B13.006 Request for Proposal

Qualified Firms

For

PROGRAM AND PROJECT MANAGEMENT SERVICES

Proposal Due Date

February 11, 2013 – 1:00 p.m.

Purchasing & Contracts Department
Grossmont-Cuyamaca Community College District
8800 Grossmont College Drive, El Cajon, CA 92020-1799
NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that Grossmont-Cuyamaca Community College District, acting by and through its Governing Board, hereinafter referred to as the DISTRICT, will receive up to, but not later than 1:00 p.m. on February 11, 2013, sealed proposals for the award of the following contract:

RFP #B13.006

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

Program and Project Management Services

Such proposals shall be received at the location specified below, and shall be opened and publicly read aloud at the stated time and place:

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
Purchasing and Contracts Department/District Office South
8800 Grossmont College Drive
El Cajon, CA 92020-1799

Each proposal must conform and be responsive to this Notice and all other documents comprising the pertinent Contract Documents. Copies of the Contract Documents are now on file and may be obtained from the Purchasing and Contracts Department at the above address. The District reserves the right to reject any or all proposals, to accept or reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals or in the process. No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening of the proposals.

It is recommended that each Proposer attend the optional pre-proposal meeting to be held on January 28, 2013, from 2:00-4:00 PM at the District Annex Conference Room located on the Grossmont College campus. Failure to attend this meeting will not preclude a firm from submitting a proposal. However, attendance at the pre-proposal meeting is highly recommended to ensure the Proposer understands the full scope of the Program and services requested.

Grossmont-Cuyamaca Community College District does not discriminate with regard to race, religious creed, marital status, age, color, sex, national origin, mental or physical disability in the award of contracts. Grossmont-Cuyamaca Community College District encourages responses from minority, small business, disadvantaged business, disabled veteran, and women contractors, consultants and suppliers.

Advertising dates:

January 18, 2013
January 25, 2013
1. **INTRODUCTION**

The Grossmont-Cuyamaca Community College District (District) is seeking proposals from qualified firms for professional services to act as Program and Project Manager (PPM) to conduct program and project management services. The District desires to engage a single entity to provide a complete range of professional consulting services to support its Program, as described below, as an extension of the District’s staff. It is anticipated that the selected firm will provide program and project management services and supply concepts for the organization and management of the Program. The PPM shall not serve as a general construction contractor, architect, engineer or project construction manager for either of the two colleges for any project. The full contracted scope of work shall be negotiated with the selected firm based on the services proposed by firm and/or required by the District. It is essential for the PPM selected to recognize the need to preserve the collegial and participative culture of the community college environment while effectively and efficiently completing projects. It is critical that the PPM is successfully able to blend the authority delegated to the PPM by the District with the District’s non-delegable responsibilities to form a constructive and effective working relationship. The PPM is encouraged to view a more detailed description of the PPM goals and tentative schedule described in Exhibit A, attached hereto.

This Request for Proposals (RFP) describes the projects, required scope of services, consultant selection process, and minimum information that must be included in the proposal. This RFP will request each Proposer to concisely state its qualifications and its concept for how the PPM and District will develop a constructive and effective partnership.

The Senior Program Manager staff person will report directly to the Vice Chancellor-Business Services, but will also interact with the Chancellor, College Presidents, Director of Facilities Planning & Development, Director of Purchasing and Contracts, as well as various departments throughout the District.

The District intends to contract with a single firm and not with multiple firms doing business as a joint venture. Accordingly, where two or more firms desire to join in preparing and submitting Proposals, they should do so on a prime-subconsultant basis, rather than as a joint venture or informal team. The firm acting as the “prime”, if it receives the Award, will enter into the Program and Project Management Agreement with the District. Proposers are required to reveal all parties and relationships with their Proposal for any joint offer submitted under this RFP.

2. **BACKGROUND AND DESCRIPTION**

The District is a community college district that currently has over 27,000 students attending classes on two campuses (Grossmont and Cuyamaca). The District’s Facilities Program (Program) has a seventeen (17) year budget in excess of $398 million. On November 6, 2012, the District’s voters approved Proposition V, a $398 million Proposition 39 general obligation bond. Additionally, the Program
may include State Facilities funding as well as other sources of funding including matching District funds, state local assistance, state ABR, state hazardous removal funds, and proceeds from future state educational facilities bond measures.

3. **PROJECT DESCRIPTION**

3.01 Project Background/Description

The Proposition V funding for the Program must be spent on projects as defined in the Facilities Master Plan Phase 1: [http://www.gccd.edu/governing-board/documents/dockets/2012/september/202A.pdf](http://www.gccd.edu/governing-board/documents/dockets/2012/september/202A.pdf)

Neither Proposition V nor any of the other sources of the expected $398 million of funds allows the District to hire staff. There is not adequate staff within the District to administer and manage a $398 million bond for a long term facilities construction and renovation program. Therefore, it is necessary for the District to retain a highly qualified PPM for program and project management of the capital construction and renovation program.

The District is currently working with one Architect for current projects, which is HMC Group for the Facilities Master Plan, which encompasses both colleges and the District.

The District is currently not working with any Construction Management firms, but the expectation is that there will be multiple CM firms that will be utilized for projects throughout the term of the Program. The Program Manager is expected to interact closely with these firms as part of the scope of work.

3.02 Fee Estimate Range

Proposer must submit a fee proposal in a separate, sealed envelope. The fee proposal shall include hourly rates for anticipated positions within the PPM organization structure. The fee proposal should also include an estimate of personnel hours and cost to complete the scope of work. A professional services agreement detailing a final scope of work and not-to-exceed fee shall be negotiated with the successful Proposer.

3.03 Term

The initial term of the contract, unless terminated in accordance with its terms, is five years.

4. **SCOPE OF REQUIRED SERVICES**

4.01 Program Management Responsibilities

A. Planning

1. Review bond projects for each building on each campus and define project scope with District staff and design consultants.
2. Sequence and schedule design and construction projects for each building on each campus with District staff and design consultants.
3. Prepare and present status reports to the District, the Citizens’ Bond Oversight Committee (CBOC) and Board of Trustees, as requested.

B. Budget & Schedule
1. Maintain and update District’s cost and schedule control and reporting system.
2. Assist District staff to maintain its cost control process to provide timely and accurate measures of expenditures, obligations, commitments and expenses against the Proposition V program and facilities. Maintain status of revenue available for the program.
3. Utilizing standard accounting methods, tabulate, compile and verify correctness of expenditures associated with the program.
4. Utilizing Primavera Contract Manager (CM13) or other software acceptable to the District, and Scheduling Software, coordinate and maintain a schedule that documents the sequence and time frame for each project and/or bid package in the Proposition V program.
5. Review current budget information and assist the District to update its overall program budget, including fees, permits, etc. Assist the District to revise budgets to reflect actual expenditures and reallocate available funds as necessary.
6. Prepare periodic summaries of program expenditures for District review.
7. Report quarterly on the bid climate and recommend bidding and acquisition strategies to maximize efficient use of the bond funds.
8. Assist the District in obtaining grant and other funding for school projects from local, state and federal agencies.

