



COAST COMMUNITY COLLEGE DISTRICT

REQUEST FOR QUALIFICATIONS #2017

FOR

BOND PROGRAM SUPPORT SERVICES

March 12, 2013

QUALIFICATIONS DUE:

By 4 p.m. - April 8, 2013

**Coast Community College
Attn: John Eriksen
Purchasing Department
1370 Adams Ave
Costa Mesa, CA 92626**

www.cccd.edu

A. INVITATION

The Coast Community College District (“District”) is seeking Requests for Qualifications (RFQ) to establish a pool of qualified firms (“Consultants”) to provide advisory and support services related to the District’s Measure M Capital Bond Program. This document outlines the requirements, selection process and documentation necessary to submit qualifications in response to this solicitation.

Responses must conform to the requirements of this Request for Qualifications (RFQ). The District reserves the right to waive any irregularity in any proposal or reject any proposal which does not comply with this RFQ.

All proposals shall be submitted to the District no later than **4:00 p.m. on April 8, 2013.**

B. DESCRIPTION

In November 2012, the voters of the Coast Community College District passed a \$698M General Obligation Bond initiative (Measure M) which will fund the capital improvement projects outlined in the District’s “Vision 2020” Master Plan. As a result, the District expects to conduct significant construction/development projects at each of our three colleges over the next 15 years. This RFQ seeks to pre-qualify consultants that demonstrate the highest level of experience and capability to provide support services in the areas described herein.

The Coast Community College District intends to employ Consultants, on an as-needed basis, to serve various roles in support of the District’s capital bond program. Pre-qualified consultants will be eligible to provide scope and fee proposals for specific assignments (“Task Order”). The District may issue a Task Order, based on qualifications, performance on previous task orders, and an evaluation of the scope and fee proposal prepared for the specific task order.

The DISTRICT reserves the right to request a scope of work and fee proposal from one or more of the consultants on the established list and may choose to award a task order to any of the Consultants at its sole discretion.

SELECTION OF A FIRM TO PARTICIPATE IN THE POOL OF QUALIFIED CONSULTANTS DOES NOT NECESSARILY GUARANTEE THE AWARD OF TASK ORDERS.

C. PROJECT SCHEDULE:

<i>Selection</i>	
RFQ’s Due	April 8, 2013
Deadline for Recommendation to Board	April 24, 2013
Board Approval	May 1, 2013

D. SCOPE OF SERVICES:

The District has established eight service categories for which it is seeking Consultants. Respondents are eligible to pre-qualify in one or more service categories. The Scope of Services for each category is further defined in Attachment A.

E. CRITERIA FOR PREQUALIFICATION

- E.1 Prospective Consultants must furnish all of the listed items in Section F. Respondents are solely responsible for ensuring the completeness and accuracy of all information. Any false statements, inaccuracies, omissions or failures to disclose are grounds for exclusion.
- E.2 All Statements of Qualifications will be evaluated by an appointed Selection Committee based on the evaluation criteria listed in Section G. SOQs must receive an average score greater or equal to 75 to be considered for pre-qualification.
- E.3 Acceptance of the terms and conditions defined in the attached Professional Services Agreement. (Attachment B).

F. PROPOSAL CONTENT

Proposals must contain sufficient detail to enable the District Selection Committee to determine the merits of the firm. If applying for pre-qualification in **one (1) service category, the proposal shall not exceed 20 pages** (Excluding Transmittal letter, cover pages, tabs/dividers, and District required forms). For respondents applying for **two or more service categories, the proposal shall not exceed 30 pages.**

F.1 Transmittal Letter:

- F.1.1 Describe the firm's/team's interest and commitment to the proposed project;
- F.1.2 Provide a statement affirming the Consultants acceptance of the terms and conditions contained in the attached Professional Services Agreement;
- F.1.3 The person authorized by the firm/team to enter into a contract with Coast Community College District shall sign the cover letter;
- F.1.4 Identify the individual to whom correspondence and other contacts should be directed.

F.2 Company Information:

- F.2.1 Complete the Consultant Declaration Form (Attachment C);

F.2.2 Provide a description of your company's qualifications and experience on similar projects;

F.2.3 Provide an organizational chart indicating the proposed roles and relationships of individuals relevant to this project;

F.2.4 Provide a statement of financial stability.

F.3 References:

F.3.1 References must include client name, address, phone number, brief description of the project, list of consultant team members and responsibilities, and the name/phone number of the client's project manager;

F.3.2 It is the Consultants responsibility to verify the latest and current contact information for all references. References that cannot be verified shall receive a score of zero (0);

F.3.3 Failure to provide at least three (3) references may result in disqualification.

F.4 Local Business Participation:

Describe the respondents plan for inclusion of local businesses and/or individuals in the services to be provided for the District. The District strives to support our local community, and as such would like to see how it's Consultants plan to utilize local entities in support of this intent.

F.5 District Forms:

All forms shall be signed by the company officer(s) empowered to bind the firm (e.g., President, General Partner)

F.5.1 Non-Collusion Affidavit (Attachment D)

F.5.2 Drug Free Workplace Certification (Attachment E)

For each Service Category seeking pre-qualification, respondents shall clearly distinguish and include the following:

1. Staff:

Describe the abilities of proposed team members including relevant experience, education, and past experience working in a similar role. Resumes are acceptable, but not required.

