

RFQ B24/25-07
REQUEST FOR QUALIFICATIONS / RECERTIFICATION
PROJECT MANAGEMENT, CONSTRUCTION MANAGEMENT
AND RELATED SERVICES FOR VARIOUS MEASURE A BOND PROJECTS
(District-Wide includes Chabot, Las Positas Colleges and District Office)

1.0 REQUEST FOR QUALIFICATIONS

The District requests the submission of a response to this Request for Qualifications (RFQ) from qualified firms, partnerships, corporations, or professional organizations to provide project management, construction management and related services to support the implementation of the Districts Measure A Bond program. The District desires to engage highly qualified and experienced personnel to provide a complete range of professional services for, but not limited to, those types of projects described in Section 2.0. Projects are in progress at both the Chabot College campus located at 25555 Hesperian Boulevard in Hayward, California and the Las Positas College campus located at 3000 Campus Hill Boulevard in Livermore, California and District Office located at 7600 Dublin Blvd, Dublin, California.

The District reserves the right to reject any or all proposals and to waive any irregularities or informalities in the RFQ document or the process. The District may cancel or amend this RFQ by issuance of addenda hereto. Subsequent addenda(s), if any, will be available only on the Measure A Bond Program website at: <https://www.clpccd.org/business/rfp.php>

Any questions or clarifications pertaining to this RFQ will be considered by the District only if submitted in writing to Marie Hampton, Purchasing and Warehouse Manager at mhampton@clpccd.org no later than **Friday, February 7, 2025 by 4:00PM**. Respondents are encouraged to submit their questions, as soon as possible in order to give the District an opportunity to reply in timely manner. Respondents may not rely upon any verbal response to Respondent questions or requests for clarification. The District will not accept any questions for clarification after **Friday, February 7, 2025**. All responses to questions will be posted via Addenda by **Wednesday, February 12, 2025** and be posted on the Measure A website at: <https://www.clpccd.org/business/rfp.php>

RFQ submittals must be received by **4:00 PM on Tuesday, February 18, 2025** to the following:

Chabot- Las Positas Community College District
7600 Dublin Boulevard, 3rd Floor
Dublin CA 94568
Attention: Marie Hampton, Purchasing and Warehouse Manager

The submittal should be submitted in a sealed envelope with one (2) unbound original hard copy **and** one (1) electronic copy on thumb drive. No other collateral or reference materials permitted.

SCHEDULE OF ACTIVITY FOR THIS REQUEST FOR QUALIFICATIONS

Release Request for Qualification (RFQ)	January 24, 2025
Advertisement Run Dates	January 24, 2025 & January 31, 2025
Last Day for Request for Information at 4:00 p.m.	February 7, 2025
Addenda Issuance Posted to Website	February 12, 2025
RFQ Submittal Due Dated by 4:00 p.m.	February 18, 2025
Notification to Short-List Pool	March 5, 2025

2.0 THE DISTRICT AND THE MEASURE A PROJECTS

The Chabot-Las Positas Community College District is a public, two-year California Community College District founded in 1961 serving the San Francisco Bay Area, particularly southern Alameda County, through its two colleges: Chabot College in Hayward; and Las Positas College in Livermore. The Colleges specialize in providing education services for four-year university transfers, technical training, continuing education, contract education with local businesses and community cultural enrichment. The District serves in excess of 20,000 students and employs more than 1,200 faculty members and staff.

A seven-member elected Board of Trustees sets policy for the District. The registered voters of the nine communities elect them from the following trustee areas: Castro Valley, Dublin, Hayward, Livermore, Pleasanton, San Leandro, San Lorenzo, Sunol, and Union City.

The District has undertaken a major capital-building program to implement the \$950 million Measure A Bond Program approved by the voters in June 2016. The overriding goal of this program will be for construction, repair, modernization and expansion efforts are to expand the existing college campuses to meet the changing needs of students and the community.

