



REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P) #647

PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT (PM/CM) SERVICES

Ventura College Student Housing Project

Ventura County Community College District (District) requests Statements of Qualifications (SOQs) and proposals from qualified firms to provide Project Management and Construction Management (PM/CM) Services to the District for the Ventura College Student Housing Project.

Interested firms should submit **one original unbound** and **two bound copies** along with **one electronic** (thumb drive, not e-mail) copy of the submittal, as described herein, to:

Sheere Bishop-Griego
Purchasing Department
Ventura County Community College District
761 E. Daily Drive, Suite 200
Camarillo, CA 93010

Submittals are due by 3:00 PM on March 8, 2023 and must be clearly marked “PM/CM Submittal for Ventura College Student Housing Project”

The District encourages minority and woman-owned businesses to submit proposals. No respondent will be unlawfully discriminated against such as on the basis of race, color, gender, age, ancestry, religion, marital status, national origin, medical condition, physical disability, or sexual orientation.

I. GENERAL

a. Project Description

The Ventura College Student Housing Project (Project) consists of the design and construction of affordable student housing for low income Ventura College students located on the District's Ventura College campus, 4667 Telegraph Road, Ventura, CA 93003. The District intends to design, construct, operate, and maintain a four-story, 95-unit, 300-bed apartment building for low income Ventura College students on the District's Ventura College campus. The Project's total estimated cost as of 2021 is \$66 million, consisting of \$46 million in hard construction costs and \$20 million in soft costs. The Project is funded by a grant from the State of California in the amount of \$63 million and is governed by the provisions of California Education Code section 17201. The District has also received a grant from the County of Ventura in the amount of \$3 million to fund the Project. Links to Reference Documents (State Grant Application and District Determination of CEQA Exemption) are set forth in **Exhibit A**.

The District is seeking SOQs and proposals from qualified PM/CM firms to assist the District in the planning, design, and management of the construction of the Project. The District intends to select and retain a qualified design professional pursuant to the provisions of Government Code sections 4525 et seq. to design the Project. The District participates in the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Public Contract Code sections 22000 et seq., for its construction projects. As such, the District intends to award a contract to a qualified general contractor pursuant to the CUPCCAA formal bidding requirements to construct the Project. The design and construction of the Project are subject to the requirements of the building standards of Title 24 of the California Code of Regulations and the California Division of the State Architect (DSA).

The Project is currently in the planning stages. Initial PM/CM services will include project planning, cost estimating/budget, scheduling, assistance with the selection of an Architectural/Engineering firm (Architect), and value and constructability review/analysis. PM/CM construction services will include management of the construction through project close-out. The District anticipates a construction duration of 16 to 18 months.

b. Minimum Qualifications

The PM/CM firm must be experienced in the management of the planning, design, and successful construction of higher education student housing projects. The proposing firm must demonstrate successful completion of: 1) a **minimum of three (3) new higher education student housing construction projects** (preferably in California, but can be out of state) in excess of \$50 million construction value of similar scope and size within the last ten (10) years; **and** 2) **successful completion of a minimum of three (3) California K-14 (DSA) new construction projects** in excess of \$50 million construction value within the last ten (10) years. The proposing firm must demonstrate proposed team member experience in managing the

construction of higher education student housing or substantially similar projects and experience with successful completion of DSA projects.

c. PM/CM Services Agreement

Proposing firms must review the Agreement for PM/CM Services attached hereto as **Exhibit B** and state any specific exclusions as part of their submittal via an appendix. Any specific exclusions submitted will be reviewed and considered by the District as part of the review and selection of a firm.

If exclusions or request for revisions are not included with the firm’s submittal, the firm acknowledges and agrees to all terms included therein.

