



Desert Community College District

Request for Qualifications

For

Construction Management Services –

Pre-Qualification Pool

for

Multiple/Unspecified Projects

Wednesday, April 14, 2021

Response Due:

Friday, May 21, 2021

College of the Desert
Attn: Mac McGinnis
Bond Program Manager
43-500 Monterey Ave.
Palm Desert, CA 92260

A. PURPOSE

The Desert Community College District (“District”) invites the submission of Statements of Qualifications (“SOQ”) from Construction Management firms (“Firms”) to join a pool to be drawn upon to serve a variety of pending and future projects. The District will pre-qualify multiple Firms via this Request For Qualifications (“RFQ”) for future contracting. The District will then retain the right, at its sole discretion, to negotiate with pre-qualified Firms on an as-needed basis for pre-construction and construction-phase construction management and construction management-related services. All services will be provided under a Professional Services Agreement (“PSA”) as directed by the District and/or its designated representative.

Pre-qualified Firms may be engaged for single or multiple projects based on project needs as determined by the District. Services may be comprehensive or limited, and may include pre-construction planning, design review, construction management, master scheduling, cost estimating, constructability review, and related services. Engagements may be multi-phase. The District may elect, at its sole discretion, to obtain additional services from selected Firms as part of work already underway. The District may also elect, at its sole discretion, to engage multiple Firms under the umbrella of a single project. The potential scope of services and schedule for subsequent phased work is yet to be determined.

All questions and responses may be sent to the RFQ Administrator listed below:

Robert Rauscher
Associate Program Manager
rrauscher@bond.collegeofthedesert.edu

B. BACKGROUND

Overview

The Desert Community College District is a community college District organized under the laws of the State of California. Its sole constituent college is the College of the Desert (“College”). Its main campus is located in Palm Desert, CA, with satellite facilities currently located in Indio, Thermal, Palm Springs, and Desert Hot Springs.

College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Its programs and services contribute to the success, learning and achievement of its diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

Informed by a District-wide Facilities Master Plan updated in September of 2019, the District is currently engaged in the planning and design of multiple capital improvement projects ranging in size from 15,000 sf to 300,000 sf that will provide collaborative, innovative learning environments featuring a variety of teaching and learning opportunities. The District is committed to the creation and implementation of sustainable, equitable, socially responsible, innovative facilities for use by all students that will establish and reinforce the College’s and the District’s position as a leader in higher education.

Project Site

Projects are located at multiple District sites within the Coachella Valley.

Project Budget

Budget allotments vary with project size, scope, and location. Funding sources include bond funds from Measure B and Measure CC and other funding sources.

Anticipated Timeline for Procurements

With multiple projects currently underway in Schematic Design, Design Development, and Contract Document phases, the District anticipates the need for pre-construction services as early as Spring of 2021. Construction phase services may be required as soon as Fall of 2021.

C. ROLE AND REQUIRED EXPERIENCE

Role

Qualified Firms will be held in a pool until called upon to execute duties on a project-specific basis. Work will be performed at the direction of District staff and designated representatives. If called upon, Firms may serve in a variety of roles for the provision of various services.

Firms may be contracted to provide oversight and management of contractors, consultants, and vendors related to new construction and renovation projects. Firms may provide comprehensive services in an "At-Risk" contractual arrangement or selected services related to a "Multiple-Prime" arrangement. As such, Firms may be required to coordinate the work efforts of parties with which they hold a direct contract or parties contracted directly to the District. Firms may also be contracted to provide pre-construction services, in which case they would generally not be expected to manage the work of consultants other than those they retain directly to assist them in the execution of their tasks.

Required Experience

Firms, specifically including the primary staff proposed to provide the requested services, will be required to demonstrate knowledge and experience with the full spectrum of delivery methods, building types, infrastructure, supporting elements, and services that will be required of them as a part of this Project. They must demonstrate, both individually and collectively, the breadth and depth of experience required. Qualified Firms will have sufficient staff and sub-consultants with appropriate levels of experience to accomplish the scope of services, including creation and submission of all deliverables, within a limited timeframe.