The current Measure A project list was developed from college reviews to identify current facility needs using the 2018 Facility Master Plan as a beginning point. The Facilities Master Plan was approved by the Board of Trustees at the March 22, 2017 meeting and is posted on the District website at: <http://www.clpccd.org/facilities/clpccdmeasureabond.php>

At this time, the projects identified by the District/College for design and/or constructed will be those of the following type of facilities and include new construction, modernizations, renovations, and repairs to existing facilities:

- Classrooms/Laboratories- Sciences
- Classrooms/Laboratories- Fine Arts
- Classrooms/Laboratories- Engineering
- Classrooms/Laboratories-CTE (Career Technical Education)
- Performing Arts
- Playing Fields/other Athletic Facilities
- Multi-Purpose Facilities
- Student Center
- Site/Utility and Infrastructure Improvements

3.0 OVERVIEW OF SERVICES TO BE PROVIDED UNDER THIS RFQ

The Firm(s) and/or individuals providing Project Management/Construction Management services shall be thoroughly familiar with, and shall have at least five-years of history with the types of services that are anticipated to be delivered through this contract as described below. It is the intention of the District to have the Firm's personnel as an extension of District staff and report to the colleges Project Planner, Managers.

Project Management Responsibilities

Design Phase

- a. Become knowledgeable of the District standards and educational facility specifications and apply these standards to project scoping.
- b. Assist the District in the development of project scope, schedule and cost estimates, including an independent cost estimate at the end of schematics, design development, 50% construction documents and at DSA submittal (90% CDs). At the end of each phase, participate in value engineering and cost reconciliation process with the other cost estimators as provided by the architect (or others).
- c. Review and monitor the architects' design schedule.
- d. Coordinate with Division of State Architect (DSA) for reviews and approval of project designs, as appropriate.
- e. Review of drawings at Design Development phase and provide written commentary on constructability.
- f. Attend and/or conduct meetings necessary for coordination with all interested stakeholders and parties.
- g. Attend and/or conduct design meetings, review and distribute meeting minutes prepared by others.
- h. Provide periodic reports that summarize design progress, schedule and cost status, changes and other significant project information.
- i. At the 50% & 90% completion milestones of the construction documentation phase, provide a constructability review to the District.
- j. Assist the District with CEQA, SWPPP, Bay Area Air Quality Management District (BAAQMD), and any/all City, County, and State items.
- k. Develop project phasing and interim housing plans, as required.
- l. Assist in the packaging of the technical specifications.
- m. Review and edit Div.00, Div.01 and assemble into the bid set. Coordinate the work with the architect for varying project delivery methods.
- n. Assist project architect to identify and obtain all necessary regulatory agency approvals.

Project LEED Certification

The District has a standard for all new construction to meet LEED Silver Certification.

Coordinate and assist the District in providing LEED certified projects by working with the designer and consultants in:

- a. Identifying materials and resources.
- b. Managing, reviewing and implanting LEED-related materials to the project documents.
- c. Assisting with the implementation of recycling plan for the project.
- d. Reviewing LEED score sheet and identifying LEED credit opportunities within the project.
- e. Reviewing and assist the District with submission of documentation through LEED on-line.

- f. Reviewing and assist the architect and contractor during construction to assure LEED requirements are being met and submitted in timely manner.

Furniture, Fixtures and Equipment (FF&E) Project Management Responsibilities

- a. Provide FF&E planning, specifications and implementation (including process recommendations) for furniture, fixtures, and equipment.
- b. Consult with District Facilities team, Project Design teams, building user groups, and other mission critical entities within the District, including Information Technologies, Maintenance and Operations, Purchasing and Contracting, and other District appointed consultants and staff.
- c. Coordinate and plan the development of furniture layouts, infrastructure requirements, budget and procurement strategies, specifications, competitive bids and contracts, order and delivery schedules, project submittal review, installation, coordination, inspection and project start up. Maintain project related information over the duration of the contract.

