

# **MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT**



**Request for Qualifications  
RFQ No. 2020-002  
For  
Construction Management (CM) Services**

**For SJC STEM Building, MVC STEM Building, MVC  
Stadium and other District projects**

**Submissions Due by 10:00 a.m. on July 23, 2019 to:**

**Mt. San Jacinto Community College District  
Purchasing Office, Building AA  
1499 N. State Street  
San Jacinto, CA 92583  
Attention: Tammy Cunningham**

**REQUEST FOR QUALIFICATIONS  
FOR  
CONSTRUCTION MANAGEMENT (CM) SERVICES  
MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT**

**1. Introduction.**

Mt. San Jacinto Community College District (“District”) is issuing this Request for Qualifications (“RFQ”) for Statements of Qualifications (“SOQ”) from Construction Management (CM) entities qualified to provide the District with services described in this RFQ for the SJC STEM Building, MVC STEM Building, MVC Stadium and other District projects. The District desires to engage one or more entities with proven experience in higher education construction and proven experience with at risk and not at risk construction delivery methods to provide preconstruction and all construction related services in support of the projects. The District is especially interested in CM Entities experience delivering projects using CM Multiple Prime and CM at Risk, but is not limiting its potential delivery methods to these methods only. The District may assign one or more projects to CM Entities as funding is available. By tendering a Submittal, the Respondent acknowledges that it is willing to provide complete preconstruction services for and construction of a project or projects as described herein or revised in the future, including all materials, equipment, fixtures, labor and other services necessary for the benefit and ownership of the District.

This RFQ implies no obligation to select or award contracts to any responding CM Entity. If the District deems that it is in the best interest, the District retains the sole and absolute right to select the CM Entity that best meets the Districts requirements and criteria. The selection and award of a contract are subject to acceptance by the Board of Trustees.

**SCHEDULE OF EVENTS**

<b>EVENT</b>	<b>DATE</b>
Release Request for Qualifications Notice of Invitation	July 10, 2019
Deadline for Request for Information	July 17, 2019
RFQ Submittal Deadline	July 23, 2019 at 10:00 a.m.
Receive and Evaluate Submittals	July 23, 2019 – July 25, 2019
Note: All dates are subject to revision by the District. Nothing herein binds or shall be construed to bind the Mt. San Jacinto Community College District to enter into any agreement with any firm.	

RFQ No. 2020-002

Construction Management Services for SJC and MVC STEM Bldgs.,  
MVC Stadium and other District projects

**1.1 Scope of Services.** The District at its sole discretion can decide to contract for a portion of or all-inclusive scope of services as outline herein. Services may include, but are not limited to the following:

**1.1.1. Preconstruction Phase Services.** The Preconstruction Phase Services will be performed under separate professional services agreement for each project or group of projects as they are assigned to the CM Entity.

Pre-Construction Services may include, and are not limited to the following:

- Constructability reviews
- Value engineering
- Quality assurance reviews
- Scheduling
- Estimating
- Use of Building Information Modeling (BIM) for clash detection, trade coordination and other uses as the District may request.
- Preparation of reports and recommendation to the District
- Subcontractor prequalification and solicitation
- Coordination of all required scope and clarifications for bidding and development of the Bidding Documents that best support the Delivery Method preferred by the District for the project.

**1.1.2 Construction Phase Services.** After completion of the Pre-Construction Phase Services there will be no obligation or commitment by the District to award any other contract to the firm performing the Pre-Construction Services. When the District proceeds with the Construction Phase of the project, the selected CM Entity will perform under a separate Construction Management contract.

Construction Phase Services may include; Project Design Review and Evaluation, Construction Mobilization and Support, Bid Evaluation, Project Scheduling, Cost Benefit Analysis, Claims Review and Negotiation, and General Management and Administration of a Construction Project.