d. Restrictions on Lobbying and Contacts

Beginning with the date of issuance of this RFQ/P and concluding on the date of execution of the Agreement for PM/CM Services for this Project, no person or entity submitting a response to this RFQ/P, nor any person, officer, employee, consultant, agent, or representative of the same shall through any means contact any employee of the District, any member of the Board of Trustees, any consultant for the District, or any member of any District committee to engage in any communication or discussion regarding 1) this RFQ/P, 2) the selection process or 3) award of this contract. ***Any such contact shall be grounds for the immediate disqualification of the submitting entity without consideration of its proposal.***

e. Conflicts of Interest

As part of its proposal, the proposing entity must affirmatively state that there are no known conflicts of interest or must disclose any potential conflict of interest involving any District employee, consultant, committee, or member of the Board of Trustees. Subsequent discovery of an undisclosed actual conflict of interest shall be grounds for the District to terminate the agreement for cause. By submitting a proposal, the submitting entity consents to termination for cause in the event that an undisclosed actual conflict of interest is discovered. ***Failure to include this statement in the cover letter WILL be grounds for immediate disqualification of the submitting entity without consideration of its proposal.***

II. SCOPE OF SERVICES

The District intends to select a single PM/CM firm to provide a PM/CM team for the duration of the planning, design, and construction of the Project. The selected firm will report directly to District representatives as determined by the District. The selected firm will assist the District in the selection of a design professional (Architect) to design the Project and to assist the District in implementing the design within project budget. The contract for the construction of the Project will be awarded by the District as low public competitive bid (Design-Bid-Build) to a single General Contractor that will engage subcontractors pursuant to the provisions of the California Subcontractor Listing Law, Public Contract Code sections 4100, et seq.

The complete scope of services contemplated by the District is reflected in the Agreement for PM/CM Services attached hereto as **Exhibit B**. In the event of a conflict between the description of scope of services in the RFQ/P and the Agreement for PM/CM Services, the terms and conditions of the Agreement for PM/CM Services will control.

a. General

1. Work with District Project staff, Architect, Contractor, consultants and all required agencies, including DSA, for the successful completion of the Project.
2. Work with the District in the coordination and quality control of all Project documentation; prepare status reports for cost, schedule, and quality, as requested by the District.
3. Record and maintain all Project documentation and records using the District's Project document management system (DMS).

b. Programming Phase

1. Work with District staff and consultants to prepare an implementation strategy, including budget and schedule to implement the Project.
2. Provide advice concerning best practices for Project design and construction.
3. Assist the District in planning workshops and attend meetings with stakeholders.

c. Design / Pre-Construction Phase

1. Develop and verify Project scope and cost estimates.
2. Review and monitor the Architect's design schedule.
3. Coordinate with DSA for design review and approval.
4. Review design documents for constructability, scheduling, phasing, clarity, consistency, and coordination.
5. Evaluate the Project to determine whether the District should procure equipment (e.g., HVAC units, hardware, electrical switchgear, etc.) or building systems (e.g., roofing, suspended ceilings, etc.) and provide to the Contractor for installation due to long lead times (OFCI).
6. Provide value engineering/analysis and constructability reviews of the design and contract documents.
7. Assist the District and the Architect in developing a project budget.
8. Assist the District with CUPCCA formal bidding process.

9. Assist the District and Contractor with approving Project baseline schedule.

d. Bid/Award Phase

1. Assist the District in the generation of bidder interest in the Project.
2. Coordinate and conduct, in conjunction with the District and the Architect, a pre-bid conference/job walk.
3. Coordinate with the District and its consultants to document and formally respond to bidder inquiries; work with the Architect to issue addenda to bid documents; advise the District of cost, schedule, and construction impacts resulting from addenda to bid documents.
4. Assist the District's bid opening and evaluation of bid results,
5. Assist the District in evaluating bid protests or inquiries and make recommendations for resolution.
6. Assist the District and the Architect in the issuance of the Notice of Award and Notice to Proceed for the construction contract.

e. Construction Phase

1. Coordinate and conduct Project pre-construction conferences.
2. Assist the District in the administration of the construction contract.
3. Attend all job-site progress meetings and prepare and distribute meeting minutes.
4. Coordinate Project inspections and testing.
5. Review and advise concerning Contractor's schedule of values to be used as the basis of Contractor's payment applications.
6. Review, advise, and administer construction schedule.
7. Review, advise, and administer Contractor payment requests.
8. Evaluate and make recommendations regarding Contractor change order requests (CORs) for cost and time impact; assist in the negotiation of COR cost and time impacts.
9. Maintain logs reflecting status of CORs, submittals, and RFIs.
10. Assist in Contractor claim analysis, including entitlement and cost and time impacts; provide recommendations for response thereto.
11. Assist the District in commissioning all building systems.