Construction Phase

1. Bid & Award
 - a. Prepare and review bid schedules with the District staff.
 - b. Assist the District staff in developing and solicitations with bid documents for the selection of construction firms for various delivery methods.
 - c. Prepare and coordinate prequalification documents, if applicable.
 - d. Prepare and participate in pre-bid and/or pre-proposal conferences along with site visits.
 - e. Provide project bid marketing.
2. Construction Phase
 - a. Coordinate schedule of work with appropriate campus representatives, including creation of temporary pathways around the construction site in order to create a safe environment on an active campus.
 - b. Assist the District staff with management and administration of construction contracts, including, but not limited to, scope change orders, payments, submittals, RFI's, monitoring of construction, document interpretations, and other procedural aspects.
 - c. Attend weekly site meetings, prepare and/or review complete and accurate meeting minutes and distribute to team members.
 - d. Monitor, review and comment on the contractor's construction schedule. Advise the District staff regarding sequencing to facilitate productivity and occupancy objectives
 - e. Assist the District staff with the development of appropriate construction procedures, protocols, and include safety and efficiency.
 - f. Review and comment on the construction logistics plan provided by the contractor.
 - g. Assist and review for Quality Assurance/Quality Control ensuring adherence to contract documents.
 - h. Review and evaluate all Change Order Requests issued by the contractor. Advise the District staff on the form and content of such change orders in relation to the contract documents. Negotiate with the contractor as necessary to provide the District with the best value.
 - i. Prior to distributing the submittals and materials to the architect, review all submittals, product samples, shop drawings for completeness, accuracy and compliance to the contract documents as submitted by the contractor for the project.

- j. Analyze recommendations from contractor, architect, or other consultants, which might lead to a quality improvement or decrease construction time and/or costs.
 - k. Review schedule of values as proposed by the contractor and make recommendations on completeness, format per the contract documents. Sign-off on all contractor payment requests pursuant to the contract documents, as well as architect and consultant pay applications, or other consultant agreements related to the contract.
 - l. Identify payment defaults on the part of the contractors, subcontractors, material suppliers, or any party who may have lien rights against the project.
 - m. Track all preliminary lien and stop notices related to the project.
 - n. Review and inspect the project daily to verify:
 - i. Materials and labor being furnished are in accordance to the contract documents.
 - ii. Work billed for each monthly payment requested is completed in accordance with the contract documents.
 - iii. Contractor maintains and updates the schedule as required by the construction contract documents.
 - iv. Provide proactive communication to the campus community about any construction related issues to minimize disturbances on campus during construction.
 - o. Provide monthly accounting and project related status reports to the satisfaction of the District, including but not limited to projected costs, encumbrances, and actual costs.
3. Project Commissioning
- a. Coordinate the commissioning of each project and work with the commissioning agent to verify that the building's energy related systems are installed, calibrated, and performed in accordance to the owner's project requirements, basis of design and construction documents.
 - b. Review the Districts Project Requirements and the Basis of Design Documents for clarity and completeness.
 - c. Assist in supporting the commission agent by scheduling and facilitating commissioning meetings with the project team and campus representatives to assure adequate system documentation and training.
4. Close-Out
- a. Assist architect in the preparation of the punch list for the contractor, subcontractors and other consultants on the project.
 - b. Coordinate and assist the architect in scheduling the completion of all corrective work, and participate with sign-off on all inspections.
 - c. Coordinate and assemble all warranties and guarantees as required by the contract documents and specification from the contractor and subcontractors.
 - d. Manage the collection of the As-built documentation as required by the construction documents from the contractor and submit to the architect for review and approval.
 - e. Turn over a complete set of Close-out documents to the Maintenance and Operations staff, as well as District Facilities Specialist.
 - f. Ensure all Close-out documents are on the District's Facilities Drive under appropriate project location.
 - g. Assist the Architect/Engineer with Division of the State Architect (DSA) certification along with other authorities having jurisdiction.

Miscellaneous

The responsibility of the PM/CM firm(s) shall be as specified above and in the Draft Professional Services Agreement outlined in Section 6, below. The PM/CM firm(s) candidates will be expected to have sufficient, competent knowledge to perform the above responsibilities in a timely manner on the project(s) assigned.