2. Management Approach/Methodology:

In a narrative format, describe your approach and methodology in contributing to the successful management of capital bond programs/projects.

3. Fee Schedule:

In a separate sealed envelope, provide a Rate Sheet showing the fully loaded billing rates for all staff classifications proposed to provide services to the District. The District intends to solicit specific Task Order pricing from prequalified consultants as required.

G. EVALUATION CRITERIA

Statements of Qualifications (SOQ) will be evaluated by an appointed Selection Committee based on the following criteria:

- Consultant's approach to this project and management plan (20 pts)
- Experience and qualifications of the team assigned to the project (20 pts)
- Cost/Rates (20 pts)
- References (20 pts)
- Local business participation (10 pts)
- Consultant's overall capability, stability, resources (10 pts)

Maximum Total Score (100 points)

H. SELECTION PROCESS

The Selection Committee will make its recommendation to the Chancellor of Coast Community College District. It is anticipated that prequalified finalist(s) will be recommended by the Chancellor to the Board of Trustees for approval on May 1, 2013.

I. ELIGIBILITY

Pre-qualified firms will remain in the consultant pool for a minimum of three (3) years with options to extend eligibility for two (2) additional one year periods. After five (5) successive years of eligibility, qualified firms must re-qualify for the pool. Furthermore, the District reserves the right to add, delete, or otherwise modify the Consultant pool at its' sole discretion.

J. CONTRACT AWARD

The District reserves the right to contract with any entity responding to this RFP. The awarding of a contract is at the sole discretion of the District.

Firm(s) selected will be expected to enter into a Professional Services Agreement with the District within ten (10) calendar days from approval by the Board of Trustees. The District shall not be bound, or in any way obligated, until both parties have executed a

contract. No party may incur any chargeable costs prior to the execution of the final contract.

K. REJECTION AND WAIVERS OF PROPOSALS

This Request for Qualifications does not commit the District to award a contract or to pay any costs incurred in the preparation of a proposal in response to this Request.

The District reserves the right to accept or reject any or all proposals received; to negotiate with qualified proposer(s) or cancel the Request; and, to waive any minor irregularities and informalities in the proposal or proposal process.

The District reserves the right to evaluate proposals for a period of ninety (90) days before deciding which proposal, if any, to accept.

L. NON-COLLUSION

By submittal and signing the enclosed Non-Collusion Affidavit (Attachment D), the proposer is certifying that the proposal document is genuine and not a sham or collusive, and not made in the interest of any person not named and that the Consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.

M. COMPLIANCE WITH LAWS AND REGULATIONS

The Consultant shall comply with federal, state and local laws, regulations, and Industry standards. The proposer shall also comply with the Drug Free Workplace Act requirements of California Government Code Sec. 8350 et seq. (Attachment E)

N. QUESTIONS / CONTACT PERSON

The District will accept written questions via e-mail until **Monday, April 1, 2013**. Questions regarding the work must be submitted to:

John Eriksen, Director of Purchasing
E-mail: jeriksen@mail.cccd.edu.
Telephone: (714) 438-4680

The District will respond to each question by email directly to the firm submitting the question. If the question demonstrates that clarification or additional information is needed, an addendum will be issued to all proposers by e-mail. Consultant should acknowledge any and all e-mails sent by the District regarding this RFP by replying to the e-mail sender that the e-mail was received.

Proposers shall not contact any District employee or official regarding this proposal other than the individual listed above as the contact person. Contacting District staff or officials regarding this work may result in disqualification. No verbal comments made by District staff or officials are binding regarding this RFP except for that which is made in writing by the above mentioned contact person.

This will assure that all proposers receive the same information in a timely manner.

O. DEADLINE FOR SUBMISSION OF STATEMENT OF QUALIFICATIONS

To be considered, Qualifications must be received at the address below **no later than 4:00 P.M. April 8, 2013.** Late proposals will not be considered. The District highly encourages ***early*** submittal of proposals.

Proposer shall submit one electronic version of the proposal on a CD or flash drive; one (1) printed *original* and four (4) printed copies of the entire proposal including any supporting documentation in a sealed box or package addressed as follows:

**Attention: John Eriksen
Coast Community College District
Purchasing Department
1370 Adams Ave
Costa Mesa, CA 92626**

The box or envelope must also be clearly marked on the outside with the words:
Proposals Enclosed: RFP # 2017 Bond Program Support Services; Deadline: 4 p.m., April 8, 2013.

Measure M Program Support Service Categories

The Coast Community College District is seeking qualified firms (“Consultants”) to provide advisory and support services in the below listed service categories. Pursuant to RFQ #2017, cost proposals will be solicited and services rendered on as-needed basis.

Firms that successfully qualify will be placed on a pre-approved list for projects to be identified in the future. The exact scope of services required will be set forth in and governed by the District’s Standard Professional Services Agreement.