C. Training and Standards

1. Develop and provide training to District staff or other contractors/consultants on program related functions and procedures, as requested.
2. Assist the District in evaluating and revising current procedures and to develop new procedures as necessary.
3. Assist the District with overall coordination and administration of the program, including labor compliance, interfacing with internal staff of various departments and representatives of outside organizations.

D. District Outreach Program

Selected firm may be required to provide community outreach services for the purpose of creating opportunities for the hiring of local residents, local community consultants and contractors, and emerging business enterprises for subcontracting participation in construction work, professional services and clerical business support. Firm(s) shall provide evidence of past experience in the community that demonstrates the firm’s ability to be successful to render such services.

E. Labor Compliance Responsibilities

Labor compliance responsibilities may include, but are not limited to the following (Labor Compliance Regulations have changed and may not include all of the following):

1. Prepare complex administrative or technical reports, analyses, and summaries including the Labor Compliance Annual Report and Requests for Withhold to the Department of Industrial Relations.
2. Monitor, investigate, and report on the labor practices of contractors and subcontractors engaged in construction work for District to determine compliance with state and federal labor laws and regulations.
3. Coordinate and perform audits of contractors and subcontractors to ensure compliance with state and federal labor laws and regulations utilizing available
District staff and resources; review certified payroll reports, other construction records, logs, observations and interviews conducted by designated District staff.

4. Receive complaints of noncompliance made by construction employees and work preservation and community groups; conduct initial meetings with complainants to obtain information and documents to determine the validity of the complaint.

5. Communicate with noncompliant contractors and subcontractors to advise of labor laws and regulations, inform them of actual or potential noncompliance issues, and clarify and assist with resolutions of potential noncompliance issues.

6. Document all contacts with contractors and subcontractors regarding potential noncompliance for review by the Labor Compliance Supervisor and the Contract Compliance Manager.

7. Prepare periodic written reports to District staff summarizing contractor and subcontractor audits and the progress of outstanding projects.

8. Explain the District’s Labor Compliance Program to contractors and subcontractors at pre-bid job meetings, and pre-construction meetings.

9. Conduct briefings and workshops with contractors and subcontractors to ensure their awareness of applicable law and their responsibilities under the law.

10. Conduct investigations of contractor/subcontractor noncompliance with state and federal labor laws and regulations according to departmental policies and practice.

11. Prepare legal documents in anticipation of formal actions under the Labor Code against contractors and subcontractors.

12. Train and assist District staff in the practice of Labor Compliance Program operations.

13. Perform related duties as assigned that are reasonably related to the conduct of a robust Labor Compliance Program.

14. Review bid plans, drawings, and specifications to determine scope of work.

15. Perform onsite monitoring of labor compliance in support of construction programs and projects.

16. Interview construction workers in the field; observe work performed.

17. Review certified payroll reports and other construction records, logs, and reports for indications of noncompliance; ensure appropriate wage determination(s).

18. Receive and investigate complaints of noncompliance made by employees and the public.

19. Prepare detailed reports; compile and maintain documentation.

20. Assist in gathering evidence for use in supporting contractor penalty assessments in administrative hearings.

21. Explain policies and procedures to District staff, construction employees and employers, and the public.

F. Information Management System Responsibilities

Information Management System responsibilities may include, but are not limited to:

1. Set-up, coordination and integration of overall systems to provide the structure and procedures to control operations and improve performance objectives as necessary;

2. Verification, validation and reporting of commitments, expenditures, and forecasting to budget;

3. Status of milestone activities to support the Program’s goals and objectives;

4. Integration of internal District systems with capital program activities to optimize performance across the Program;

5. Accountability and effective controls of Program budget and schedule reporting

6. Implementation of an organizational structure to manage effective communications and reporting.
4.02 Project Management Responsibilities

A. Environmental Review

1. Provide support services in the selection and management oversight of environmental specialists, as required by District including, but not limited to the following:
   
   Environmental site assessments
   Lead paint and asbestos surveys
   California Environmental Quality Act (CEQA) requirements
   Geotechnical reports;
   California Department of Education (CDE) compliance with environmental regulations;

B. Design Phase

1. Facilitate the development of District Design Standards for the Program and for individual projects.
2. Become knowledgeable of District standards and educational facility specifications and apply these standards to project scoping.
3. Develop and verify project scope and cost estimates.
4. Assist the District in developing new educational facility specifications and design standards.
5. Assist the District in developing RFP and RFQ solicitations for the selection of design and/or design build firms for Proposition V work.
6. Review design to recommend alternative solutions whenever design details affect construction feasibility or schedules.
7. Provide periodic reports that summarize design progress, schedule and cost status, changes and other significant project information.
8. As project manager,
   a. Review and monitor the architects’ design schedule.
   b. Coordinate with Division of State Architect (DSA) for reviews and approval of project designs as appropriate.
   c. Assist District and Architect in developing strategies to achieve LEED certification of projects.
9. As project manager or related project role, participate in design task force activities.
10. Attend and/or conduct meetings necessary for coordination with all interested stakeholders and parties.
11. Conduct formal design review and value engineering sessions; evaluate types of building components and systems as requested by the District.
12. Develop a construction delivery strategy that meets the District’s objectives for the Program and minimizes disruption to the educational program.
13. Develop project phasing and interim secondary effects as required.
14. Assist the District in the implementation of its Quality Assurance/Quality Control (QA/QC) processes.
15. Assist the District in researching products and developing District standard specifications.
16. Review construction design and specifications for accuracy and constructability.
17. Assist project architect to identify and obtain all necessary regulatory agency approvals.
C. Bid & Award Phase

1. Assist the District in developing RFP/RFQ solicitations and/or bid documents for the selection of construction firms for various delivery methods.
2. Conduct pre-bid meetings, DVBE workshops and site visits.
3. Assist the District in technical aspects of evaluating bids and in processing the contract with the responsive and responsible bidder(s), if requested.