Critical areas of expertise include:

1. Prior experience in the successful execution of previous projects of appropriate size and scope using various project delivery methods.
2. Ability to develop and articulate project performance criteria and establish clear goals, reporting methods, and metrics acceptable to the District.

3. Ability to recognize and assess local and regional factors that influence the development and function of a community college campus and procurement of construction services in a public works/public bidding environment.
4. Experience analyzing and documenting existing and proposed conditions on both new and redeveloped suburban project sites and planning and managing logistics and construction activities thereon.
5. Experience creating comprehensive planning, coordination, and reporting workflows and documents related to pre-construction and construction-phase management services including, but not limited to: general management and record keeping, cost estimating, budgeting, scheduling, contracting, bidding, procurement, monitoring, problem-solving, dispute resolution and recovery/correction of errors.
6. Experience collaborating with multiple design professionals, engineers, subject matter experts, contractors, vendors, inspectors, including DSA inspectors of record, District administrators, District representatives, public agencies, and other stakeholders.
7. Ability to coordinate activities and logistics of multiple trade contractors, vendors, inspectors, and other parties so as to minimize or eliminate detrimental impact to District facilities, staff, and students while meeting the District's project goals, budgetary restraints, and schedule.
8. Ability to execute construction work in accordance with and pursuant to public works contracts, public procurement and approval processes, both generally and specifically in the State of California, Riverside County, and all applicable municipal jurisdictions.
9. Experience bidding and procuring construction services under the authority of the California Public Contract Code, including the analysis of construction plans and specifications and the creation of bid packages for use in multiple-prime contracting.
10. Experience executing projects for California community colleges under the jurisdiction of the California Division of the State Architect ("DSA"), including DSA-Certified inspections and successful project closeout and certification.
11. Commissioning and certification of building systems, including documentation of completion with regulatory agencies and third parties such as U.S. Green Building Council, Savings by Design, and the like.
12. Experience using Building Information Modeling ("BIM") software and related methodologies to coordinate the sequencing and execution of construction work and pre-construction work including constructability analysis, clash detection, and conflict resolution.
13. Ability to analyze, process, review, and take appropriate action in response to construction phase documentation submitted by others including, but not limited to, shop drawings, requests for information, submittals, applications for payment, procurement schedules, liens, notices, insurance certificates, reports, schedules, and the like.

14. Experience providing comprehensive and complete project termination and turnover documentation including, but not limited to, manuals, warranties, training materials, and the like.
15. Familiarity with all applicable codes and regulations.

The Respondent Firm must demonstrate that their Firm has operated as a business for a minimum of five (5) years, providing services in and related to construction management and contracting. Principals and team leaders, including Project Executives, Project Managers, Superintendents, and similarly-titled individuals in responsible charge of the management and oversight of the work will each demonstrate a minimum of fifteen (15) years of individual experience in the same.

D. SCOPE OF SERVICES

1. The Scope of Services will be specific to each individual project for which a given Firm is retained, and may include a unique combination of any or all of the services described below in addition to others as may be negotiated at a future date.
2. All work will be performed under the oversight and direction of District staff and designated representatives.
3. Pre-Construction Phase Services may include the following:
 - a. Participate in the design phase on an as-needed basis.
 - b. Review design documents for constructability, scheduling, consistency, and coordination, and work with the designated project Architect to resolve any constructability issues, including providing recommendations to resolve conflicts.
 - c. Facilitate and/or participate in the preparation of supplemental conditions for the specifications manual.
 - d. Prepare Critical Path Method (CPM) project schedules for District use.
 - e. Develop construction cost estimates at designated design-phase milestones and coordinate same with estimates that may be provided by other parties at the District's discretion. Cooperate with District staff and representatives to reconcile cost estimates with those provided by other parties as needed.
 - f. Consult with trade contractors and industry experts during the design phase to provide insight and expert opinion regarding aspects of the proposed work on an as-needed basis.
4. Procurement- or Bidding-Phase Services may be included under Pre-Construction or Construction Services contracts as deemed appropriate by the District, and may include the following:
 - a. Coordinate and parse prime trade contractors' work scopes into bid packages, ensuring neither overlap nor scope gap.
 - b. Facilitate and/or conduct outreach activities to raise awareness of work opportunities related to projects among qualified prime trade contractors, with emphasis on local contractors.
 - c. Facilitate and/or conduct pre-bid conferences, including job walks with District staff and representatives.
 - d. Review bid-phase addenda for constructability and advise District representatives of any conflicts discovered. Assist in resolution of conflicts as needed.