I. Design Management/Project Criteria

This category seeks to establish a qualified pool of registered architects, to assist the District in the assessment of project needs, development of project criteria documents, and oversight of projects as necessary to ensure the owners’ design interests are met. Furthermore, Consultants may be asked to conduct peer design reviews, and assist in developing, issuing, and maintaining District design standards.

PLEASE NOTE: Design Management Consultants will NOT be eligible to compete for Architectural/Engineering (A/E) services on the project in which they have been contracted to serve in an advisory capacity. However, pre-qualification in Design Management does NOT preclude firms from seeking A/E opportunities.

II. Estimating/Cost Controls

Provide cost estimation and/or scheduling services related to the Measure M bond program management and/or specific projects associated with the bond. Consultants may be called upon to provide services that could include, but not be limited to, cost estimating, bid evaluation, special cost reports, cost-benefit analyses, value engineering, and construction change order analysis.

III. Program Development, Procurement Support, & Delivery

Provide general oversight, consultation, and leadership in the preparation and implementation of alternative delivery methods. Consultants will assist in the preparation, solicitation, and evaluation of RFQs/RFPs. Furthermore, Consultants may be asked to review, develop, support, or implement administrative policies and procedures associated with current bond management best practices.

IV. Division of State Architects (DSA) Inspection Services

In accordance with Title 24 §4333-§4342, school construction projects require a Division of State Architects (DSA) approved project inspector to perform project oversight. Serving as an effective and productive interface between the District, Architect, Construction Manager, Contractor, and DSA, the Inspector shall serve to

ensure the project complies with codes, specifications, and quality control required of a public works project.

V. Material Testing & Inspections

Consultant(s) shall provide materials testing and special inspection as required by Title 24, its referenced standards, and/or project construction documents. These tests and inspections may include but not be limited to the following materials: concrete, wood, soils, masonry, rebar, roofing, welding and steel. The Materials Testing and Special Inspection firm must have specialized expertise in the construction of public buildings.

VI. Site Assessment (Geotechnical, Site Survey)

Consultant(s) will provide investigations, recommendations, reviews, field observations, and testing as necessary to satisfy the design needs and agency regulations pertaining to Measure M projects. Respondents must clearly indicate the sub-category for which it is seeking qualification.

VII. Space Inventory, Enrollment Management, & Capital Project Planning

Consultant(s) shall develop and implement a space inventory, facility utilization, capital planning framework to facilitate efficient and effective use of the space based on the standardized methodologies of the California Community College Chancellor's Office (CCCCO). The Service Provider will be expected to support the educational priorities of the District and its' colleges by optimizing space allocation, projecting capital needs, identifying capital funding opportunities, and recommending strategies to best align educational goals with physical resources. Furthermore, the consultant may be responsible for studying, verifying, and preparing space inventory, capacity-load, and 5-year capital improvement documents pursuant to the requirements of the CCCCCO.

VIII. Document Controls & IT Support

Consultant(s) shall manage, coordinate, and assist the District in establishing, utilizing, and maintaining a computerized document control system to manage all project-related information. The system shall provide for the control of all project records and shall provide the capability to expedite the retrieval of project-related documents. Furthermore, the Consultant will oversee District-wide implementation of document control administrative practices.

PLEASE NOTE: The District currently utilizes Elucian (Banner Finance) as our enterprise financial system. Respondents are expected to demonstrate their experience and expertise relevant to this system.

COAST COMMUNITY COLLEGE DISTRICT Standard Professional Services Agreement

This Standard Professional Services Agreement (“Agreement”) is entered into between the Coast Community College District, a California public educational entity, hereinafter called “District”, and _____, hereinafter called Consultant, to furnish certain services upon the terms and conditions as set forth herein. The District and Consultant may be referred to herein individually as “Party” and collectively as “Parties.”

I. CONSULTANT SERVICES AND RESPONSIBILITIES. The Consultant shall furnish the following services:

A. Act as a Consultant to the District to perform consulting services. The District will issue a written purchase order as the mechanism authorizing the specific services set forth pursuant to Exhibit A, the Consultant’s proposal as revised and accepted by District. The purchase order and signed proposal shall state the particular area of concern, the specific services to be performed, the schedule for their completion, and their estimated cost. Any changes in the Scope of Work shall require a separate purchase order and proposal.

B. Furnish drawings, documents, reports, surveys, renderings, exhibits, models, prints, and photographs, and other materials as required and as authorized by the District.

II. TERM. The term of this Agreement shall be commence on _____ and shall expire on _____, unless terminated earlier in accordance with the terms hereof, which term may be extended by the mutual agreement of the District and the Consultant and upon the approval of their governing boards.

A. DISTRICT-INITIATED TERMINATION. If the District determines that the Consultant has failed to perform in accordance with the terms and conditions of this Agreement, the District may terminate all or part of the Agreement for cause. This termination shall become effective if the Consultant does not cure its failure to perform within ten days (or more, if authorized in writing by the District) after receipt of a notice of intention to terminate from the District specifying the failure in performance. If a termination for cause does occur, the District shall have the right to withhold monies otherwise payable to the Consultant until the services under this Agreement are completed. If the District incurs additional costs, expenses, or other damages due to the failure of the Consultant to properly perform pursuant to the Agreement, these costs, expenses, or other damages shall be deducted from the amounts withheld. Should the amounts withheld exceed the amounts deducted; the balance will be paid to the Consultant upon completion of the services to be provided under this Agreement. If the costs, expenses, or other damages incurred by the District exceed the amounts withheld, the Consultant shall be liable to the District for the difference.