D. Construction Phase

1. Coordinate schedule of work with appropriate campus representatives.
2. Assist the District with management and administration of construction contracts, including work changes, payments, submittals, monitoring of construction work, document interpretations, and other procedural aspects.
3. Assist with evaluation of and/or recommendation of Change Orders. Assist the District on the Change Order process insuring best price, procedural completion and work accomplishment.
4. Assist the District with processing of construction payment requests for approval, if appropriate.
5. Review and monitor the contractor’s construction schedule and advise the District regarding the best sequencing to facilitate productivity and occupancy objectives.
6. Report potential budget and schedule variances and prepare recovery plans.
7. Assist the District in maintaining communication and cooperation with various local, state and federal agencies, as requested.
8. Attend job site meetings with the contractor and project architect to discuss and resolve field and administrative issues. Review planned construction for coordination with ongoing educational programs and school activities. Identify and determine the cause of delays and initiate action to correct.

E. Project Commissioning

1. Coordinate the commissioning of each project and verify that the building’s energy related systems are installed, calibrated, and performed according to the District’s project requirements, basis of design and construction documents utilizing the following process commissioning protocol:
2. Fundamental Commissioning:
   a. Review the District’s Project Requirements or Basis of Design Document for Clarity and Completeness
   b. Develop and Implement a Commissioning Plan
   c. Incorporate a Commissioning Specification in the Construction Documents
   d. Provide Installation Verification
   e. Provide Functional Testing
   f. Provide a Final Commissioning Report
3. Enhanced Commissioning:
   a. Design Review
   b. Focused Submittals Review
   c. Focused Training Verification
   d. O&M Review
   e. Systems Manual
   f. Post Occupancy 10th Month Re-commissioning
4. Systems to Be Commissioned:
   At a minimum, the following systems, including all components and controls, will be commissioned:
   a. Central building automation systems, including linkages to remote monitoring and control sites (this excludes any security-related control systems or interlocks).
   b. All HVAC systems including steam and heating water systems.
   c. Refrigeration systems for HVAC, food service, labs, etc.
   d. Domestic water pumping systems.
   e. Day lighting and occupancy lighting control systems.
   f. Renewable energy systems.
   g. Fire sprinkler systems.

F. Post Construction Phase

1. Coordinate the completion of construction and the occupancy schedule to minimize disruption to the educational activities.
2. Assist the District in scheduling instruction sessions by major material and equipment suppliers to orient and train the District's staff for operation. Ensure all operations manuals and warranties are delivered to the District in a timely manner.

G. Furniture, Fixtures and Equipment (FF&E) Responsibilities

1. Provide FF&E planning, specifications and implementation (including process recommendations) for all furniture, fixtures and equipment related to the bond program.
2. Coordinate and plan the development of furniture layouts, infrastructure requirements, budget and procurement targets, specifications, competitive bids and contracts, order and delivery schedules, project submittal review, installation, coordination, inspection, and project start up. Maintain program and project-related information over the duration of the contract.
3. Consult with Program Management Teams, Project Design Teams, District leadership, building user groups, and other mission critical entities within the District, including Information/Technology/Media Services, Maintenance and Operations, Purchasing and Contracting, Architects and other District appointed consultants and staff.

H. Evaluations of Performance:

Participate as requested to assist and/or perform the following activities:

2. Independent fiscal audits.
4. CBOC and various oversight audits as requested.

5. PROPOSAL REQUIREMENTS

5.01 General

It is important that your submission exactly follows the format below and that the sections are numbered to correspond to requirements below. The proposal shall be in the following format:
5.02  Contents

A. Executive Summary (Limit: 2 pages)

Provide an overview of the entire proposal describing the general approach or methodology the Proposer will use to meet the goals and fulfill the general functions required in this RFP. Include in your summary the reasons why your firm should be selected.

B. Table of Contents (Limit: 1 page)

C. Firm Information

Identification of the Proposer (Limit: 1 page)

1. Legal name and address of company.
2. Legal form of company (corporation, partnership, etc.).
3. Address, phone number, facsimile number, email address, website address, direct email address, of the person that will be primarily responsible for providing services for this Proposal and for scheduling an in-person interview if the Proposer is selected for one.
4. California Business License Number.

Note: If this is a joint venture, note how long the joint venture has been in business and the owners. The District intends to contract with a single firm and not with multiple firms doing business as a joint venture. Accordingly, where two or more firms desire to join in preparing and submitting Proposals, they should do so on a prime-subconsultant basis, rather than as a joint venture or informal team. The firm acting as the “prime”, if it receives the Award, will enter into the Program and Project Management Agreement with the District. Proposers are required to reveal all parties and relationships with their Proposal for any joint offer submitted under this RFP.

D. Staffing Resources (Limit: 5 pages)

1. Firm Staffing and Key Personnel

   a. Provide total number of professional staff employed by the firm.
b. Identify at a minimum three (3) persons who will be principally responsible for working with the District and have a direct day-to-day role for the PPM. Indicate the role and responsibility of each individual, and how many years they have been with the Proposer’s company. If the Proposer is chosen as a finalist, these principal individuals must attend the interview and in-person presentation. One or more of these individuals will be expected to maintain a working office on District premises.

c. Provide resumes of individuals that will be working directly with the District.

2. Subcontractors

Due to the size of this project, it is likely that the Proposer will not have sufficient resources to perform all the functions described in this RFP. As such, the Proposer will likely have to subcontract various functions. The Proposer shall identify functions that are likely to be subcontracted and identify the subcontractor or subconsultant that is anticipated to perform each function, if known at this time.

E. Fiscal Stability (Limit: 1 page - not including supporting documentation)

The Proposer should provide evidence of corporate stability including:

1. A current report from any commercial credit rating service such as Dunn and Bradstreet or Experian; or
2. A letter from a financial institution stating a current line of credit; and
3. Latest audited financial statement and/or annual report certified by a CPA.

This information will remain confidential and is not subject to public disclosure.

F. Experience and Technical Competence

1. General Experience (Limit: 1 page)

a. The Proposer shall state the number of years the firm has conducted business and demonstrate the ability to manage large dollar value programs. Proposer must have at least four (4) years’ experience in providing the outlined scope of required services (Section 4) for public sector clients in excess of $100 million total program value for individual clients, preferably school or community college districts. Please provide three references to support the number of years of experience and dollar value with public sector clients. Include the name, address, and phone number, and contact name for each reference.

b. The Proposer should describe any experience with providing services related to a facility funded through the California Community College Chancellor’s Office (CCCCO). Include the name of the CCCCO Facilities Specialist and identify the project.
2. Project Specific Experience (Limit: 5 pages)
   
a. The Proposer shall provide a description of the three most relevant PPM contracts held by the firm, preferably involving school construction programs for K-12, community colleges, or four year colleges and universities, within the last five years, no more than one page per project, to include:
   
   1. Role of the firm.
   2. Dollar value of the program.
   3. Dollar value of the PPM fee.
   4. Program description.
   5. Staffing.
   6. Duration of program.
   7. Relationship to client.
   8. Contact name, position, entity name, telephone number, fax number and e-mail address for each project.
   
b. If any of the following has occurred, please describe in detail:
   
   1. Failure to enter into a contract or professional services agreement once selected.
   2. Withdrawal of a proposal as a result of an error.
   3. Termination or failure to complete a contract.
   4. Debarment by any municipal, county, state, federal or local agency.
   5. Involvement in litigation, arbitration or mediation.
   6. Conviction of the firm or its principals for violating a state or federal antitrust law by bid or proposal rigging, collusion, or restrictive competition between bidders or proposers, or conviction of violating any other federal or state law related to bidding or professional services performance.
   7. Knowing concealment of any deficiency in the performance of a prior contract.
   8. Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
   9. Willful disregard for applicable rules, laws or regulations.

