

REQUEST FOR QUALIFICATIONS
FOR
FOR ENVIRONMENTAL CONSULTING SERVICES
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
PROPOSITION JJ

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
18422 Bear Valley Road, Victorville, CA 92395
Robert M. Silverman
Superintendent/President

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FOR
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1. INTRODUCTION AND OVERVIEW

1.1 General:

The VICTOR VALLEY COMMUNITY COLLEGE DISTRICT (hereinafter District) is inviting qualified firms, partnerships, and corporations to provide comprehensive professional environmental consulting services related to District implementation of Proposition JJ and other District construction/planning projects as required by District. District is requesting proposals from qualified consultants to assist the campus in complying with the requirements of the California Environmental Quality Act (CEQA). Qualified consultants will provide to District services necessary to assure that processing and adoption of Proposition JJ project plans and construction activities comply with the requirements of the California Environmental Quality Act (CEQA).

It is the intention of District to select a qualified firm (Proposer) to provide these services over the course of the implementation of the Proposition JJ program. Program efforts will commence in 2009 and continue through 2011 or earlier completion of work anticipated under the Proposition JJ program.

Each firm should submit a Request for Qualifications (RFQ) response by 10:00 A.M., on April 15, 2009 to:

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
Attn: Mr. Steve Garcia, Director of Facilities
18422 Bear Valley Road, Bldg. 10
Victorville, CA 92395

Please send one (1) original and three (3) copies of requested materials. It is the responsibility of the Proposer to submit the response by the proper time. No oral, telegraphic, electronic, facsimile, or telephone statements will be considered. Proposals received after April 15, 2009 at 10 A.M. will not be considered and will be returned unopened. All RFQ's must be

date/time stamped by District.

Should you have any questions concerning the information contained in the RFQ document, please submit them to Steve Garcia, Director of Facilities at garcias@vvc.edu or the address by no later than April 15, 2009.

1.2 Project Overview:

Each of the anticipated projects is part of the Proposition JJ (Prop JJ) Bond Measure passed by District in November 2008. Prop JJ projects currently include a new educational complex known as the Fire, Paramedic, Police, and Public Safety Training Facility located in the Town of Apple Valley and a new educational campus, Workforce Development Center, to be developed on within the City of Hesperia. Other school construction/planning projects may be included in the environmental consultant's scope of work, as needed and defined by District.

1.3 Proposals:

Proposers are requested to submit proposals offering environmental consulting services in accordance with Section 2, and in a format specified in Section 5 of this RFQ.

Before submitting a Proposal, each Proposer must: a) examine the RFQ and all attachments and exhibits thoroughly and, b) become familiar with federal, state, and local laws, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work. The Proposer must complete the RFQ in its entirety.

Proposers may be invited to the campus to present their proposal at the request of the District.

1.4 Selection:

District will select a successful Proposer based on the Proposer's ability to best meet the requirements as stated in the RFQ.

1.5 The Selection Process:

The Proposal is open to all responding parties. Processing of this RFQ will be handled in the following manner:

- 1.5.1 All proposals will be evaluated. Some proposers may be invited to the campus to present. The Evaluation Committee will recommend a Proposer to the Superintendent/President for approval. The recommendation for ranked selection will be made on the basis of Evaluation Criteria identified in Section 5.
- 1.5.2 In the event that additional services, elements, changes, or enhancements to existing elements contained in this RFQ may be required, District reserves the right to negotiate with the Proposer to cause these changes to be incorporated in the work product.
- 1.5.3 If District is not successful in negotiating an agreement with the highest ranked Proposer, District may, at its sole discretion, begin to negotiate an agreement with the next highest rated Proposer.
- 1.5.4 Upon conclusion of negotiations, the Superintendent/President will recommend award of an Environmental Consulting Services Agreement to the Board of Trustees.
- 1.5.5 Notwithstanding a recommendation of a department, agency, individual, or other, the Board of Trustees retains the right to exercise its judgment regarding the terms of any resultant agreement, and to determine which Proposer best serves the interests of District. The Board of Trustees is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

1.6 Schedule:

A tentative schedule is provided for information purposes only:

RFQ - Solicitation date March 30, 2009
Questions - Deadline April 10, 2009
Deadline for submission of RFQ - April 15, 2009
Evaluation of Proposals - April 16 - 24
Request for Interviews – April 24 – May 1, 2009
Interviews with Selected Proposers – May 1, 2009
Recommendation to President – May 1, 2009
Contract Negotiation(s) - May 5 - 6, 2009
Anticipated Board Approval - May 12, 2009

2. SCOPE OF SERVICES

Preparation of all documentation necessary to initiate, process, review and ultimately obtain certification of a Program/Project Environmental Impact Report that will environmentally clear approval and implementation of the campus' Facility Master Plan in compliance with the California Environmental Quality Act (CEQA). Such documentation will include initial studies, notices, mailings, technical reports, exhibits, draft and final environmental documents, including EIR(s), findings, and other documentation, and studies as required in completing the CEQA process.

Services will likely include, but are not limited to, the following:

- Conduct appropriate scoping activities to identify issues and define the proposed project and alternatives for analysis; meet on an ongoing basis as appropriate with community and affected local and/or state agency representatives, District administrators, master planners and associated firms already under contract at District; prepare, maintain and implement a CEQA processing schedule to assure efficient and timely preparation and processing of environmental documents;
- Prepare and distribute the initial study and notice of preparation;
- Prepare administrative draft environmental documents;
- Prepare and circulate draft environmental documents;
- Attend and participate in public hearings and meetings, as required;
- Prepare administrative environmental impact report documents;
- Present draft and final report to the Board of Trustees;
- Prepare final environmental documents, including final EIR(s) with responses to comments, findings of fact and statement of overriding considerations.

3. GENERAL CONDITIONS

3.1 General Conditions:

This RFQ is a solicitation for proposals only, and is neither intended, nor to be construed as, an offer to enter into an agreement or engage in any

formal competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. Thus, District reserves the unqualified right to reject any or all proposals for any reason.

3.2 District Responsibilities:

District is responsible only for that which is expressly stated in this RFQ. District is not responsible for, and shall not be bound by, any representations otherwise made by any individual acting or purporting to act on its behalf.

3.3 Cost of RFQ:

District shall not, in any way, be liable or responsible for any costs incurred in connection with the preparation, submittal, or presentation of any Proposal submitted in response to this request.

3.4 Compliance with RFQ:

Responses to this RFQ shall be made according to the specifications and instructions contained herein. Failure to adhere to RFQ instructions may be cause for rejection of any Proposal.

3.5 Truth and Accuracy of Representations:

Substantially false, misleading, incomplete, or unresponsive statements and/or failure to adhere to the format herein described may be sufficient cause for rejection. The evaluation and determination of the fulfillment of the above requirement shall be in District's sole judgment and shall be final.

3.6 Contract Execution:

The resultant negotiated contract terms of this RFQ, once approved by District and sent to the selected firm, shall be executed and returned by the selected firm within ten (10) calendar days from the time of receipt of the contract.

3.7 District Changes to RFQ:

District reserves the right to interpret or change any provisions of this RFQ at any time prior to the Proposal submittal date. Such interpretations or

changes shall be in the form of addenda to this RFQ. Such addenda will become part of this RFQ and may become part of any resultant contract. Such addenda shall be made available to each person or organization which has received an RFQ. Should such addenda require additional information not previously requested, a Proposer's failure to address the requirements of such addenda may result in the Proposer not being considered.

District, at its sole discretion, may determine that a time extension is required for submittal of proposals, in which case an addendum shall indicate the new Proposal submittal date.

3.8 Proposer Changes to Proposal:

No changes to the Proposals shall be allowed after submittal to District.

3.9 Consistency with Laws:

Any agreement entered into by the Proposer shall be consistent with applicable federal, state, and local laws.

3.10 Public Records Act:

Responses to this RFQ become the exclusive property of District. At such time as District recommends to the Board of Trustees, all Proposals submitted in response to this RFQ become a matter of public record. Exceptions will be those elements in each Proposal which are trade secrets as that term is defined in Government Code section 6254.7 and which are so marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY." District shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. Proposers which indiscriminately identify all or most of their Proposal as exempt from disclosure without justification may be deemed unresponsive.