B. The District may terminate this Agreement for convenience at any time upon written notice to the Consultant. The Consultant shall be compensated for services acceptable to the District through the date of termination.

C. CONSULTANT-INITIATED TERMINATION. The Consultant may terminate this Agreement for cause if the District fails to cure a material default in its performance within a period of thirty days, or such longer period as the Consultant may allow, after receipt from the Consultant of a written termination notice specifying the default in the District's performance. In the event of termination for cause by the Consultant, the District will pay the Consultant in accordance with paragraph II.A.

III. GENERAL PROVISIONS

A. INDEPENDENT CONTRACTOR. The Consultant is an independent contractor, and Consultant shall perform all services required hereunder as an independent contractor and not as an agent or employee of the District.

B. CONSULTANT HIRING. The Consultant shall not hire any officer or employee of the District to perform any service covered by this Agreement. If the service is to be performed in connection with a federal contract or grant, the Consultant shall not hire any employee of the United States government to perform any service covered by this Agreement.

C. SUBCONSULTANTS. The Consultant shall fully cooperate with other professionals employed by the District in the production of other work related to its services. The Consultant shall contract for or employ, at its expense, such professional subconsultants, as the Consultant deems necessary for the completion of the services. The Consultant is as responsible for the performance of its subconsultants as it would be if it had rendered these services itself. Nothing in the foregoing procedure shall create any contractual relationship between the District and the Consultant's subconsultants or subcontractors employed under the terms and conditions of this Agreement. The Consultant shall be solely responsible for payment and obligations of any subconsultants or subcontractors.

D. LEGAL AND REGULATORY COMPLIANCE. The Consultant shall perform all services and prepare documents in compliance with the applicable requirements of laws, codes, rules, regulations, ordinances, standards, the District Board Policy and Regulations, including without limitation all applicable licensing requirements.

E. OWNERSHIP AND USE OF DOCUMENTS. Drawings, documents, reports, surveys, renderings, exhibits, models, prints, photographs, and other materials furnished by Consultant hereunder shall be and shall remain the property of District. In the event of Agreement termination by either Party for any reason, as provided under this Agreement, the District will have the right to receive, and the Consultant shall promptly provide to the District, all drawings, documents, reports, surveys, renderings, exhibits, models, prints, photographs, and other materials prepared by the Consultant for the services under this Agreement. In the event of termination, and any dispute regarding the amount to be paid under this Agreement notwithstanding, the District retains the right to receive and use any such documents or materials.

F. CONSULTANT'S ACCOUNTING RECORDS. All books and records relating to this Agreement shall be maintained in accordance with generally accepted accounting principles. The District or the District's authorized representative shall have access to and the right to audit and the right to copy all of the Consultant's books and records. The Consultant records shall include but not be limited to accounting records (hard copy, as well as computer readable data if it can be made available); contracts; payroll records; subconsultant agreements; vendor agreements; purchase orders; leases; original estimates; estimating work sheets; correspondence; receipts; memoranda; and any other supporting evidence deemed necessary to substantiate charges under this agreement. All such books and records shall be preserved for a period of at least three years from the date of Final Payment under this Agreement.

G. CONFLICT OF INTEREST. The Consultant affirms that to the best of its knowledge, there exists no actual or potential conflict of interest, as defined in the California Government Code, between the Consultant and the District for the services provided under this Agreement. The Consultant agrees to timely inform the District in writing concerning any possible conflict of interest that may later be discovered by the Consultant.

H. SUCCESSORS AND ASSIGNS. If the Consultant transacts business as an individual, upon the Consultant's death or incapacitation, the District will automatically terminate this Agreement as of the date of such event. If so terminated, neither the Consultant nor the Consultant's estate shall have any further right to perform hereunder, and District shall pay the Consultant, or the Consultant's estate, the prorated unpaid compensation due under Article IV for any services rendered prior to this termination. This Agreement shall be binding upon the District and the Consultant and their respective successors and assigns. Neither the performance of this Agreement nor any part thereof, nor any monies due or to become due hereunder, may be assigned by the Consultant without the prior written consent and approval of the District.

I. INFORMATION FURNISHED BY DISTRICT. If required for the performance of the Consultant's services, the District will furnish information, surveys, reports, as-builts, and other materials available to District or which the District can secure at a reasonable expense.

J. PUBLIC STATEMENTS. Neither the Consultant nor any entity over which Consultant has control or supervision shall make any announcement, release any information, or authorize or participate in any interview to or with any member of the public or the press, any business, nonprofit entity, or other official or nonofficial body, or representative thereof, concerning any Project, or this or any related Agreement, without first obtaining written consent from the District; provided, however, that consent is not required to release information pursuant to court order or requests of official regulatory entities.