   Information regarding any of the above may, at the sole discretion of the District, may be deemed to indicate an unsatisfactory record of performance.

3. Technical Competence (Limit 12 pages)
   
a. Describe your firm’s controls to insure adequate time dedicated to the projects in conjunction with your office workload.
   
b. Identify the methods the firm will use to insure that each project’s scope will be defined and represented in the plans and specifications.
c. Identify the methods the firm will use to insure cost/budget controls during preparation of the plans and specifications for each project.

d. Describe your firm’s knowledge and experience with State funding for school construction programs.

e. Describe your firm’s knowledge and experience with State Regulatory Agencies impacting Community Colleges.

f. Describe your firm’s experience with project and program controls using computerized reporting systems.

g. Provide a brief description of all California education projects managed by your firm within the last five years. Your descriptions should include:
   1. Project name & location.
   2. The total project cost.
   3. Your firm or team members’ role(s) on the project; i.e. project manager, construction manager, estimating, scheduling, accounting, etc.
   4. The current project status; i.e. design, DSA approved, 50% construction complete, beneficial occupancy, DSA closeout pending certification letter, etc.

h. Describe the firm’s cost estimating approach and methodology from planning and design through construction.

i. Describe the firm’s cost estimate history: review the firm’s cost estimates versus actual bid amounts on three or more projects, preferably California education projects. Include examples and written explanations.

j. Describe the firm’s change order management approach and methodology. Discuss the firm’s track record showing the total dollar amount of change orders compared to the original contract dollar amount. Indicate by percentage the dollar amount of change orders caused by the client, design firm and contractor respectively. Provide examples of three or more projects.

k. Describe your firm’s quality control assurance procedures, including coordination of consultants, from planning and design through construction.

l. Describe your experience with alternate delivery methods, including, but not limited to: CM Multi-Prime, CM at Risk, Design Build or combination of any of these delivery methods. List projects, construction costs, staff assigned and also give a short synopsis of the process and the success of that process.

G. Methodology and Techniques  (Limit: 7 pages)

1. What approach would you use to integrate your team into GCCCD, including getting acquainted with the policies and procedures of the District? Include integration of staff with accounting procedures, communication protocols and college staff involvement.

2. What techniques have you previously used to learn and understand the culture and soul of a complex community such as a multi college community college district?

3. What techniques have you previously used to collegially coordinate among design teams comprised of highly talent professionals, most of whom probably have strong egos and who feel passionate ownership of their designs?
4. How have you effectively aided a client in establishing its Independent Citizens’ Bond Oversight Committee?

5. How will you ensure that the Independent Citizens’ Bond Oversight Committee has the appropriate information it needs to be confident they are adequately exercising their appropriate oversight over the program?

6. How will you ensure that the District’s top executive team and Governing Board have the appropriate information they need to be confident they are adequately exercising their appropriate oversight over the program?

7. What are the keys to an effective relationship between the Senior Program Manager and the District’s top administrator responsible for the program?

H. Insurance (Limit: 1 page - not including supporting documentation)

A letter from an insurance company indicating ability to provide insurance, which should include the following:

1. A.M. Best financial rating of no less than A XV.

2. Commercial General Liability Insurance shall be at least as broad as Insurance Services Office General Liability Coverage (Occurrence Form CG 0001.) Three Million Dollars ($3,000,000) per occurrence for bodily injury, personal injury and property damage. Ten Million Dollars ($10,000,000) aggregate.

3. Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Three Million Dollars ($3,000,000) for bodily injury and property damage each accident limit.

4. Workers’ Compensation and Employer’s Liability Insurance: The Proposer shall insure (or be a qualified self-insured) under the applicable laws relating to workers’ compensation insurance, all of their employees in accordance with the "Workers’ Compensation and Insurance Act,” Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The Proposer shall provide employer’s liability insurance in the amount of at least One Million Dollars ($1,000,000) per accident for bodily injury and disease.

5. Professional Liability Insurance (Errors and Omissions): The Proposer shall provide professional liability insurance in the amount of at least Three Million Dollars ($3,000,000) per claim and Ten Million Dollars ($10,000,000) aggregate.

6. All insurance will be in a form and with insurance companies acceptable to the District and licensed by the California Department of Insurance.

7. Insurance carriers shall be qualified to do business in California and maintain an agent within the State.

8. All insurance policies shall provide that the insurance coverage shall not be cancelled or reduced by the insurance carrier without thirty (30) days prior written notice to the District. Proposer agrees that it will not cancel or reduce said insurance coverage.

9. Proposer agrees that if it does not keep the aforesaid insurance in full force and effect, District may either immediately terminate this agreement or, if insurance is available at a reasonable cost, District may purchase necessary insurance and pay, at Proposer’s expense, the premium thereon.
10. At all times during the term of the agreement, Proposer shall maintain on file with the District a certificate of insurance, on the form provided by the District, showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the District as an additional insured (except for the workers compensation and professional liability policies), providing that the policies cannot be cancelled or reduced, except on thirty (30) days written notice to the District, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions set forth in this agreement. Proposer shall promptly file with the District such certificate or certificates.

11. The insurance provided by the Proposer shall be primary to any coverage available to the District. The insurance policies (other than workers’ compensation) shall include provisions for waiver of subrogation.

Please indicate the current value of all work the proposer has under contract and the current workers’ compensation experience modification ratio (EMR).

THE SUBMISSION OF A PROPOSAL INDICATES THAT THE PROPOSER SHALL PROVIDE THE ABOVE ENUMERATED INSURANCE REQUIREMENTS IF SELECTED.

I. Litigation (Limit: 1 page)

Provide litigation history for any claims filed by your firm or against your firm related to the provision of program and project management services in the last five (5) years.

J. Other Information (Limit: 1 page)

This section shall contain all other pertinent information regarding the following:

1. Demonstration of record of staffing tasks efficiently and completing projects on time and within the allocated budget.
2. Description of community involvement.
3. Description of any previous involvement with the District.