- e. Facilitate public bid opening, recording, and evaluation of bids at District facilities and as directed by District representatives. Assist District representatives in determining the responsiveness of bids. Provide cost analysis of bids against the approved budget and provide record documentation of the bid process and analysis in a format acceptable to the District.
 - f. Assist District representatives in responding to bid protests.
 - g. Firms may be retained to provide services as a consultant during the Pre-Construction phase, and then may subsequently be contracted to serve in a role equivalent to that of a General Contractor (GC) during the Construction phase. In such a case, Firms would be contracted directly to the District as a consultant, but services provided would be structured in a manner similar to the role of a GC. The exact nature of the Firm's authority and responsibilities relative to trade contractors would be negotiated with the District on a per-project basis.
 - h. In the scenario described above, Firms may be asked to provide a Guaranteed Maximum Price ("GMP") for the work which would include pre-negotiated fees, incentives, and penalties.
5. Construction Phase services may include the following:
- a. Acceptance and adoption of work completed by other parties, including pre-construction services performed by other construction management or consultant firms.
 - b. Creation of final CPM project schedule including sequencing input from trade contractors.
 - c. Coordinate construction logistics between all trade contractors, vendors, and District personnel accounting for: District's Academic Calendar, Holidays, and Staff requirements, minimization of impact to ongoing District activities, mid-term and final exams, special campus events, reduced impact during first two weeks of a new school term.
 - d. Conduct pre-construction conferences with trade contractors and District representatives and other consultants. Lead BIM coordination efforts prior to the start of construction, engaging all necessary parties to resolve conflicts as early as possible so as to avoid delays to the project.
 - e. Provide qualified on-site administrative, management, quality control, and supervisory personnel to the District's satisfaction for the duration of the work.
 - f. Maintain all jobsite general conditions required by the project without assignment to third parties or trade contractors, including construction trailers, temporary facilities and support services, office furniture, equipment and supplies, tools for measurement and documentation of the work, computers and other electronic equipment, and related consumables. Provide secure, furnished office space for the DSA Inspector of Record. Maintain project site in a safe condition for all parties, including immediate and secure gate closures, proper night lighting, continuous fencing, secure storage of construction materials, equipment, and staging areas, secure paths of travel that eliminate interaction between tradespeople and District staff and students, monitoring of deliveries and vehicular traffic in and out of the site, maintenance of all safety requirements, and prevention of damage to District property outside of designated work areas.
 - g. Maintain and update, upon request, detailed site logistics plans identifying locations of fences, gates, signs, lay-down and staging areas, rest areas, construction parking areas, first aid provisions, waste disposal bins, heat shelters, temporary large equipment staging (cranes, boom pumps, etc.), and all other elements required for the work.