3.11 Proposer Contact with District Employees:

As of the issue date of this RFQ and continuing until the final date for submittal of Proposals, all Proposers are specifically directed not to hold meetings, conferences, or technical discussions regarding the RFQ with District employees. During the submittal period, questions regarding this

RFQ may be directed in writing to the person indicated as the contact person shown within this RFQ. District will provide written responses to questions that have been submitted in writing and will distribute to all Proposers. Answers will be at the sole discretion of District.

4. REQUIRED INFORMATION AND FORMAT OF PROPOSAL

The response to this RFQ must be made according to the requirements set forth in this Section, both for content and for sequence. Noncompliance with these requirements or the inclusion of conditions, limitations, or misrepresentations, may be cause for rejection of the Proposal. All RFQ's must be date/time stamped. Please send one (1) original and three (3) copies of requested materials. It is the responsibility of the Proposer to submit the response by the proper time. No oral, telegraphic, electronic, facsimile, or telephone statements will be considered. These shall be submitted to:

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
Attn: Mr. Steve Garcia, Director of Facilities
18422 Bear Valley Road, Bldg. 10
Victorville, CA 92395

Proposals must be received by the date indicated in the cover letter. PROPOSALS RECEIVED BY DISTRICT AFTER THE STATED DEADLINES WILL NOT BE CONSIDERED FOR EVALUATION.

4.1 Format of Proposal Summary:

In order to be considered for selection as an Environmental Consultant Firm, the respondent entities will submit the following items in the specified order:

A. Cover Letter

This letter should introduce the firm (team) or individual and must be signed by an authorized officer of the lead firm or organization. This letter should be no longer than one (1) page.

i. If submitting as a team, note which team member (company) is the prime consultant or lead joint venture partner, or if it will be a prime-sub-consultant(s) contractual relationship.

ii. Identify primary contact person for your firm (team).

B. Provide Resumes of Project Personnel Qualifications:

Please provide resumes (no more than two (2) pages each) for each of the Project Personnel, including Project Executive (if applicable). These resumes must represent projects over the last ten (10) years. Please also indicate number of years employed by firm, or joint venture team member, or sub-consultant.

C. Consultant Company History (please include for all team member firms) including:

- Number of Years in business
- Number of Employees (company-wide)
- Number of Employees located in Southern California Counties (San Bernardino, Riverside, Orange, Los Angeles, San Diego)

D. Project Experience & References (Company employees)

Please provide information in the following format for public agencies where your firm provided previous services or is currently providing environmental services.

<u>Years</u>	<u>School District</u>	<u>Contact Person</u>	<u>Title</u>	<u>Phone Number</u>	<u>Type of Environmental Document</u>
2003-04	XYZ School District	Smith, James	Director of Planning	(XXX) XXX-XXXX	EIR/NMD

E. Litigation

Provide specific information on termination for default, litigation settled or judgments entered within the last five (5) years related to your firm, joint venture partners, or subconsultants (only provide sub-consultant's targeted to perform in excess of 20% of the work). Also, provide information relative to any convictions or judgments for filing false claims within the past five (5) years.

F. Request for Qualifications

Provide in the form of a Proposal the rates for the body of services your

firm is prepared to provide to District.

G. Declaration

Submit a declaration under penalty of perjury by an authorized corporate officer or principal, stating that reasonable diligence has been used in preparation of the response to the RFQ and that all information provided is true, correct, and complete.

5. EVALUATION CRITERIA

The Proposal will be evaluated based on each firm’s qualifications, relevant experience with similar work, financial strength, litigation history, Community College District references and rates. All Proposals will also be evaluated based on experience providing the same services for other Districts throughout the State of California.

Once the evaluation panel makes a determination of the proposals ranked from most advantageous to the least advantageous, the Proposers will be informed. Good faith negotiations will begin with the most advantageous Team.

Terms and Conditions of the Contract:

All items noted negotiable in the Request for Qualification documents will be reviewed, evaluated, accepted or rejected, and the proposed terms and conditions will be adjusted accordingly.