K. Appendices (Limit: none, but any appendices must directly relate to requested information)

6. COST AND PRICE SUMMARY

This information must be provided in a separate binder. Proposal shall provide a Schedule of Rates (SOR) for the principal firm as reflected in the table attached hereto as Exhibit “B” and incorporated herein by this reference. Proposers’ hourly rates should be identified for each of consultant categories indicated in the Exhibit. All direct costs, profit and overhead, as well as applied overhead and profit should be included in the burdened hourly billing rates. Any proposed reimbursable expenses should also be listed. Travel and related expenses shall be compensated in accordance with the Joint Travel Regulations published by the U.S. Department of Defense, if approved by the District.
7. **PRE-SUBMITTAL ACTIVITIES**

7.01 Questions Concerning Request for Proposal

All questions, interpretations or clarifications, either administrative or technical must be requested in writing and directed to:

Linda Bertolucci  
Sr. Director of Purchasing/Contracts  
Grossmont-Cuyamaca Community College District  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799  
619-644-7799 (Phone)  
619-644-7994 (Fax)  
Email: Linda.Bertolucci@gcccd.edu

Copy to:  
Sue Rearic  
Vice Chancellor-Business Services  
Grossmont-Cuyamaca Community College District  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799  
619-644-7575 (Phone)  
619-644-7924 (Fax)  
Email: Sue.Rearic@gcccd.edu

All written questions will be answered in writing and conveyed to all firms on the Proposer's List. Oral statements regarding this RFP by any persons should be considered unverified information unless confirmed in writing. To ensure a response, questions must be received in writing by the scheduled date given in this RFP (the Schedule of Events).

7.02 Pre-Proposal Meeting

It is recommended that each Proposer attend the optional pre-proposal meeting to be held on January 28, 2013, from 2:00- 4:00 PM at the District Annex Conference Room located on the Grossmont College campus. Failure to attend this meeting will not preclude a firm from submitting a proposal. However, attendance at the pre-proposal meeting is highly recommended to ensure the Proposer understands the full scope of the Program and services requested.

7.03 Revision to the Request for Proposal

The District reserves the right to revise the RFP until the date specified in this RFP (the Schedule of Events). Revisions to the RFP shall be emailed to one email address for each Proposer that has received an RFP packet. The District expressly reserves the right to extend the date by which proposals are due.
8. **SUBMITTAL REQUIREMENTS**

8.01 **General**

It is strongly recommended that the Proposer submit proposals in the format identified in this section to allow the District to fully evaluate and compare the proposals. All requirements and questions in the RFP should be addressed and all requested data shall be supplied. The District reserves the right to request additional information which, in the District’s opinion, is necessary to assure that the Proposer’s competence, number of qualified employees, business organization and financial resources are adequate to perform according to contract.

8.02 **Preparation**

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Proposer’s demonstrated capability to perform work of this type. Expensive bindings, promotional materials, etc., are not necessary or desired. However, technical literature that supports the Program approach and work plan should be forward as part of the Proposal. Emphasis should be concentrated on completeness, approach to the work and clarity of proposal.

8.03 **Format**

Proposals shall adhere to this required format for organization and content. Proposal must be divided into the individual sections and organized as follows: (Total number of pages- 38)

A. Executive Summary: This section shall include a response to Section 5.02 (A). *(2 pages maximum)*

B. Table of Contents: Provide a table of contents referencing section headings and page numbers. See Section 5.02(B) *(1 page maximum).*

C. Identification of the Proposer: This section shall include a response to Section 5.02 (C). *(1 page maximum)*

D. Staffing Resources: This section shall include a response to Section 5.02 (D). *(5 pages maximum)*

E. Fiscal Stability: This section shall include a response to Section 5.02 (E). *(1 page maximum - not including supporting documentation)*

F. Experience and Technical Competence: General Experience: This section shall include a response to Section 5.02 (F) 1. *(1 page maximum)*

G. Experience and Technical Competence: Project Specific Experience: This section shall include a response to Section 5.02 (F) 2. *(5 pages maximum)*

H. Experience and Technical Competence: Technical Competence: This section shall include a response to Section 5.02 (F) 3. *(12 pages maximum)*

I. Proposed Methodology and Techniques to Accomplish Work: This section shall include a response to Section 5.02 (G). *(7 pages maximum)*

J. Insurance: This section shall include a response to Section 5.02 (H). *(1 page maximum – not including supporting documentation)*

K. Litigation: This section shall include a response to Section 5.02 (I). *(1 page maximum)*

L. Other Information: This section shall include a response to Section 5.02 (J). *(1 page maximum)*

M. Appendices: This section shall provide supporting documents specified in the RFP. *(No limit, but must directly relate to requested information)*
Tabs should be provided for each of the sections listed above. The RFP shall not exceed 38 pages excluding front and back covers, tabs, appendices and supporting documentation. Font size shall not be less than 10pt.

The proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Proposer.

8.04 Date, Time and Place of Submission

The proposal must be received no later than 1:00 PM on February 11th, 2013, at the office of:

Linda Bertolucci  
Sr. Director of Purchasing and Contracts  
Grossmont-Cuyamaca Community College District  
8800 Grossmont College District  
El Cajon, CA 92020-1799

Submission of proposals by facsimile or e-mail is not acceptable. The Proposer is entirely responsible for the means of delivering the proposal to the appropriate office on time. Delays due to internal routing of misdirected proposals or due to verbal directions given by District staff shall be the responsibility of the Proposer. The proposal must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery. LATE PROPOSALS WILL NOT BE ACCEPTED.

Modifications of proposals received after the deadline specified in this section will not be considered.

8.05 Number of Copies

One (1) unbound original, six (6) copies of proposal, and one (1) CD of the electronic version shall be submitted to the District contact person identified in Section 8.04.

8.06 Packet Submission

Proposals shall be submitted in sealed packages with the following information clearly marked on the outside of the package:

A. Name of Proposer  
B. Proposal Information marked as B13.006 RFP for Program and Project Management Services  
C. Sealed Cost Estimate (in separate, sealed envelope)
9. **EVALUATION AND AWARD OF CONTRACT**

9.01 **Evaluation Process**

The District will screen all proposals for compliance with this RFP, and will select a group of finalists from among the proposals submitted based upon, but not limited to, the following criteria, which will be rated and scored as identified in the RFP. Proposals will be evaluated to assess the degree to which the response accurately reflects proposed performance.

A. Overall responsiveness of the proposal, clearly stating the understanding of the purpose, scope and objectives of the Program, and demonstrating a good practical approach to achieve these objectives.
B. Technical expertise and viability of the firm, including experience of principals and staff, and availability of resources to meet anticipated schedule and Program requirements.
C. Technical Proposal - Comprehensiveness of the methodology proposed for supporting the Program.
D. Management plan including how the firm will manage team partners and/or subcontractors.
E. Past performance of the Proposer on relevant similar work previously accomplished for public sector clients.
F. Client references and their satisfaction regarding prior projects.
G. Business Proposal - Proposer's compensation requirements and alternatives.