- h. Establish and maintain communication protocols acceptable to the District between all parties involved in the work, including electronic communications, records, minutes, reports, notices, schedules, and updates to same as requested by District representatives. Facilitate and provide written reports and minutes of all meetings (including weekly and bi-weekly related to the project, including documentation of field conversations after the fact. Firms will be held accountable for communications resulting in changes to the project scope, schedule, or budget without District approval. When required, provide reports, schedules, proposals, and other documentation in a format suitable and acceptable to District representatives for presentation to senior District Administrators including the Executive Cabinet and Board of Trustees.
- i. Facilitate and support the work of District's other consultants including Construction Administration by the Architect and Engineers.
- j. Review and process Requests For Information ("RFIs"), shop drawings, samples, schedules of values, pay applications, and other submittals, distributing and collecting from all parties identified to participate in such processes in coordination with District representatives and in such formats as the District requires. Maintain and provide logs of all document types to monitor processing and exchange of information, approvals, re-issuance, and the like.
- k. Assume full responsibility to coordinate all trades and vendors with respect to schedule, sequencing, procurement and delivery of materials, and constructability of all building systems, including vendors designated by the District such as Furniture, Fixture & Equipment ("FF&E") providers.
- l. Assess and evaluate project-related disputes and take the lead in resolving disputes without bias. Actively promote teamwork and collaboration amongst all parties. Provide assistance to the District where necessary in resolving disputes with trade contractors and/or District consultants.
- m. Assess and evaluate the validity, pricing, and accuracy of all Potential Change Orders ("PCOs") and Change Order Requests ("CORs") and hold trade contractors accountable to provide their contractual scope of work according to the Contract Documents and accepted best practices and standards of care applicable to the work. Notify District representatives of any legitimate potential changes to the work and attempt to resolve pending issues without impact to the project scope, schedule, or budget. When necessary, reject PCOs and CORs that are not valid, accurate, or fairly priced and work with trade contractors to resolve discrepancies as they arise. Obtain District approval of all PCOs and CORs before allowing work to commence. When operating under an At-Risk or GMP contract, obtain District approval of scope modifications even when there is no impact to the cost of the work. Also ensure that project planning allows sufficient time for the District to consider and act on PCOs and CORs without negative impact to the project schedule.
- n. Establish, implement, and enforce a quality control program that includes regular reporting to District representatives to ensure the proper execution of the project contract documents in accordance with all applicable standards, codes, and regulations, even those not specifically referenced in the contract documents but nonetheless applicable by law. Upon request, provide the services of a quality control manager who has no other duties related to the project, but is entirely familiar with the content of the contract documents and is qualified to personally observe, check, and measure work placed in the construction process to ensure compliance with the contract documents.

- o. Create and implement a Stormwater Pollution Prevention Plan (“SWPPP”) utilizing specialized consultants as necessary, including ongoing maintenance of mitigation measures and periodic reporting as required by law.
 - p. Take lead responsibility for the implementation and enforcement of a written safety program acceptable to the District and its insurance provider(s).
 - q. Review construction progress on a daily basis and prepare daily, weekly, and monthly activity status reports and look-ahead schedules along with monthly summary reports addressing current and projected expenditures relative to the established schedules and budgets. Notify District representatives of trends that may have an impact on project schedule or budget. When applicable, provide recovery schedules that return the project to its original baseline. It will not be acceptable to issue a new schedule with a modified completion date and call it a “recovery” schedule.
 - r. Review trade contractors’ applications for payment against observed work in the field, established budgets and schedules of values, and as-built drawings. Evaluate all such applications for completeness and proper formatting and take appropriate action to reject them and require corrections in a timely manner as required by law or approve and forward to the District representative with accompanying and appropriate supporting documentation for payment. Ensure that related tasks required of trade contractors such as as-built documentation, daily reporting, etc. are up-to-date prior to recommending payment of applications.
 - s. Provide ongoing monitoring and reporting regarding material procurement, including issuance and maintenance of procurement schedules, confirmation of contractor purchases, and facilitation of material delivery and storage.
 - t. Issue notices regarding delay, corrective action, deviations from contract documents, required inspections, utility shutdowns and closures, unavoidable interruptions to District activities, logistics plan changes, substantial completion, compiled punch lists, final completion, and the like in a timely manner in coordination with the District’s representative.
 - u. Coordinate with, monitor, and report on the activities of the District’s Inspector of Record and Special Inspectors. Collect inspection reports for periodic forwarding to District representatives and immediately report any deviations, notices, and/or communication between inspectors, trades, and DSA.
6. Close-Out Phase activities may include the following:
- a. Generally coordinate project close-out procedures in advance of project completion to ensure a timely, organized, and complete close-out process.
 - b. Prior to close-out, schedule and coordinate all commissioning, start-up, systems testing, punch list creation, corrective work and certification required by the contract documents to the District’s satisfaction.
 - c. Compile and provide all documentation, warranties, manuals, submittals, shop drawings, record drawings, certificates, keys, passwords and control data, and all other information required by the District and the contract documents. Use CSI formatting to organize, index, and label all information into binders for physical submittal accompanied by digital storage media containing electronic copies of all applicable items in formats acceptable to the District. Provide logs and indices integrated into all manuals to provide easy retrieval and access of information by District staff. RFIs, responses, change orders, approved submittals and all other data shall be provided and linked to the portion of the work depicted in the contract documents to which they are related.