The PM/CM firm(s) staff shall also be highly familiar with web-based, electronic project management, construction management and document control software system; the District utilizes MS Project’s latest version exclusively for scheduling. The District expects that the Project/Construction Management firm(s) selected for each project shall provide personnel and services consistent with the highest standard of care for construction professionals performing similar scope of services.

4.0 SUBMISSION OF RFQ RESPONSE(S)

PM/CM consultants who are on our current short list who have personnel working at either college or who have submitted candidates for consideration in the last two years, **DO NOT NEED** to submit under this RFQ. These consultants will be grandfathered in to this RFQ process.

To all other consultants for consideration by the Selection Committee, you must submit a written response(s) to this RFQ, which addresses each and all of the requirements of this RFQ. It is mandatory that responses to this RFQ be received to the following no later than **4:00 PM (Pacific Daylight Time), on Tuesday, February 18, 2025 to:**

Chabot- Las Positas Community College District
7600 Dublin Boulevard, 3rd Floor
Dublin CA 94568
Attention: Marie Hampton, Purchasing and Warehouse Manager

The submittal shall be submitted in a sealed envelope with two (2) un-bound original hard copies and one (1) thumb drive. No other collateral or reference materials shall be submitted.

The total volume of the proposal to comprehensively respond to these items may be no longer than forty 40, single-sided pages, or 20 pages double-sided, excluding front and back covers, tabs, and the Statement of Qualification Supplemental information form noted in Section 5.4 below. Submittals containing more than the above noted pages will be considered non-responsive.

Respondents are solely responsible for timely submission of the RFQ at the designated location (stated above) prior to Tuesday, February 12, 2025 at 4:00 P.M. for submission. The District will reject submittals as non-responsive for any RFQ, submitted after the date/time set forth above.

Addenda

The District reserves the right to cancel or amend this RFQ by issuance of written addenda(s). If addenda(s) to this RFQ are issued, respondents must acknowledge receipt of addenda(s) in their RFQ responses and RFQ responses must address materials/requirements relating to this RFQ as described in addenda(s) issued by the District. Failure to acknowledge and respond to any addenda issued by the District may render the Respondent’s RFQ submittal to be deemed

non-responsive and it may be rejected. See item 17 in the Statement of Qualifications Supplemental Information Form under Acknowledgments. As noted in Section 1.0, above subsequent addenda, if any, will be available only on the Measure A Bond Program website at: <https://www.clpccd.org/business/rfp.php>

All materials submitted to the District will become the property of the District and not returned.

All submissions must remain valid for at least twelve (12) months from the date of submission.

5.0 QUALIFICATIONS

When submitted, the complete Statement of Qualifications form must be comprised of six (6) sections that include and address each of the qualifications noted below. Submittals are to provide the information required below, referencing the same section headings and section numbering as indicated.

A specific response is required to each of the following sections:

1. Letter of Introduction

Respondents letter of introduction on company letterhead, shall include the name, email address and phone number of the contact person in response to this RFQ. Letter shall not to exceed one (1) signal sided page; letter shall demonstrate your firm's familiarity with managing projects within a bond program structure with specific relevant experience to similar challenges.

2. Statement of Qualifications Supplemental Information Form

Respondent to this RFQ must complete and include with its submittal the form entitled "Statement of Qualifications Supplemental Information" attached to this RFQ. Failure to submit a completed and executed "Statement of Qualifications Supplemental Information" form will render the Respondent's RFQ submittal deemed non-responsive and rejected.

3. Firm Information

In addition to the information required above, and using as a minimum the following additional criteria, the Responding Firms should communicate its qualifications to provide the services identified in Section 3.0 Overview of Services be provided under this RFQ.

- a. Firm's Project/Construction Management services philosophy and process.
- b. Demonstrable experience in managing construction on projects for K-12 and higher education facilities. Indicate the dollar value of the three (3) largest projects within the past five (5) years that your firm has managed from design, through construction to occupancy, and DSA certification.
- c. Experience on DSA regulated projects preferably higher educational facilities.
- d. Current workload and next six-month backlog for proposed staff.
- e. Quality Control / Quality Assurance: Provide examples of the firm's philosophy overseeing QC/QA procedures.