District, at conclusion of these Negotiations, will file a recommendation with the Board of Trustees to Award the Environmental Consulting Services Agreement to the most advantageous proposer.

Essential Requirements for Evaluation:

	Minimum Score	Max Score
Rates for Services- (Total Points Possible 20)	0	20
Technical Expertise - (Total Points Possible 30)	0	30
<ul style="list-style-type: none"> • Environmental Consultant as a single firm • Prior Environmental Consultant experience • CEQA Experience - EIRs, MND's • Environmental Due Diligence/Feasibility Analyses • Mitigation Monitoring 		

<ul style="list-style-type: none"> • Environmental/Entitlement Planning 		
Relevant Experience - (Total Points Possible 30) <ul style="list-style-type: none"> • Relevant Community College and Public Sector experience • Community College District References 	0	30
Litigation History - (Total Points Possible 10)	0	10
Local Prime or Sub-contractor Consultant - (Total Points Possible 10)	0	10
Total Score		100

DECLARATION

TO BE COMPLETED BY ALL CONTRACTORS AND SUB-CONTRACTORS

Contractor/Sub-Contractor Name: _____

If it is determined that the information contained herein is not true and correct, I will not be allowed to do work (begin, finish, complete) for the Victor Valley Community College District.

Contractor/Sub-contractor: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Fax Number: _____

Name, Title: _____

Signature: _____

DUPLICATE THIS FORM AS NECESSARY

EXHIBIT A

Proposition JJ Projects

Project Description - Fire / Police Emergency Services Academy (Eastside Center)

This project will provide an educational complex known as the Fire / Police Emergency Services Academy. This project has been incorporated into a program E.I.R. and filed with the State Clearing House # 2006031112 for the North Apple Valley Industrial Specific Plan. The Fire / Police Emergency Services Academy would be a main hub of Public Safety Programs that would provide students, employers and the community with training and educational programs that meet both current and future needs of public safety in this region.

Programs offered in this location would include Fire Technology, EMT and Administration of Justice; utilizing training props like burn towers, flash over trailers, auto extrications and rail car (Haz Mat Training). The goal of this educational center would be to become a certified regional training center for Fire, EMT and Post certification for law enforcement. This project is to be constructed on approx 13 acres and constructed to be approx 44,000 ASF.

Project Description - Workforce Development Center (Westside Center)

This project constructs Phase 1 of a new education center located in the western region of the district's service area in the City of Hesperia located on the Southeastern corner of Main Street and Highway 395. A full Environmental Impact Report will likely be required for this project. The vision for the Workforce Development Center is to create a Workforce Training Complex with major components that address a region emerging into a service economy.

Phase 1 of the proposed Workforce Development Center will provide the foundation for this Workforce Training Complex. This phase of the Center will begin to provide a range of services with the goal of implementing a "One Stop Shop" concept so that students can receive all of the services to support their educational needs on site.

In addition, Phase 1 of the Workforce Development Center will provide the initial instructional facilities to offer general education and Basic Skills courses. This phase will allow students to meet general education requirements so that they may receive a college degree. Offering basic skills classes will provide students with the fundamentals in English, math, and study skills to fully succeed at the College level. This project is to be constructed on approximately 50 acres. Phase one is projected to be constructed utilizing approximately 34,000 ASF, followed by phase 2 at approx 34,000 ASF and phase 3 at approximately 56,000 ASF.

Project description – Main Campus

VICTOR VALLEY COLLEGE IMPROVEMENTS

These projects for the main campus are based on the long range facilities master plan and may require additional C.E.Q.A. documentation based on required mitigation from the 2009 campus E.I.R. State Clearing House # 2008051094.

Project Title	Tentative Project Start
Science Building Addition	2009
Campus Parking	2010
Safety/Security Road – Phase II	2011
Scheduled Maintenance & Campus Improvements	2012
Physical Education Fields	2013
Liberal Arts Modernization	2014
Visual Performing Arts Lab Building	2015
Scheduled Maintenance & Campus Improvements	2016
Vocational Technology Building	2017
Central Plant – Phase II	2018