- d. Coordinate issuance of Certificates of Substantial and Final Completion with the designated project Architect and District representatives and the related initiation of warranty periods.
- e. Assist the District representative with final occupancy and move-in of District staff and students as needed, including installation of OFCI equipment, furnishings, and relocation of same for District staff.
- f. Schedule and oversee all training for District personnel required by the contract documents, including provision of operational instructions, sequential start-up/shut-down procedures, and periodic maintenance recommended by manufacturers and vendors. Provide written and video records of all training sessions and deliver to the District representative along with other close-out documents.
- g. Participate in final financial and legal turnover of the project, including final accounting reports, DSA paperwork for certification, filing of notices of completion, final payment and release of retention for all trade contractors.

E. DELIVERABLES

1. Project deliverables will be defined and negotiated on a project-specific basis, and will generally conform to and compliment the scope of work defined above in accordance with generally accepted industry practices and as deemed acceptable to both the District and contracted Firm.

F. RFQ PROCESS

1. The District is soliciting Statements of Qualifications via this RFQ document. Statements of Qualifications will be due to the District per the schedule below. Upon receipt, the District will conduct an initial review of the Statements of Qualifications for completeness and responsiveness. SOQs must contain sufficient detail to enable the District's Review Committee to determine the merits of the Response. SOQs shall clearly demonstrate satisfaction of the minimum qualifications below, meet the required experience listed in Section "C" above, address all elements requested below, and not exceed thirty (30) double-sided 8.5x11 inch pages, excluding Letter of Introduction (single page), cover pages, and tabs/dividers. By submitting a SOQ, Firms warrant that they are capable and ready to provide the services listed above in Section "D" along with any associated services normally associated with the role of a Construction Manager.
2. All questions, including questions regarding perceived errors or discrepancies in this RFQ, should be directed to Mr. Robert Rauscher, Associate Program Manager, via email: rtauscher@bond.collegeofthedesert.edu
3. Upon receipt, the District will conduct a review of the SOQs and related documents for completeness and responsiveness. Firms that meet the listed requirements will be notified by email that they have been entered into a pool of pre-qualified Firms to await project-specific

assignments.

4. The District will then contact selected Firms to provide services as needed on an ongoing basis. Firms qualified for the pool may be further asked to submit project-specific qualifications related to a designated project or scope of work, and may further be invited to compete against other selected Firms for such scope of work. Firms may also be invited to participate in an interview with the District and its representatives for the purpose of assisting the District in determining a Firm's qualifications and suitability to provide services for a specific project. Such invitation and/or interview shall not obligate the District to
5. ***The District reserves the right, at its sole discretion, to accept or reject any and all responses and qualifications received as a result of this RFQ and to waive any informalities or irregularities in any response or proposal received.*** Furthermore, the District reserves, without limitation, the right to modify any portion of this RFQ prior to the submission deadline, including cancellation of this RFQ. Any modifications shall be made in writing, and issued via the means by which the original RFQ was issued. The District will not make any oral modifications or clarifications to this RFQ or its requirements.
6. All costs associated with the Firm's response to the RFQ are the sole responsibility of the Respondent. Entry into the pool of qualified Firms is not a guarantee of work and shall not convey any further responsibility or obligation to the District or its representatives on behalf of qualified Firms.
7. All materials submitted in response to this RFQ are the property of the District and will be considered public records upon submission, subject to the Public Records Act. The District is not requesting materials that would be deemed "Confidential," "Proprietary," or "Trade Secrets" and may choose, at its sole discretion, to reject as non-responsive any submissions so marked. The District retains the right to disclose the contents of submissions in part or in whole, without limitation.
8. Respondents to this RFQ agree to defend, indemnify, and hold harmless the District and its representatives in any action or proceeding that may result from the submission of a response to this RFQ.