IV. COMPENSATION. The District has the right to withhold payment from the Consultant for any unsatisfactory service until such time service is performed satisfactorily. The District will compensate the Consultant for the scope of services provided in accordance with this Agreement, calculated as follows:

A. For each purchase order and accompanying proposal, a maximum payment shall be established that shall not be exceeded without the prior written approval of the District. Alternatively, a lump-sum fee may be negotiated.

B. All fees shall be paid in accordance with the consultant rate schedule included in the Consultant's proposal for services. Rates shall not be changed except with prior written approval of the District.

C. Payments to the Consultant shall be made monthly, subsequent to the receipt of an invoice itemizing the costs of services provided, the applicable rate for such services, and clear description of time expended for services rendered during each month, or portion thereof, that the Consultant has invoiced the District for services performed.

D. Reimbursable expenses shall be only for actual costs as approved by the District. Paid invoices or other proof of payment shall be submitted when requesting reimbursement. Types of reimbursable expenses the District may approve may include expenses for printing, reproductions, and postage for documents, reports, surveys, drawings, and other materials, excluding reproductions for office use by the Consultant and the Consultant's subconsultants.

E. Compensation for additional services, if required, shall be negotiated separately.

F. Total compensation pursuant to attached proposal in the amount of _____.

G. In the event of termination of this Agreement prior to completion of the services being performed, the District will pay the Consultant in full for all services satisfactorily performed, as determined by the District, and for all expenses incurred under this Agreement, up to and including the effective date of termination. In ascertaining the services actually rendered up to the date of termination, consideration shall be given to both completed service and service in progress, whether delivered to the District or in the possession of the Consultant, and to authorized Reimbursable Expenses. No other compensation shall be payable for anticipated profit on unperformed services.

V. INDEMNIFICATION AND INSURANCE

A. INDEMNIFICATION.

1. The Consultant shall indemnify, defend, and hold harmless the District and its Board of Trustees, officers, employees, agents, and representatives (collectively, "Indemnatee"), against all liability, demands, claims, costs, damages, injury including death, settlements, and expenses (including without limitation, interest and penalties) incurred by Indemnatee ("Losses") arising out of the performance of services or Consultants other obligations under this Agreement, but only in proportion to and to the extent such Losses are caused by or result from —

a. the negligent acts or omissions of the Consultant, its officers, agents, employees, subcontractors, subconsultants, or any person or entity for whom the Consultant is responsible (collectively, “Indemnitor”);

b. the breach by Indemnitor of any of the provisions of this Agreement; or,

c. willful misconduct by Indemnitor.

2. The indemnification obligations under this Article V shall not be limited by any assertion or finding that the person or entity indemnified is liable by reason of non-delegable duty, or the Losses were caused in part by the negligence of, breach of contract by, or violation of law by Indemnitee. The obligation to defend shall arise regardless of any claim or assertion that Indemnitee caused or contributed to the Losses. Indemnitor’s reasonable defense costs (including attorney and expert fees) incurred in providing a defense for Indemnitees shall be reimbursed by District except to the extent such defense costs arise, under principles of comparative fault, from Indemnitor’s—

a. negligent acts or omissions;

b. breach of any of the provisions of this Agreement; or,

c. willful misconduct.

3. The Consultant shall indemnify, defend, and save harmless Indemnitee from and against all loss, cost, expense, royalties, claims for damages or liability, in law or in equity, including, without limitation, attorney fees, court costs, and other litigation expenses that may at any time arise or be set up for any infringement (or alleged infringement) of any patent, copyright, trade secret, trade name, trademark or any other proprietary right of any person or entity in consequence of the use by Indemnitee of any documents (including any method, process, product, concept specified or depicted) supplied by Indemnitor in the performance of this Agreement.

4. Nothing in this Agreement, including the provisions of this Article V shall constitute a waiver or limitation of any rights which Indemnitee may have under applicable law, including without limitation, the right to implied indemnity.

B. INSURANCE. The Consultant, at the Consultant’s sole cost and expense, shall insure its activities in connection with this Agreement, and shall obtain, keep in force, and maintain insurance as listed below. The coverages required under paragraph V.B. shall not in any way limit the liability of the Consultant.

1. Either Comprehensive Form General Liability Insurance (Contractual, products, and completed operations coverages included) with a combined single limit of no less than

\$1,000,000 per occurrence, or Commercial-Form General Liability Insurance with coverage and minimum limits as follows:

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Each Occurrence \$1,000,000
Products Completed, Operations Aggregate \$1,000,000
Personal and Advertising Injury \$1,000,000
General Aggregate \$2,000,000

2. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles, with a combined single limit of no less than \$1 million per incident.

3. Professional Liability Insurance, with limits of \$1,000,000 per claim and \$2,000,000 in the aggregate.

4. If the above insurance (subparagraphs V.B.1–V.B.3) is written on a claims-made basis, it shall be maintained continuously for a period of no less than three years after the date of final completion of the services authorized pursuant to each Exhibit A executed. The insurance shall have a retroactive date of placement prior to, or coinciding with, the date services are first provided that are governed by the terms of this Agreement and shall include, without limitation, coverage for professional services as called for in this Agreement. Insurance required by subparagraphs V.B.1–V.B.3 shall be—

a. issued by companies that have a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody’s), or

b. guaranteed, under terms consented to by the District (such consent to not be unreasonably withheld), by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody’s).