The finalists will be required to attend an in-person interview at which time the firm will have an opportunity to present their proposal and qualifications and answer questions pertaining to the Program. Firm personnel invited to participate in oral interviews will be limited to seven (7) individuals who will be involved in the project work. Following the interview, District staff may choose to negotiate a contract with a selected firm.

The District reserves the right during the selection process to inspect the Proposer's activities and statements with respect to this RFP to ensure the Proposer's competence and ability to perform the specified services. The Proposer's proposal may be rejected if the above inspection discloses information demonstrating that the Proposer is not qualified or able to perform the specified services.

9.02 **Technical Proposal Evaluation Criteria**

In the First Phase of the RFP process, the District will evaluate the qualifications, experience and capabilities set forth in each Technical Proposal and score according to the following Evaluation Criteria:
<table>
<thead>
<tr>
<th>Points</th>
<th>%</th>
<th>Criteria/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>5%</td>
<td>Executive Summary: This section shall include a response to Section 5.02 (A).</td>
</tr>
<tr>
<td>25</td>
<td>2.5%</td>
<td>Identification of the Proposer: This section shall include a response to Section 5.02 (C).</td>
</tr>
<tr>
<td>150</td>
<td>15%</td>
<td>Staffing Resources: This section shall include a response to Section 5.02 (D).</td>
</tr>
<tr>
<td>100</td>
<td>10%</td>
<td>Fiscal Stability: This section shall include a response to Section 5.02 (E).</td>
</tr>
<tr>
<td>400</td>
<td>40%</td>
<td>Experience and Technical Competence: General Experience: This section shall include a response to Section 5.02 (F) 1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experience and Technical Competence: Project Specific Experience: This section shall include a response to Section 5.02 (F) 2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experience and Technical Competence: Technical Competence: This section shall include a response to Section 5.02 (F) 3.</td>
</tr>
<tr>
<td>200</td>
<td>20%</td>
<td>Proposed Methodology and Techniques to Accomplish Work: This section shall include a response to Section 5.02 (G).</td>
</tr>
<tr>
<td>25</td>
<td>2.5%</td>
<td>Insurance: This section shall include a response to Section 5.02 (H).</td>
</tr>
<tr>
<td>50</td>
<td>5%</td>
<td>Litigation: This section shall include a response to Section 5.02 (I).</td>
</tr>
<tr>
<td>1000</td>
<td>100%</td>
<td>Total Points</td>
</tr>
<tr>
<td>100</td>
<td>10%</td>
<td>Additional Points: School, College or University work.</td>
</tr>
</tbody>
</table>

First Phase - Total Max. Possible Points 1,000 + 100 Bonus points for Educational experience.

9.03 Interview Requirements
In the Second Phase of the RFP process, the District will conduct Technical Interviews of the Short-Listed Proposers and, at the District's option, Reference Interviews.

A. Technical Interviews
1. The Short-Listed Proposers will be invited to continue to participate in the RFP process by participating in Technical Interviews.
2. Topics covered at Technical Interviews are at the discretion of the District evaluators conducting the interviews; however, Proposers should be prepared to
address the following topics:

a. Scope of services required to achieve the District's objectives;
b. Assessment of current Bond Program issues and potential risks;
c. Approach to managing and mitigating perceived Bond Program issues and risks;
d. Proposer's commitment and ability to respond to the District's needs;
e. Proposer's record and experience delivering quality services on similar Programs;
f. Proposer's record of meeting cost and schedule commitments on similar Programs;
g. The following Key Personnel shall, at a minimum (others are permitted but cannot exceed seven), be present at the Proposer's Technical Interview:
   1. Program Manager;
   2. Project Managers;
   3. Project Scheduling Manager; and
   4. Cost Estimating Manager

3. The total number of persons attending for the Proposer shall not exceed seven (7). Presentations shall be conducted by key personnel and not by sales persons.

4. The schedule and timing of Technical Interviews, as well as the full list of District representatives who will be present will be provided by written communication.

5. Technical Interviews will begin with an opening presentation by the Proposer. The duration of this presentation is limited to a maximum of forty-five (45) minutes. The Proposer may at its discretion use PowerPoint or other visual aids during the presentation; provided that each member of the Evaluation Panel is given one printed copy and one electronic copy of any visual aids used during the presentation. The Proposer will be responsible for providing all software, hardware, screens, projectors, easels, and any and all other necessary tools or appliances necessary to present the visual aids.

6. Following the technical interview, there will be a question and answer period for the District to ask questions of the Proposer. This part of the interview is expected to last approximately thirty (30) minutes, or longer as the District deems appropriate and in its sole discretion.

7. Following the period of questions and answers, there will be a five (5) minute closing statement by the Proposer.

8. At the option of the District, the District may elect to engage in discussions at any time during the Technical Interviews, the Question and Answer Period or the Closing Statement.

B. Reference Interviews

1. Reference Interviews will be performed by a District representative. No action is necessary by the Proposer.

2. Reference Interviews will be conducted by telephone. Proposers will be notified by written communication of the range of dates and times during the day within which References may be contacted.

3. Proposers are solely responsible to ensure that the individuals listed as contacts for references are available to respond to questions by the District. Failure to provide requested information about a contact when such information is found by District to have been reasonably available to
4. One attempt will be made by telephone to reach a contact. If a contact does not respond within two (2) business days after a telephonic attempt, the contact will be deemed unavailable. If insufficient contacts are available to complete the Reference Interviews, the Proposer may be disqualified.

5. The following shall apply to the conduct of Reference Interviews:
   a. The District may select any number of References from those listed by a Proposer. Selection may not necessarily be in the order that References have been listed by Proposer.
   b. The same number of References will be contacted for each Proposer.
   c. Identical questions from a standardized list of 10 questions shall be asked of each Reference. The interviewer will ask each reference to score the Proposer on a scale of 1 – 10 (10 being the best). Reference will be asked general questions relating to the quality of Proposer's past performance. Individuals identified by a Proposer as a contact person for a Reference must be familiar with and capable of evaluating all general aspects of the Proposer’s performance, including overall quality, attention to detail, timeliness, creativity, major challenges, organizational capabilities and capacities, overall work product quality, key personnel assignments and performance. If the person interviewed states that he/she is unable to answer the interview question, then the Proposer will be given zero points as its score for that question.
   d. Total scores received for each Reference are averaged on a straight, non-weighted basis. The total reference score maximum is 100 points.