12. Coordinate the receipt and storage of District-furnished, Contractor-installed materials and equipment.
13. Assist in preparation of punchlist of items pending substantial and final completion of the Project; assist in verifying the Contractor's completion and corrective action for each punchlist item and recommend actions in event of Contractor's failure to take corrective action or other necessary actions to satisfy punchlist items.
14. Assist the District in the installation of District furniture, fixtures, and equipment (FFE).

f. Contract Close-Out

1. Receive and review Project close-out records and documentation.
2. Review final contract close-out and recommend final payment and recordation of Notice of Completion.
3. Assist the District in final Project accounting and closeout reports for DSA and State Chancellor as may be required or needed.
4. Assist/coordinate DSA Close-Out with Certification.

III. STATEMENT OF QUALIFICATIONS

Statements of Qualifications are limited to 20 single-sided pages using a minimum 11 point font, excluding resumes (which should be included in an appendix), but including the cover letter. Indirect, imprecise, or incomplete responses can serve only as a disadvantage to the proposer.

a. Cover Letter

Provide a cover letter including (at minimum) a brief introduction to the firm and any proposed subconsultants, firm contact information, type of business entity, identification of project principal (authorized to represent the firm regarding all matters related to the proposal and who will be available, knowledgeable, and regularly attentive to the District and who will be the primary point of contact), brief introduction of proposed team, number of years the submitting firm has been in business, the size of the submitting firm (number of employees), the required conflict of interest statement, and an acknowledgement of any Q&A or addenda, if issued. Respondent's letter must also contain the following statement.

'We have read the District's Request for Qualifications/Proposals (RFQ/P) for Project Management and Construction Management Services. We certify that we have adequate personnel, equipment, and capabilities to provide the District's requested services that we have indicated we can provide. We understand that our ability to meet the criteria outlined in the RFQ/P shall be judged solely by the District. In addition, we

certify that we have thoroughly examined the RFQ/P requirements and we acknowledge and accept all terms and conditions in this RFQ/P as set forth herein.»

A person authorized to bind the firm to all commitments made in the SOQ and authorized to ultimately sign the awarded agreement for PM/CM Services, shall sign the cover letter which should be no longer than two single-sided pages.

b. Project Team

Provide a detailed description of the anticipated Project team, composed of project management and construction management professionals skilled in the tasks necessary to perform the functions of the project and construction management set forth herein. Indicate recent experience for the firm and for each team member on relevant projects, including each individual's specific role on each project. List any proposed subconsultants and describe their roles. Include an organizational chart for the PM/CM team.

To maintain continuity, personnel assigned to projects shall remain assigned to a project for its duration, regardless of interruptions that may occur. If changes during a project must be made due to unavoidable circumstances, the selected firm shall submit the name and resume of the replacement to the District for approval. Should personnel be absent for a brief duration due to illness, vacation, etc., the selected firm shall provide and schedule qualified replacement personnel approved by the District.

c. Project Approach and Firm Capabilities

Describe your firm's approach to providing services necessary to successfully manage the Project, including any services not specifically outlined in this RFQ/P. Describe your capabilities regarding overall project and construction management, cost estimating or cost verification, change order review, scheduling/schedule review/analysis, document control, claims management, and budgeting.

d. Relevant Project Experience

Your firm must clearly indicate that it is capable of providing the requested services and adequate personnel to the satisfaction of the District and must show satisfactory experience in successfully completing similar projects. Include a list of representative projects your firm has managed, identifying size, scope (type of project as well as services rendered), reference contact information including email addresses, and project team members sufficient to meet the Minimum Qualifications.

IV. COST PROPOSAL

Provide a cost proposal for the Services. The cost proposal must state anticipated staff and hourly rates for each position on a monthly/hourly basis for the duration of the Project and any other categories of costs, expenses, fees, or charges.

If billing rates are anticipated to increase during the Project duration, the escalated costs must be clearly indicated and included in the cost proposal. Hourly rates should include all costs associated with the proposed work, including but not limited to salary, travel, mileage, car allowances, cell phones, insurance, home office expenses, overhead, profit, computers, tablets, office supplies, and all other related costs of doing business. Provide a current hourly rate sheet for use in additional services (not proposed as part of this Project) as an additional appendix. Itemize the expected reimbursable expenses and include them in the cost proposal.

a. Resumes (two-page maximum per resume)

Include the resumes of all proposed team members, including any subconsultants, indicating their proposed roles on the project.