5. Workers’ Compensation as required and under the Workers’ Compensation Insurance and Safety Act of the State of California, as amended from time to time.

6. The Consultant, upon the execution of this Agreement, shall furnish District with Certificate Of Insurance from a company with a Best rating of A– or better, and a financial classification of VIII or better, or a rating by Standard & Poor of AA or better, or a Moody’s rating of AA or better, or as otherwise approved by District, evidencing compliance with this Article V, including the following requirements:

a. The Consultant shall have its insurance company provide the District with an acceptable form (Accord standard or equivalent) Certificate of Insurance and Endorsement.

b. Provide that coverage cannot be canceled without ten days advance written notice to the District.

c. If insurance policies are canceled for non-payment, the District reserves the right to maintain policies in effect by continuing to make the policy payments and assessing the cost of so maintaining the policies against the Consultant.

d. The General Liability insurance and the Business Automobile Liability insurance policies shall —

i. Name the District, its Board of Trustees, and its officers, agents, employees, representatives, and representative's consultants as an Additional Insured; and,

ii. Be primary insurance as respects the District, its Board of Trustees, and its officers, agents, and employees. Any insurance or self-insurance maintained by the District shall be excess of and non-contributory with this insurance.

e. As respects Professional Liability, include Contractual Liability Coverage or endorsements to the insurance policies for Contractual Liability Coverage, all insurance policies shall apply to the negligent acts, or omissions of the Consultant, its officers, agents, employees, and for the Consultant's legal responsibility for the negligent acts or omissions of its subconsultants and anyone directly or indirectly under the control, supervision, or employ of the Consultant or the Consultant's subconsultants.

VI. STATUTORY REQUIREMENTS

A. **NONDISCRIMINATION.** In connection with the performance of the Consultant pursuant to this Agreement, the Consultant will not willfully discriminate against any employee or qualified applicant for employment because of race, color, religion, ancestry, national origin, local custom, habit, sex, age, sexual orientation, physical disability, veteran's status, medical condition (as defined in Section 12926 of the California Government Code), marital status, or citizenship (within the limits imposed by law or by the District's policy). The Consultant will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, ancestry, national origin, local custom, habit, sex, age, sexual orientation, physical disability, veteran's status, medical condition (as defined in Section 12926 of the California Government Code), marital status, or citizenship (within the limits imposed by law or by The District's policy). This equal treatment shall apply to, but shall not be limited to, the following: upgrade, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships.

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B. PREVAILING WAGE RATES.

1. For purposes of this Article, the term subcontractor or subconsultant shall not include suppliers, manufacturers, or distributors.

2. The Consultant shall comply and shall ensure that all subcontractors or subconsultants comply with Section 1770, and the applicable sections that follow, including Section 1775 of the California Labor Code. References to “Covered Services” hereinafter shall mean services performed pursuant to this Agreement that are covered by the aforementioned provisions as implemented by the California Department of Industrial Relations.

3. The California Department of Industrial Relations has ascertained the general prevailing per diem wage rates in the locality, if any, listed in the written authorization for the performance of construction, alteration, demolition or repair work as defined in Section 1720 of the California Labor Code for each craft, classification, or type of worker required to perform the Covered Services hereunder. A schedule of the general prevailing per diem wage rates will be on file at District’s principal facility office and will be made available to any interested Party upon request. By this reference, such schedule is made part of this Agreement. The Consultant shall pay not less than the prevailing wage rates, as specified in the schedule and any amendments thereto, to all workers employed by the Consultant in the execution of the Covered Services hereunder. The Consultant shall cause all subcontracts or subconsultant agreements to include the provision that all subcontractors or subconsultants shall pay not less than the prevailing wage rates to all workers employed by such subcontractor or subconsultants in the execution of the Covered Services hereunder. The Consultant shall forfeit to the District, as a penalty, not more than \$50 for each calendar day, or portion thereof, for each worker that is paid less than the prevailing wage rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for any portion of the Covered Services hereunder performed by the Consultant or any subcontractor or subconsultant. The amount of this penalty shall be determined by the Labor Commissioner pursuant to applicable law. Such forfeiture amounts may be deducted from the Consultant’s fee. The Consultant shall also pay to any worker who was paid less than the prevailing wage rate for the work or craft for which the worker was employed for any portion of the Covered Services hereunder, for each day, or portion thereof, for which the worker was paid less than the specified prevailing per diem wage rate, an amount equal to the difference between the specified prevailing per diem wage rate and the amount which was paid to the worker.

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C. PAYROLL RECORDS.