C. Interview Evaluation Criteria and Scoring

The Technical Interviews and Reference Interviews will be evaluated and scored based on the following Evaluation Criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight (% of Second Phase)</th>
<th>Max. Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proposer Interview: Opening Presentation</td>
<td>5%</td>
<td>50</td>
</tr>
<tr>
<td>2. Proposer Interview: Responsiveness to Questions</td>
<td>25%</td>
<td>250</td>
</tr>
<tr>
<td>3. Proposer Interview: Communication/Interpersonal Skills</td>
<td>25%</td>
<td>250</td>
</tr>
<tr>
<td>4. Proposer Interview: Demonstrated Knowledge</td>
<td>25%</td>
<td>250</td>
</tr>
<tr>
<td>5. Proposer Interview: Overall Performance</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>6. Reference Interviews: Scored by Interviewees</td>
<td>10%</td>
<td>100</td>
</tr>
</tbody>
</table>

Second Phase - Total Maximum Possible Points 1,000
D. Calculating Total First Phase and Second Phase Scores

Each Short-Listed Proposers total score for the First Phase (Proposers Submittal) and Second Phase (Interview) shall be combined and then weighted as follows: The First Phase shall be weighted 60% and the Second Phase shall be weighted 40%. The resultant weighted scores will then be totaled to arrive at the Proposers overall, final score that will be used for purposes of ranking the Short-Listed Proposers and for conducting Negotiations.

E. Staffing and Pricing Proposal Requirements

Each Proposer shall submit Staffing and Pricing Proposal, separately packaged from its Technical Proposal, which includes the following documents in addition to the other forms and documents required by the RFP Instructions:

1. Proposer's Staffing Plans
   a. Each Proposal shall include a Proposed Transition Staffing Plan that details in isolation that portion of the Proposed Full Staffing Plan and its Proposed Initial Staffing Plan that covers the transition period during which the Program will transition or "cutover" from the current organizational structure and existing personnel to the new proposed organizational structure and new personnel that includes, in the form of an accompanying narrative of not more than two (2) pages, the following information:
      b. Proposer’s strategy for the transition or "cutover" to the new proposed organization and approach to avoid or mitigate disruption to the Bond Program;
         1. Description of the transition policies and procedures to be employed;
         2. Schedule for implementing the transition, including definition of the phases of the transition, schedule milestones, activity time frames, activity sequencing, activity relationships, and responsibility for execution of the various activities;
         3. Organization chart describing staffing "hand-off" relationships during the transition;
         4. Description of the roles and responsibilities during the transition;
         5. Description of how historical and current data and information will be preserved and incorporated into new proposed reporting systems; and
         6. Description of transition training and orientation;
2. **Proposed Initial Staffing Plan**

   a. Each Proposal shall include a Proposed Initial Staffing Plan that details in isolation that portion of the Proposed Full Staffing Plan that covers the first six (6) months of performance of the Term.

10. **EVALUATION AND RESPONSIVENESS**

10.01 **Responsiveness to RFP**

   All proposals shall be reviewed to verify that the Proposer has met the minimum requirements of the RFP. Proposers are required to follow the format of the RFP in order to facilitate District review.

10.02 **Evaluation and Award of Contract**

   It is the District's intent to select a firm best evidencing demonstrated competence and professional qualification to perform the described services. The District reserves the right to reject all proposals, select by proposal review only or interview as needed. Certain firms may be selected to make a brief presentation and oral interview after which a final selection will be made. The PPM will be selected on the basis of information provided in the RFP, in-person presentations, and the results of the District's research and investigation. Upon selection of a firm, the District will endeavor to negotiate a mutually agreeable professional services agreement with the selected firm. In the event that the District is unable to reach an agreement with its first choice, the District will proceed, at its sole discretion, to negotiate with the next firm selected by the District. The District reserves the right to contract for services in the manner that most benefits the District.

   The District intends to contract with a single firm and not with multiple firms doing business as a joint venture. Accordingly, where two or more firms desire to join in preparing and submitting Proposals, they should do so on a prime-subconsultant basis, rather than as a joint venture or informal team. The firm acting as the “prime”, if it receives the Award, will enter into the Program and Project Management Agreement with the District. Proposers are required to reveal all parties and relationships with their Proposal for any joint offer submitted under this RFP.
11. **TENTATIVE SCHEDULE OF EVENTS**

The District anticipates the following tentative time line for the process of selecting a PPM:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of Request for Proposal</td>
<td>January 18, 2013</td>
</tr>
<tr>
<td>Optional Pre-proposal Meeting</td>
<td>January 28, 2013</td>
</tr>
<tr>
<td>District Annex Conference Room, located in the Northwest corner of the Grossmont College Campus, across from the Maintenance/Warehouse compound (Parking Lot 4)</td>
<td>2:00 - 4:00 PM</td>
</tr>
<tr>
<td>Last Day to Submit Questions for Clarification received by the District on or before 4:30 PM</td>
<td>February 4, 2013</td>
</tr>
<tr>
<td>Clarifications Issued by Email to one email address on or before 4:30 PM</td>
<td>February 8, 2013</td>
</tr>
<tr>
<td>Deadline for Receipt of Proposals submitted on or before 1:00 PM</td>
<td>February 11, 2013</td>
</tr>
<tr>
<td>Paper screening of all proposals completed And short list of firms identified</td>
<td>March 1, 2013</td>
</tr>
<tr>
<td>Notification of Finalist(s) (Possible site visits prior to Interviews)</td>
<td>March 4, 2013</td>
</tr>
<tr>
<td>Interview of Finalist(s) completed</td>
<td>March 15, 2013</td>
</tr>
<tr>
<td>Notification of Intent to Award</td>
<td>March 18, 2013</td>
</tr>
</tbody>
</table>

12. **GENERAL PROVISIONS**

12.01 Additional Services

The District may elect, at any time, to amend any contract awarded hereunder to require the selected firm to provide additional services. In this case, the selected firm and the District will agree mutually on the scope and fees associated with any additional services, which will be in writing and executed by both parties.

12.02 Addenda

The District may modify this RFP or any of its deadline dates set forth in the RFP prior to the date fixed for submission of proposals by issuance of an addendum to all firms who have received an RFP packet.

12.03 Alternative Proposals

Only one proposal is to be submitted by each Proposer. Multiple proposals will result in rejection of all proposals submitted by the Proposer.
12.04 Withdrawal of RFP

The Proposer may withdraw its RFP by submitting a written or facsimile request signed by the
Proposer's authorized representative, prior to the time and date specified for proposal submission to the
following person and address:

Linda Bertolucci  
Sr. Director of Purchasing/Contracts  
Grossmont-Cuyamaca Community College District  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799  
619-644-7799 (Phone)  
619-644-7994 (Fax)  
Email: Linda.Bertolucci@gcccd.edu

Proposals may be withdrawn and resubmitted in the same manner if done so before the proposal
submission deadline. Withdrawal or modification offered in any other manner will not be considered.