- f. FF&E experience of firm: The firm must provide past experience with FF&E management. Provide examples and dollar amounts of specific projects.
- g. Capacity and Capability of firm: The firm must demonstrate an ability to draw upon a multidisciplinary staff to address the services outlined in this RFQ; i.e., the types of employees in the firm and the number of employees in various categories.
- h. Litigation: Provide examples for the firms Construction Managers demonstrable history of working proactively to avoid litigation on projects

4. Project Team Qualifications

- a. Provide list of personnel, who have been with Firm for Two (2) or more years, as identified in Exhibit A – Schedule of Hourly Billing Rates that your firm would recommend for assignment and provide their resumes identifying qualifications as it relates to project list. Resumes are NOT considered part of the 40-page limitation required of submitted proposals. Resumes are to be no longer than one (1) single-sided page. The District will expect that personnel proposed would be available when services may be authorized.
- b. List all other prospective company team members with experience in providing services. Include name of projects, city, and state and include Owner information, current email address and current phone number.
- c. Identify any proposed sub-consultants. List license numbers and dates, as well as, business addresses, phone numbers and fax numbers. Include resumes and related experience for appropriate members of these firms.

5. Firm Resources and Experience

- a. Provide a statement demonstrating your firm's (or team's) ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District's goals.
- b. Provide the on-time delivery percentage of projects for the last Five (5) years.
- c. Describe your firm's management style as it pertains to working with Architects, DSA, IOR's and Owners.
- d. Describe how your firm manages cost and maintains the quality of the project.
- e. Describe how your firm assists the architect in gaining timely DSA approvals.
- f. Describe how your firm keep projects on schedule and how your firm leads stakeholders to signing-off on the design.
- g. Describe your firm's system for reviewing and processing architects, engineers, consultants and contractor payment requests.
- h. Describe your company's system for review of contractor's schedule.
- i. Describe your firm's method for pre-qualifying architects, engineers, consultants, contractors and vendors.
- j. Describe your firm's experience with the preparation, negotiation and review of contract documents.
- k. Describe your firm's system for review and processing of submittals and RFI's.

- l. Describe how your firm establishes on-site organization and maintains a project site during the construction phase.
- m. For each project listed, list the members of the proposed team who worked on each project and describe their roles on those projects. If the team as a whole provided Project/Construction Management services for any of the projects listed, so indicate.
- n. Describe the steps your firm takes to turn over a completed project to the Owner.
- o. Describe your firm's experience in design-bid-build, Design/Build, Multiple Prime, Lease Lease-Back and other alternate project delivery systems.
- p. Describe your firm's experience with constructability reviews.
- q. Describe your firm's experience with Value Engineering.
- r. Describe your firm's experience with sustainable design(s) and the implementation of the standards of the United States Green Building Council (USGBC) for LEED™ (Leadership in Energy & Environmental Design) ratings.
- s. How does your firm handle the coordination of multiple professional disciplines?
- t. How does your firm approach modernization projects vs. new construction?
- u. For no more than three (3) projects, over the last five (5) years provide PM/CM assignments by the respondent and describe your firms experience for the following:
 - i. Project scope
 - Scope development
 - Scope changes
 - ii. Project budget
 - Budget development and management
 - Budget variances
 - Cost estimating
 - Include examples of successful value engineering that maintained the budget without sacrificing quality for the program.
 - Pricing and management of change order work
 - iii. Project Schedule
 - Schedule development
 - Schedule maintenance
 - Include specific examples of scheduling challenges and how your firm resolved them for the client
 - iv. Quality Control
 - Describe the way your firm ensured quality control during the design, pre-construction, construction, and post-construction phases; provide detailed

methods and specific examples of how these methods were used on the listed projects.

- Describe the methods used to prevent and/or resolve conflicts

v. Project Reporting

- The utilization of electronic project management
- Project Communications
- Progress Monitoring
- Progress Records

6. Public Entity Experience

The District is a public institution and while the District does not require a project management, construction management firm to have specific previous experience with public entity projects, it is anticipated that prior experience in this area will benefit the District directly. Please provide your firm's experience with the following particular aspects of public entity projects. Describe the years of experience that your company has had, who in your company has the experience and any other specific details about your company's experience.