**1.1.3 Closeout Phase Services.** Project closeout includes, but is not limited to: a timely delivery of the Punch List, “as-built” drawings, maintenance manuals, releases, waivers, technical manuals, warranties and guarantees in the form and manner required by the technical specifications and/or in the Contract Documents at the completion of the Project.

**1.2 Selection Process.** The District will use selection process to select a CM Entity or Entities deemed most qualified and that best meets the needs of the District based upon the evaluation

criteria listed in this RFQ. From the materials submitted, the District in its sole discretion will select the CM entities it determines most qualified.

**1.2.1 Statement of Qualifications.** All submissions deemed responsive and able to meet mandatory requirements as outlines in Paragraph 3.2.5 will be evaluated based on, but not limited to, the evaluation criteria listed under Paragraph 1.3. After evaluation of all CM Entities, the District will create a short list of the highest ranking CM Entities for approval by the Board of Trustees as a pool of CM’s from which to select for future projects.

The District may negotiate an agreement with the CM Entity best qualified, as determined by the District to be in the best interest of the District, at the amount of compensation of which the District determines is fair and reasonable. Should the District be unable to negotiate a satisfactory agreement with the CM Entity considered to be the most qualified at a price the District deems reasonable, negotiations with that CM Entity may be formally terminated. The District may then undertake negotiations with the next most qualified CM Entity.

**1.3 Evaluation Criteria.** Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to compare and evaluate all submissions deemed responsive and able to meet mandatory requirements as outlined in Paragraph 3.1.5 and select the CM Entity that best meets the needs of the District based upon the following evaluation criteria:

- Conformance to the specified RFQ submittal format
- Specialized experience and technical competence of the CM Entity considering the types of service required; the complexity of the projects; record of performance; and the strength of key personnel who will be dedicated to the project.
- Knowledge and experience interfacing with the, Division of the State Architect (DSA), Fire Authority, and MSJC.
- Financial stability of the CM Entity
- General approach and overall strategic plan to providing CM Services

## **2. Proposal Schedule**

<b>Release of RFQ</b>	7/10/19
<b>Questions due</b>	7/17/19
<b>SOQ Submission due</b>	7/23/19 by 10:00 a.m.
<b>Notification of shortlisted CM Entities</b>	8/14/19

### **3.General Requirements**

#### **3.1 Instructions to applicants**

**3.1.1 Questions.** All questions related to this RFQ should be directed to Tammy Cunningham, Director of Purchasing and General Services at [tcunningham@msjc.edu](mailto:tcunningham@msjc.edu) and Carole Ward, Contract Coordinator at [cward@msjc.edu](mailto:cward@msjc.edu). All questions must be submitted no later than Wednesday, July 17, 2019. Questions received after the deadline may be answered at the discretion of the District.

#### **3.1.2 Delivery requirements.**

If interested in providing Construction Management Services for the District, SOQ's must be delivered to the address below, no later than 10:00 a.m. on July 23, 2019. Late proposals will not be considered. The District is not responsible for late mail or postal delivery errors. Proposers shall submit one electronic version of the proposal on a flash drive (optional) and one (1) printed original proposal including any supporting documentation in a sealed box or package addressed as follows:

Attention: Tammy Cunningham  
Mt. San Jacinto Community College District  
Purchasing Department  
Building AA (Modular)  
1499 N. State Street  
San Jacinto, CA 92583

**3.1.3 Proposals to be prepared at firm's expense.** Costs for preparing responses and any other related material is the responsibility of the proposer and shall not be chargeable in any manner to the District. The District will not be held liable for any costs incurred by proposers in response to this RFQ.

**3.14 District reserves the right to accept or reject any and all proposals.** The District reserves the right to reject any or all responses, or may waive any informality in a response. Failure to respond to all submission requirements set forth in Article 4 may result in rejection of your SOQ. All SOQs submitted shall become the property of the District.