1. The Consultant and all subcontractors or subconsultants shall keep an accurate payroll record, showing the name, address, social security number, job classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyworker, apprentice, or other employee employed in connection with the Covered Services hereunder. All payroll records shall be certified as being true and correct by the Consultant or subcontractors or subconsultants keeping such records; and the payroll records shall be available for inspection at all reasonable hours at the principal office of the Consultant on the following basis:

a. A certified copy of an employee’s payroll record shall be made available for inspection or furnished to such employee or the employee’s authorized representative on request.

b. A certified copy of all payroll records shall be made available for inspection upon request to District, the California Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the California Division of Industrial Relations.

c. A certified copy of all payroll records shall be made available upon request by the public for inspection or copies thereof made; provided, however, that the request by the public shall be made to either the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. The public shall not be given access to such records at the principal offices of the Consultant or subcontractors or subconsultants. Any copy of the records made available for inspection as copies and furnished upon request to the public or any public agency by District shall be marked or obliterated in such a manner as to prevent disclosure of an individual’s name, address, and social security number. The name and address of the Consultant awarded the Agreement or performing the Agreement shall not be marked or obliterated.

2. The Consultant shall file a certified copy of the payroll records with the entity that requested the records within ten days after receipt of a written request. The Consultant shall inform the District of the location of such payroll records for the written authorization, including the street address, city, and county; and the Consultant shall, within five working days, provide notice of change of location of such records. In the event of noncompliance with the requirements of this Paragraph or with California Labor Code Section 1776, the Consultant shall have ten days in which to comply following receipt of notice specifying in what respects the Consultant must comply. Should noncompliance still be evident after the ten-day period, the Consultant shall forfeit to the District, as a penalty, \$25 for each day, or portion thereof, for each

worker, until strict compliance is accomplished. Such forfeiture amounts may be deducted from the Consultant fee.

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D. APPRENTICES.

1. Only apprentices, as defined in the California Labor Code Section 3077, who are in training under apprenticeship standards and written apprentice agreements under Chapter 4, Division 3, of the California Labor Code, are eligible to be employed by the Consultant and subcontractors or subconsultants as apprentices for the Covered Services hereunder. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and written apprentice agreements under which the apprentice is training.

2. Every apprentice shall be paid the standard wage to apprentices, under the regulations of the craft or trade at which the apprentice is employed, and shall be employed only for the Covered Services hereunder in the craft or trade to which the apprentice is indentured.

3. When the Consultant or subcontractors or subconsultants employ workers in any apprenticeship craft or trade for the Covered Services hereunder, the Consultant or subcontractors or subconsultants shall apply to the joint apprenticeship committee, which administers the apprenticeship standards of the craft or trade in the locality, if any, listed in the written authorization for the performance of construction, alteration, demolition or repair work as defined in Section 1720 of the California Labor Code, for a certificate approving the Consultant or subcontractors or subconsultants under the apprenticeship standards for the employment and training of apprentices in the locality so identified. The committee will issue a certificate fixing the number of apprentices or the ratio of apprentices to journeyworkers who shall be employed in the craft or trade on the Covered Services hereunder. The ratio will not exceed that stipulated in the apprenticeship standards under which the joint apprenticeship committee operates; but in no case shall the ratio be less than one apprentice for each five journeyworkers, except as permitted by law. The Consultant or subcontractors or subconsultants shall, upon the issuance of the approval certificate in each such craft or trade, employ the number of apprentices or the ratios of apprentices to journeyworkers fixed in the certificate issued by the joint apprenticeship committee or present an exemption certificate issued by the Division of Apprenticeship Standards.

4. Apprenticeship craft or trade, as used in this Paragraph, shall mean a craft or trade determined as an apprenticeship occupation in accordance with rules and regulations prescribed by the Apprenticeship Council.

5. If the Consultant or subcontractors or subconsultants employ journeyworkers or apprentices in any apprenticeship craft or trade in the locality, if any, listed in the written authorization for the performance of construction, alteration, demolition or repair work as defined in Section 1720 of the California Labor Code, and there exists a fund for assisting to allay the cost of the apprenticeship program in the trade or craft, to which fund or funds other

contractors in the locality so identified are contributing, the Consultant and subcontractors or subconsultants shall contribute to the fund or funds in each craft or trade in which they employ journeyworkers or apprentices on the Covered Services hereunder in the same amount or upon the same basis and in the same manner done by the other contractors. The Consultant may include the amount of such contributions in computing its compensation under the Agreement; but if the Consultant fails to do so, it shall not be entitled to any additional compensation therefore from District.

6. In the event the Consultant willfully fails to comply with this Paragraph VI.D, it will be considered in violation of the requirements of the Agreement.

7. Nothing contained herein shall be considered or interpreted as prohibiting or preventing the hiring by the Consultant or subcontractors or subconsultants of journeyworker trainees who may receive on-the-job training to enable them to achieve journeyworker status in any craft or trade under standards other than those set forth for apprentices.

E. WORK DAY. The Consultant shall not permit any worker providing Covered Services to labor more than eight hours during any one day or more than forty hours during any one calendar week, except as permitted by law and in such cases only upon such conditions as are provided by law. The Consultant shall forfeit to the District, as a penalty, \$25 for each worker employed in the execution of this Agreement by the Consultant, or any subcontractors or subconsultant, for each day during which such worker is required or permitted to work providing Covered Services more than eight hours in any one day and forty hours in any one calendar week in violation of the terms of this Paragraph or in violation of the provisions of any law of the State of California. Such forfeiture amounts may be deducted from the compensation otherwise due under this Agreement. The Consultant and each subcontractor or subconsultant shall keep, or cause to be kept, an accurate record showing the actual hours worked each day and each calendar week by each worker employed under this Agreement, which record shall be kept open at all reasonable hours to the inspection of the District or its officers and agents, and to the inspection of the appropriate enforcement agency of the State of California.