G. RFQ SCHEDULE

RFQ Released:	April 14, 2021
Deadline for Questions:	April 30, 2021
Responses Due:	May 21, 2021
Evaluation/Interviews:	TBD
Selection / Engagement	TBD

H. SERVICE DELIVERY SCHEDULE

It is anticipated that selected work may begin as early as Summer of 2021. Project durations will vary. Additional information will be released on a per-project basis.

I. RFQ REQUIREMENTS

1. OVERVIEW. Proposals must contain sufficient detail to enable the District's Selection Committee to determine the merits of the Firm. Proposals shall clearly demonstrate satisfaction of the minimum qualifications below, the Experience Requirements listed in Section "C" above, should address all elements requested below, and not exceed thirty (30) 8.5x11 inch pages, excluding Cover Letter (single page), Table of Contents, cover pages, and tabs/dividers. Statements of Qualifications shall be submitted as a single electronic document in .pdf format and shall be suitable for both online viewing and printing as an 8.5x11 inch document. File size shall not exceed 10mb.
2. CONTACT AND SUBMISSION. Statements of Qualifications shall be submitted to Mr. Robert Rauscher, Associate Program Manager, via email: rrauscher@bond.collegeofthedesert.edu. Additionally, any questions should be submitted via email to this address as well. Responses will not be given to other forms of inquiry.
3. LETTER OF INTRODUCTION. A single-page Letter of Introduction on company letterhead, shall include the name, address, email address and phone number of the company representative to be contacted in response to this RFQ. Letter shall not exceed one page and should demonstrate your Firm's familiarity with the type of consulting services required, within a public works bond program structure, and with specific relevant experience. This letter should introduce the team and identify the person or persons who will be responsible in oversight capacity for the work; and identify the person or persons who will be responsible for specific efforts. The Letter shall be addressed to:

Mac McGinnis
Vice President
Bond Program Manager
College of the Desert
43500 Monterey Ave.
Palm Desert, CA 92260

4. TABLE OF CONTENTS.

5. CONSULTANT ORGANIZATION'S INFORMATION. Using, as a minimum, the following criteria, the respondent shall communicate its qualifications to provide the services required:
 - a. Firm's service philosophy and process.
 - b. Capacity and capability of the Firm, including its ability to manage large, complex projects, including public works projects, with multiple trade contractors and sub-contractors using a variety of delivery methods.
 - c. Firm's experience in analyzing, planning, and executing construction projects for public entities of between \$1,000,000.00 and \$500,000,000.00 total project value, with three (3) examples covering the specified range.
 - d. Individual dollar value of the three (3) most recent exemplar projects which the Firm has managed, including the specific delivery method(s) employed.
 - e. Firm's experience with DSA-regulated projects, preferably for higher education facilities.
 - f. Current workload for proposed staff.

6. PROJECT TEAM. Please submit the following:
 - a. Company name (both legal name and business name(s) commonly used)
 - b. Legal structure, state of incorporation (as applicable), and company or corporation number
 - c. Number of years in business (under current or prior names, with explanations, as needed)
 - d. Company headquarters office address, phone number(s), and website address
 - e. Full names of company officers
 - f. Full name and contact information for the primary company representative for the potential District projects
 - g. Full name, role, and contact information for each of the primary team members anticipated to serve on available projects in the near future. Include on-site staff only. It is anticipated that this information will be updated periodically and on a project-specific basis upon request by the District.