#### **3.15 Mandatory requirements**

**a. Experience.** Proposing CM Entity must have proven experience with a variety of Construction Management (CM) delivery methods and California Community College

projects as demonstrated by successful completed projects. CM Entities must have completed five (5) CM projects and five (5) California Community College Projects within the past seven (7) years.

Note: The demonstrated Construction Management (CM) experience does not have to be related to college construction. Construction Management (CM) experience in K-12 construction will suffice.

- b. License.** Proposing CM Entity must possess a current California Contractor's License/classification – Class B as of the date and time of the proposal submission. License has never been suspended, revoked, or a complaint filed within the last (7) years requiring formal hearing.
- c. Evidence of ability to meet minimum Insurance requirements.** CM Entities must be able to carry, maintain and keep in full force and effect, a policy or policies of insurance in accordance with what is identified below.
- **Statutory workers' compensation.** Workers compensation must meet all applicable requirements of the Labor Code of the State of California and occupational disease insurances as applicable, including employer's liability insurance in limits of not less than One Million Dollars (\$1,000,000) for each person and One Million Dollars (\$1,000,000) for any one accident, covering all of the CM Entity's personnel.
  - **Comprehensive general liability.** General liability must cover the work with bodily injury and death limits of not less than One Million Dollars (\$1,000,000) as to any one occurrence with property damage insurance with limits of not less than One Million Dollars (\$1,000,000) as to any one occurrence, Two Million Dollars (\$2,000,000) aggregate.
  - **Combined single limit automobile public liability insurance.** If not included in general liability coverage, automobile insurance must cover bodily injury and property damage in an amount not less than One Million Dollars (\$1,000,000). Said automobile insurance shall cover all owned, non-owned and hired vehicles used by Construction Manager in performance of the project.
  - **Excess liability (umbrella).** Shall not be less than \$10,000,000 over primary insurance.

## 4. **SOQ Submission Requirements**

**4.1 SOQ Format.** SOQs should be brief and concise, but provide sufficient clarity to meet the criteria to be used in the evaluation process. Overly elaborate submissions are not requested or desired by the District, including brochures or additional marketing material.

The submission, in its entirety, must be bound in some form or enclosed in a three ring binder and is limited to thirty-five (35) pages, 8.5" x 11". Title sheets, table of contents, dividers, and resumes.

SOQ must contain dividers which separate the following sections: 1. Qualifications Questionnaire, 2. Project Experience and References, 3. Project Team and 4. General Approach.

Audited financial statements as required the Qualifications Questionnaire must be submitted in a separate sealed envelope and will remain confidential.

### **4.2 SOQ Content.**

**4.2.1 Letter of Interest.** The letter should provide general company background and location of the CM Entity's offices. The letter of interest must include company name, address, telephone number and principal contact name.

#### **4.2.2 Table of Contents**

**4.2.3 Qualifications Questionnaire.** All CM Entities submitting a Statement of Qualifications must submit a completed Prequalification Questionnaire attached hereto as Exhibit A.

**4.2.4 Project Experience and References.** Provide a minimum of five (5) completed projects and five (5) completed California Community College Projects which demonstrate the experience of the CM Entity. Projects must have been completed within the last seven (7) years. Projects that are currently under construction are acceptable, although completed projects are preferred.

For each project listed indicate the following:

- Project name
- Description of facility
- Delivery method used
- Location

- Owner contact information
- Architect contact information
- Construction cost
- Start date
- Completion date

#### 4.2.5 Project Team

- a. Team organizational chart.** Provide an organizational chart of the proposed team. Identify how the CM Entity proposes to interact with the District during the preconstruction phase of the Project. Propose a representative team based upon the size and type of projects.

Identify and provide information on any consultants the CM entity may use to perform the requested scope of services.

