measure S. This Request for Qualifications (RFQ) describes the Ventura County Community College District, the description of services to be provided by the civil engineering firm, the minimum information that must be included in the submittal, and the selection process. Failure to submit information in accordance with the requirements and procedures of this RFQ may be cause for disqualification.

**2. Description of Services**

Provide civil engineering surveys, reports, observation, testing documentation, and design and construction services for Measure S bond projects (see Section 3.1).

Measure S, a bond 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 website, [www.vcccd.net](http://www.vcccd.net).

In undertaking the program, the District anticipates the issuance of bonds in four increments, which commenced in August 2002 with the final issuance in 2008.

**3. Ventura County Community College District (VCCCD)**

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.

### *Ventura College*

Ventura College, an accredited two-year institution of higher education, has been a part of this seaside community since 1925. It is located on 103 acres, approximately 60 miles north of Los Angeles and 30 miles south of Santa Barbara.

### *Oxnard College*

Oxnard College was founded in 1975 on 118 acres 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.

### *Moorpark College*

Set on 150 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.

### *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.

## 3.1 Specific Design Projects / Project Requirements

Your firm will be required to provide design services for the examination, evaluation, and renovation of the wet utility systems and the gas service for the VCCCD properties located at Oxnard College, Moorpark College and Ventura College. These projects will require your firm to review Facility Master Plan recommendations for the wet utility infrastructure and the gas utility expansion, and to design new systems that will be appropriate for each campus with regard to the proposed new site/building construction as described in the Facility Master Plan.

3.1.1 Water

Evaluate the existing main and secondary water piping, its condition and expected useful life. Determine if any of the existing water system (domestic/irrigation/fire service) can be used in conjunction with the changes in the campus as indicated by the Facility Master Plan. Provide construction documents for the implementation of your recommendations. Evaluate and determine the need and the process for providing separate fire supply lines for the campus.

3.1.2 Sanitary Sewer

Evaluate the existing sanitary sewer lines, mains and laterals, and the condition and expected useful life. Determine what portion the existing sanitary system can be used in conjunction with the changes in the campus as determined by the Master Plan. Supply construction documents for the implementation of your recommendations.

3.1.3 Storm Drain

Evaluate the storm drain piping, its condition and expected useful life. Determine if the existing piping can be used in conjunction with the changes in the campus as determined by the Master Plan. Develop a design strategy to meet MS4 standards. Supply construction documents for the implementation of your recommendations.

3.1.4 Existing Utilities

Recommendations and design for the rerouting of any existing systems that are in conflict with the proposed building locations as determined by the master plan. The proposed design shall also include new laterals as may be needed extending to the existing and new building sites.

3.1.5 Gas Service

Evaluate the gas service piping, its condition and expected useful life. Determine if the existing system can be used in conjunction with the changes in the campus as determined by the Master Plan. Supply construction documents for the implementation of your recommendations.

All proposed work will require research / coordination with the utility vendors.

### 3.2 Scope of Project Services

The firm selected shall provide the following services for the projects as follows:

#### 3.2.1 Project Management

Provide supervision and quality control on the project.

#### 3.2.2 Contract Management

Provide design services for clarifications that arise during construction.  
Provide for on site supervision and inspections as may be necessary to satisfy the requirements of your licensing or registration.

#### 3.2.3 Closeout

Provide services to close out the project, which includes but is not limited to review and sign off of as-built documents and determination and review of punch list items.

## 4. RFQ Timeline

- VCCCD begins RFQ for Civil Engineering process on April 2, 2004.
- Candidates may submit questions regarding the RFQ to the Office of Capital Planning, Design and Construction at [capitalplanning@vcccd.net](mailto:capitalplanning@vcccd.net) or via Fax @ (805) 384-8398 no later than 4:00 p.m., Pacific time, on Monday, April 12, 2004.
- SOQs are due no later than 4:00 p.m., Pacific time, on Tuesday, April 20, 2004, at which time the submittal process will be closed.
- A screening committee will review submittals and determine which qualified candidates will be included on the District's list of prequalified civil engineering firms. This list will be posted on the District's website.
- Selected engineering firms (from this list of prequalified firms) will be asked to submit proposals for individual projects as they are approved for development.

## 5. Reservations

The District expressly reserves the right to 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.

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.

**6. Public Records**

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

**7. California Office and License**

Each applicant must maintain a permanent office in the State of California with an appropriate officer licensed to practice and to sign agreements on behalf of the firm. 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.

**8. Right to Delay or Cancel**

The District reserves the right to delay or cancel, in part or in its entirety, this RFQ including, but not limited to selection schedule, submittal date, and submittal requirements. If the District cancels or revises the RFQ prior to submittal of SOQs, all responders will be notified.

**9. Additional Information**

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

**10. Conflict of Interest**

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

**11. 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.

## **12. Insurance Requirements**

The District requires consultants doing business with it, to obtain insurance as shown below – with no exceptions. 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.

Workers Compensation	In accordance with applicable law
Employers Liability	\$1,000,000
Commercial General Liability – Bodily Injury or Death/Property Damage General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Automobile Liability – Bodily Injury or Death Combined Single Limit	\$1,000,000
Professional Liability	\$1,000,000

## **13. Submission Requirements**

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

One hard copy of the entire submittal must be received by no later than 4:00 p.m. on Tuesday, April 20, 2004, 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 will be rejected and returned unopened.

Submittals 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.
- List of professional references including but not limited to three clients in the educational field, three general contractors, and three architectural references.
- Your firm's schedule of rates.
- Profiles of the senior members of your firm.
- 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 exhibits will not be returned.

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