- a. K-12, Community Colleges, State colleges and Universities in California
- b. Prevailing Wage requirements
- c. General Obligation Bond finance, scheduling and reporting
- d. State Capital Outlay, Scheduled Maintenance and Special Repairs and Hazardous Substance Removal Programs
- e. Public works construction contracts
- f. Public sector procurement process
- g. Commissioning & LEED process
- h. Project closeouts

6.0 FORM OF DRAFT AGREEMENT FOR PROJECT MANAGEMENT, CONSTRUCTION MANAGEMENT SERVICES

The District intends to select and create a pool of qualified Project/Construction Management firms. The District will then request proposals from "short-listed" firm(s) for PM/CM individuals. The District will then enter into contract(s) for services using the standard form of Professional Services Agreement, collectively referred to hereinafter as "the Agreement" and is attached for review. The scope of services will depend upon available funding, the services required, and the preparation of any other related elements necessary to complete the services.

- a. Respondents must thoroughly review the Draft form of "the Agreement" prior to submitting their response to this RFQ. Respondent's full and complete acceptance of the "the Agreement" is one element that is necessary in order for a submittal to be deemed fully responsive to this RFQ. See item 17 in the Statement of Qualifications Supplemental Information Form under Acknowledgments.
- b. Pursuant to Public Contract Code §20103.6 all Respondents are advised that "the Agreement" includes provisions which obligate the firm(s) to indemnify and hold harmless the District. Respondents are referred generally to "the Agreement" and specifically

referred to the indemnification provisions set forth in Exhibit C, Item 11.

7.0 SELECTION OF PROCESS

The process of firm(s) selection for the “pool” of PM/CM Services shall be based upon the complete responsiveness of the RFQ submittal. Submitted qualifications will be reviewed for firm’s overall capabilities, as well as with respect to specific project requirements when the District identifies them.

The District retains the sole discretion to determine issues of compliance and to determine whether a submittal to this RFQ is responsive and responsible, and waive any irregularities in any response to this RFQ.

The District will determine which projects will require the services addressed in this RFQ. However, the District reserves the right to modify, add or delete any additional projects. Subject to the District’s express reservation of rights to modify the selection process, the evaluation process anticipated by the District will consist of, but not be limited to, the following:

Weighting of Evaluation Criteria:

- a. Qualifications and experience of the firm’s Proposed Project Manager’s/Construction Managers who will be assigned to potential project(s).
- b. Special experience and qualifications of the proposed team members as identified in this RFQ as “Exhibit A – Schedule of Hourly Billing Rates” as related to California education projects.
- c. Past experience, and performance of the Respondent in providing services, as related to Section 5.0 above.
- d. Experience and availability of proposed personnel for the project list provided under Section 2.0 above.

From the short-listed qualified pool, the District may request firm(s) to provide resumes of potential candidates that have experience and qualifications related to specific projects. These candidates may be called for an interview before any specific project assignment is offered to a firm. Contracts for individual projects will be negotiated independently and then be recommended to the District’s Board of Trustees for approval.

Recommendations by the Review Committee for the selection of Project Management/Construction Management Service providers will be based upon the ability of the “short-listed pool” to achieve the District’s objectives and demonstrated competence and qualifications to perform the basic services at a fair and reasonable price to the District. The recommendation by the Review Committee is not binding on the District. Formal award of any “Agreement(s)” will only be affected after the District’s Board of Trustees has formally approved of such award. The District reserves the right to waive minor irregularities in the solicitation process. Subject to the Measure A Program requirement, more than one firm may be approved for PM/CM services at each College.

EXHIBIT "A"
Schedule of Hourly Billing Rates

Position Description	Hourly Rate Fully Burdened
Director	
Senior Project Manger	
Project Manager	
Senior Construction Manager	
Construction Manager	
Assistant Construction Manager	
Project Engineer	
Project Coordinator	
Cost Estimator	
Scheduler	
Constructability Review	