- b. Resumes.** Provide resumes for each member of the proposed project team that is identified on the organizational chart. Although not included in the overall SOQ page limit, resumes are limited to two (2) pages per team member and must, at a minimum, include the following:

- Education, training and any certifications
- Relevant technical experience
- A list of projects worked on, at what capacity they were involved and the dates personnel were assigned to the project
- A reference on a completed relevant Project

**4.2.6 General Approach.** Provide a statement of the CM Entity's services, resources and general approach to providing the Preconstruction and Construction services.



**EXHIBIT A**  
**PREQUALIFICATION QUESTIONNAIRE**

**1. FIRM (CM ENTITY) INFORMATION:**

- a. Firm Name:
- b. Firm Headquarters:
- c. Local Office serving the District:
- d. Primary RFQ Contact:
- e. Telephone:
- f. Federal Tax ID Number:
- g. Number of years in business as a contractor licensed in California:
- h. Number of years in business under Firm name:
- i. Number of years at each of the above addresses:
- j. Type of firm (e.g. Corporation, Partnership, JV, Proprietorship):
- k. State of Incorporation or Primary Registration of any Other Firm of Business Entity:
- l. Has there been any recent change in control of firm? If yes, explain on a separate sheet of paper:
- m. Is the firm, or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company? If yes, explain on a separate sheet.

- n. List the following information for each owner, officer, principal, and/or qualifying individual:

Name	Position	Years with Firm	Years in Current Position	Percent Ownership

**2. LICENSE(s):**

- a. List all license number(s) and classification(s) held by or in the name of the Firm:
- b. Name of license holder exactly as on file with the California State License Board:
- c. License expiration date(s):
- d. Name(s) of each responsible individual:
- e. Has any current license held by any of the Firm’s owners, officers, principals and/or qualifying individuals ever been suspended or revoked in the last 5 years?
- f. Have any of the Firm’s owners, officers, principals and/or qualifying individuals ever been licensed in California under a different name or different license number? If yes, list each such license number, class and licensee’s name:
- g. Is the Firm or any of its owners, officers, principals and/or qualifying individuals affiliated with any other company(ies) as an owner, shareholder, employee, consultant, subsidiary, parent, joint venture, holding company or affiliate? If yes, list each company by name, form of business entity, any contractor license(s), the name of the affiliated owner(s), officer (s), principal(s) and/or qualifying individual(s) and the nature of the affiliation.

### 3. INSURANCE

- a. Name of insurance company(ies) your firm has utilized over the past five (5) years (not broker or agency):
- b. Address of those insurance company(ies):
- c. Number of years CM Entity has been with those insurance company(ies):
- d. Name of broker/agent:
- e. Telephone number of broker/agent:
- f. Email address of broker/agent:
- g. Workers Compensation Experience Modification Rate (EMR) for the past five (5) premium years:
  - a. 2015:
  - b. 2016:
  - c. 2017:
  - d. 2018:
  - e. 2019:
- h. Attach the latest and most current certificate of insurance showing all coverage and limits your Firm currently carries.

### 4. PAST PERFORMANCE RECORD:

**If any of the following has occurred within the last seven (7) years, please describe in detail the circumstances and facts for each occurrence on a separate sheet of paper.**

1. Has your Firm or an affiliated Firm been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency?
2. Has your firm or an affiliated Firm defaulted on a contract or been terminated for cause by any public agency on any project?

3. Has your firm or an affiliated Firm been assessed liquidated damages for a project with either a public or private owner?
4. Has any project owner filed claim(s) of any kind, in any jurisdiction, venue or forum against your Firm or an affiliated Firm?
5. Has your firm, or an affiliated Firm filed claim(s) of any kind, in any jurisdiction, venue or forum against the project owner on any project within the last five (5) years? If yes, explain.
6. Has your firm, or an affiliated Firm ever defaulted on a contract?
7. Has your firm, or an affiliated Firm been assessed penalties for any “serious”, “willful” or “repeat” violations by CAL OSHA?
8. Has you firm, or an affiliated Firm been assessed penalties by the EPA, any Air Quality Management District or any Regional Water Quality Control Board?