12.05 Reservations

The District reserves the right to cancel this RFP at any time prior to contract award without
obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs
associated with this RFP.

The District may reject any or all proposals and may waive any immaterial deviation or minor
irregularity in a proposal. The District's waiver of an immaterial defect shall in no way modify the RFP
documents or excuse the Proposer from compliance with the other provisions of this RFP.

12.06 Disposition of Proposals

Proposals become the property of the District. Information, excluding Proposer's financial
information, contained therein shall become public documents subject to the Public Records Act.

12.07 Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, religion, age,
ancestry, medical condition, disability or gender in consideration for an award of contract.

12.08 Prevailing Wages

Proposers are aware of the requirements of California Labor Code Sections 1720 et seq. and
1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage
Laws"), which require the payment of prevailing wage rates and the performance of other requirements
on certain "public work" and "maintenance" projects. The Proposer must agree to fully comply with and to
require its consultants to fully comply with such Prevailing Wage Laws to the extent applicable.
Exhibit A

FACTORS CRITICAL TO SUCCESS

Factors critical to a successful Program and Project Manager and District partnership:

a. The successful blending of the PPM's delegated authority to act on behalf of the District with the District's non-delegable responsibility for compliance with a variety of laws, statutes, regulations and other control/oversight directives and dictates.

b. The successful reconciliation of the collegial and participative culture of a community college environment with the necessity of effectively and efficiently keeping all projects within scope, within budget and on schedule.

PROGRAM AND PROJECT MANAGEMENT GOALS

Preliminary PPM goals for the first year:

First 3 months:

- Study and learn about the District, the Colleges, the culture, the people, the projects
- Identify and install the on-site Program Manager in Charge
- Complete Project Phasing Plan - specific milestones and responsible parties for each step
- Complete Project Funding Plan
- Prepare agenda and all necessary documents for Citizens' Bond Oversight Committee
- Identify the immediate start projects and take responsibility for managing their progress
- Development of recommendations for total program and project management structure
- Review existing guidelines for Bidding, Contracts, Labor Compliance and CM Services and recommendations for improvements
- Quickly become the invaluable and trusted right hand to the Vice Chancellor-Business Services for all matters related to the capital construction program
- Finalize first year PPM goals

First 6 months:

- Continuation of management of Immediate Start projects
- Completion of program and project management structure
- Implementation of structure
- Design of operating and interface systems
- Activate college based project committees for Series A projects
- Activate informational web page
- Initiate a public information plan for internal and external users

First 9 months:

- Implementation of operating systems:
  - Bidding
  - Contracting
  - Labor Compliance Program
  - Owner Controlled Insurance Program - at District direction
- Demonstrate well-managed and controlled expenditure of funds for projects
First 12 months:

- All structures, systems, procedures, staff in place for total program and project management
- The partnership is a success
- The Governing Board agrees that the Program is being efficiently and effectively managed
- The Citizens’ Bond Oversight Committee agrees that the Program is being efficiently and effectively managed
### Exhibit B

**SCHEDULE OF FIXED HOURLY BILLING RATES FOR INITIAL FIVE YEAR PERIOD**

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Hourly Rate Fully Burdened</th>
<th>Projected Number of Personnel</th>
<th>Extended Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROGRAM MANAGEMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Manager</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Project Controls Supervisor</td>
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<td></td>
<td></td>
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<tr>
<td>Community Outreach Specialist</td>
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<tr>
<td>Contract Administrator</td>
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<tr>
<td>Labor Compliance Coordinator</td>
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<tr>
<td>Labor Compliance Field Technician</td>
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<tr>
<td>Labor Compliance Auditor</td>
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<td></td>
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<tr>
<td>Program Accounting Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Controls Specialist</td>
<td></td>
<td></td>
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<tr>
<td><strong>PROJECT MANAGEMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Project Manager</td>
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<tr>
<td>Project Manager</td>
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<td></td>
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<tr>
<td>Assistant Project Manager</td>
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<tr>
<td>Project Engineer</td>
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<tr>
<td>Senior Estimator</td>
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<tr>
<td>Estimator</td>
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<tr>
<td>Document Control Specialist</td>
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<tr>
<td>Senior Scheduler</td>
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<tr>
<td>Scheduler</td>
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<td></td>
</tr>
</tbody>
</table>
NON-COLLUSION AFFIDAVIT

State of California )
)ss.
County of ________________ )

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

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

________________________________________
Signature

________________________________________
Type or print name

date

________________________________________
Date

Subscribed and sworn to (or affirmed) before me on this __________ day of ________________, 20__,
by __________________________________ proved to me on the basis of satisfactory evidence to be the
person(s) who appeared before me.

________________________________________
Signature, Notary Public

My Commission Expires: ____________________

B13.006 Program and Project Management Services
EQUAL OPPORTUNITY-AFFIRMATIVE ACTION STATEMENT

The Affirmative Action Operating Procedure adopted by the Governing Board of the Grossmont-Cuyamaca Community College District on June 22, 1998 requires that a copy of the statement below be on file in the Purchasing and Contracts Department for every person, firm, company or corporation with whom the District does business, regardless of the dollar value of the contract.

“Contractor hereby certifies to the Grossmont-Cuyamaca Community College District that I (if individual) or we (if company or corporation) do not discriminate against any employee or applicant for employment in connection with the performance thereof, because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age or sex as outlined in California Government Code Section 12940.”

Proper name of individual, company or corporation

By

(Corporate Seal)

Title

Address

City State Zip Code

Telephone

Date
CERTIFICATION OF REQUEST FOR PROPOSAL

I certify that I have read the attached Request for Proposal for Program and Project Management services. I further certify that I have submitted one (1) unbound original and six (6) bound copies and one (1) CD of the firm’s Proposal in response to this request and that I am authorized to bind the firm to the proposal submitted.

________________________________________________________________________
Signature

________________________________________________________________________
Date

________________________________________________________________________
Typed or Printed Name

________________________________________________________________________
Telephone

________________________________________________________________________
Title

________________________________________________________________________
Fax

________________________________________________________________________
Company

________________________________________________________________________
Federal Tax I.D. Number

________________________________________________________________________
Address

If the Proposer is a corporation, please provide the corporate seal here:
If you have downloaded this document from our web page, please make sure that you provide your company name, address, phone number, fax number, contact name and email address (one only) to

linda.bertolucci@gcccd.edu

so that your company is added to our vendor list ensuring that you receive all addenda.