7. Organizational chart of the entire team as proposed.

8. Also provide single-page resumes of proposed project team members outside of the respondent Firm, including key sub-consultants and sub-contractors where applicable. Note that the District expects the proposed team members to be employed for the duration of services provided. Substitutions will require District consent. Identify their qualifications, including, at a minimum, the following:
 - a. Proposed role or service they will provide.
 - b. Number of years sub-consultant or sub-contractor has worked with the primary respondent Firm.
 - c. Any experience with other proposed team members on previous projects
 - d. Education.
 - e. References.

9. SERVICE APPROACH. Discuss methods to be employed in managing the project(s) and describe how these methods will ensure the success of the project(s). Specifically address the Firm's approach to the following:
 - a. Collection of site-specific, local, and regional environmental and infrastructure data not provided by the District
 - b. Analysis of data provided by self, District, and others, and presentation of same
 - c. Integration and planning of temporary infrastructure, utilities, site development, and logistics for large scale, multi-phase projects, multi-trade projects
 - d. Working as an integrated project team with the District and other parties; providing support and assistance to District staff; detailing what support, information, technology, or other resources the District would need to provide.
 - e. Management of Project Scope, Schedules, Budgets, Estimates, and Reports to ensure clear communication and expectations amongst all parties
 - f. Collaboration with design professionals, consultants, inspectors, authorities having jurisdiction, and other stakeholders
 - g. Development of deliverables and project documents, both hardcopy and digital

10. REFERENCES. Provide at least five (5) references from projects of similar nature, dollar value, and duration within the last five (5) years. At least three (3) of these references should be from School Districts, Community College Districts, or Public Agencies that can attest to the quality and responsiveness of your Firm and its services. Include the following:

- a. Name, Address, and Phone Number of references.
- b. Name, Phone Number, and Email Address of Contact Person.
- c. Project Description and Status of Project.
- d. Project Duration and Delivery Method.

11. LITIGATION, CLAIMS, CONFLICTS and INSURANCE. Provide a statement that outlines all items listed below as relates to your Firm:

- a. Litigation filed either by an owner or an owner's consultant or contractor which names the Firm, Firm's employees, direct consultants or consultant's employees as defendants of any tier. State the nature of the complaint, the beginning and end date, or anticipated end date of each lawsuit, case number of proceeding and the judgement or resolution or anticipated judgement or resolution.
- b. Termination for default or cause during Firm's existence.
- c. Information concerning any convictions for filing false claims.
- d. Bankruptcy and the date the petition was filed and the county in which the petition was filed, if applicable.
- e. Identify any other names or businesses that the Firm has used in the past and the reason that the name or business is no longer being used.
- f. Any recent, current, or anticipated obligations that relate in any way to similar work, the Project, or the District that may have a potential to conflict with the Firm's ability to provide the services described herein.
- g. Direct or indirect business, financial, or any other connection with any official, employee, or consultant of the District.

J. CONTRACT

A draft copy of the agreement will *not* be provided to the Firms upon entry into the qualified pool, but will be provided to the Firms under consideration for a specific project as appropriate.

K. CONCURRENT WORK

Firms that have previously provided services to the District or are currently providing services shall not be disqualified from entry into the qualification pool under this RFQ, nor shall they be assumed to be automatically qualified by reason of prior work. This RFQ shall not impact or alter current contracts. The District is not obligated to select a Firm qualified under this RFQ for any specific project or scope of work, and further reserves the right, without limitation, to contract for services with Firms that do not respond to this RFQ.

L. FEE PROPOSAL

A fee proposal is not requested at this time, but a schedule of rates for all proposed personnel, including sub-contractors and sub-consultants, is required. Fees will be negotiated with selected Firms on a project-specific basis.

Additional information may be found online and as available at:

<http://codbond.maasco.com/rfps-and-rfq/>

Thank you for your interest in this Request for Qualifications and the Desert Community College District.