VII. NOTICES

A. DISTRICT. Any notice may be served upon the District by delivering it, in writing, to the District at the address set forth on the last page of this Agreement, by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to the District at the aforementioned address, or by sending a facsimile of it to the District facsimile number set forth on the last page of this Agreement.

B. CONSULTANT. Any notice may be served upon the Consultant by delivering it, in writing, to the Consultant at the address set forth on the last page of this Agreement, by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to the Consultant at this address, or by sending a facsimile of it to the Consultant facsimile number set forth on the last page of this Agreement.

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VIII. AUTHORITY OF AGREEMENT

A. This Agreement represents the entire and integrated agreement between the District and the Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both the District and the Consultant.

B. This Agreement also includes the following exhibits attached herewith:

Exhibit A: Cover Sheet and Consultant Proposal as Accepted by District

Exhibit B: Certificates of Insurance and Endorsements

IN WITNESS WHEREOF, the DISTRICT and the CONSULTANT have executed this Agreement.

CONSULTANT

Name:
Title:
Address: _____

Telephone:
Fax No.:
Federal Tax ID #:

COAST COMMUNITY COLLEGE DISTRICT

Jerry Patterson
President, Board of Trustees
1370 Adams Avenue
Costa Mesa, CA 92626
Tel: (714) 438-4731
Fax: (714) 438-4689

EXHIBIT 'A' – CONSULTANT'S PROPOSAL

(As Reviewed, Amended, and Accepted by District)

Coast Community College District Purchase Order # _____

Project # _____

Project Name: _____

All Consultant correspondence shall be addressed to:

Coast Community College District
Attn: District Facilities and Planning
1370 Adams Avenue
Costa Mesa, CA 92626

Authorization to Perform Professional Services

Consultant: _____

Street Address: _____

City/State/Zip: _____

Attention: _____

In accordance with the terms of this Professional Services Agreement, Consultant is hereby authorized to provide the professional services set forth in the Proposal attached to this Exhibit "A" cover sheet upon the issuance of an approved purchase order by District.

----- ATTACH CONSULTANT'S ACCEPTED PROPOSAL HERE -----

EXHIBIT 'B'
CONSULTANT'S CERTIFICATES OF INSURANCE AND ENDORSEMENTS

CONSULTANT DECLARATION

Service Categories Prequalifying For: _____

Consultant (legal name of entity): _____

Address: _____

Phone: _____ FAX: _____

Email: _____

Type of Firm: Individual___ Corporation ___ Partnership___ Other (specify)_____

Tax I.D. No.: _____ Date Business Formed: _____

Date Incorporated (if applicable): _____ State of Incorporation: _____

OWNERS, OFFICERS, AND PRINCIPALS			
Name	Years with Firm	Position	% of Ownership

Consultant has attached a Certificate of Insurance demonstrating a valid insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate or has attached a letter from their insurer that such policy limits will be secured in the event that the Bidder is awarded the project. Yes_____ No _____

Consultant has attached verification of a current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq. Yes_____ No _____

If yes to any of the below listed questions, explain on a separate signed page.

Has there been any change in the control of the firm in the last five years? Yes_____ No _____

Have you declared bankruptcy or been placed in receivership within the past ten (10) years? Yes_____ No _____

Are any of the firm's owners, officers, and/or principals connected with any other companies as a subsidiary, parent, or affiliate?

Yes _____ No _____

Has your firm been involved in any litigation, arbitration, claim, or dispute of any kind with a public agency in the past 10 years?

Yes _____ No _____

Have you failed to complete one or more contracts in the past ten (10) years?

Yes _____ No _____

Have you declared bankruptcy or been placed in receivership within the past ten (10) years?

Yes _____ No _____

Has your firm or any owner, officer or principal of your firm ever been found guilty of violating any federal, state or local law, rule or regulation regarding a contract?

Yes _____ No _____

Has your firm ever failed to complete a contract within the authorized contract time?

Yes _____ No _____

Has your firm received any notices threatening termination?

Yes _____ No _____

NON-COLLUSION AFFIDAVIT

_____, being first duly sworn, deposes and says that he or she is of the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham bid, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the proposer has not, directly or indirectly, submitted his or her proposal or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature & Date

Printed Name & Title

DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350, et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract and the contractor may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;

b) Establishing a drug free awareness program to inform employees about all of the following:

- 1) The dangers of drug abuse in the workplace;
- 2) The person's or organization's policy of maintaining a drug-free workplace;
- 3) The availability of drug counseling, rehabilitation and employee-assistance programs;
- 4) The penalties that may be imposed upon employees for drug abuse violations;

c) Requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of

Section 8355, that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350, et seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350, et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

NAME OF CONTRACTOR

Signature

Print Name

Title

Date