V. EVALUATION PROCESS AND SELECTION CRITERIA

a. Anticipated Schedule (subject to change)

RFQ/P Issued:	February 15, 2023
Pre-Proposal Questions Due:	February 22, 2023 by 3:00 PM
Pre-Proposal Responses/Addenda Issued:	March 1, 2023
Proposals Due:	March 8, 2023 at 3:00 PM
Firm Shortlist Issued:	Week of March 13, 2023
Interviews:	Week of March 20, 2023
Planned BOT Award:	April 11, 2023
Planned Commencement of Services:	May 1, 2023

b. Selection of Firm

During the evaluation, validation, and selection process, the District may request meetings or written clarification with one or more firms to ask for answers to questions. The District may require that a firm make presentations that are pertinent to the evaluation process.

The District's selection will be based on its evaluation of which firm has demonstrated professional qualifications and competence to provide the best services to the District for this Project at a fair and reasonable price. The firm selected may not necessarily be the one with the lowest fees.

The District will evaluate responses based on the following criteria:

- Firm's background, expertise, and experience with management of planning, design and construction of higher education student housing;

- Firm’s background, expertise, and experience with management of planning, design and construction of DSA projects;
- Qualifications of proposed personnel providing services;
- References of work done of a similar nature;
- Ability to meet project schedules and budgets;
- Proposed fees;
- Overall SOQ responsiveness and quality; and
- Any other relevant factors indicated in the SOQ.

The process that will be used by the District in selecting a PM/CM firm to perform services as set forth in this RFQ/P will be as follows:

- The District’s selection committee will consist of faculty members, classified professionals, and other representatives as determined by the District to review SOQs/Proposals submitted by PM/CM firms. The committee will interview shortlisted firms.
- The selection committee will recommend one PM/CM firm to the District’s Board of Trustees for consideration of contract award.

c. Award and Rejection of Responses

The District reserves the right to reject any or all responses, to request additional information concerning any responses for purpose of clarification, to accept or negotiate any modification to any response, following the deadline for receipt of all responses, and to waive any irregularities, if such would serve the best interest of the District, as determined by the District. This solicitation does not obligate the District to enter into an agreement with any proposer.

The District is not liable for any costs or expense incurred in the preparation of a response to this RFQ/P.

All information contained in the proposals submitted in response to this RFQ/P may be subject to the California Public Records Act. Any information deemed confidential or proprietary should be clearly identified as such. It may then be protected and treated with confidentiality only to the extent permitted by law.

VI. QUESTIONS REGARDING RFQ/P

Firms may request clarification or additional information regarding this RFQ/P. Questions or requests for additional information must be submitted via email to Sheere Bishop-Griego sheere@smbmgmtsvcs.com and Ventura County CCD purchasing@vcccd.edu, no later than the date and time listed herein, with **subject line of email to reference “VC Student Housing Project PM/CM Question”**. Questions submitted to anyone or by any means other than the foregoing designated emails will not be considered. Questions submitted after the date and time herein will not be considered.

Responses to the questions received, along with any addenda to this RFQ/P, will be posted to the District's website at [Bids and Agreements | Purchasing Department \(vcccd.edu\)](#). It is the sole responsibility of each submitting firm to access the addenda and any responses to questions from the District's website. If you are unable to access the District's website, please contact Sheere Bishop-Griego at sheere@smbmgmtsvcs.com **and** Ventura County CCD at purchasing@vcccd.edu.

THE DISTRICT THANKS YOU FOR YOUR INTEREST IN PROVIDING PM/CM SERVICES FOR THIS PROJECT AND INVITES YOUR RESPONSES TO THIS REQUEST FOR QUALIFICATIONS AND PROPOSALS.

EXHIBIT A
REFERENCE DOCUMENTS

- Grant Application and attachments thereto, including the Student Housing Market & Demand Analysis dated June 21, 2017 prepared by The Scion Group LLC.

Exhibit A-1

- District Determination of CEQA Exemption – CEQA Guideline Section 15183.3: Streamlining for Infill Projects.

Exhibit A-2

EXHIBIT B
AGREEMENT FOR PM/CM SERVICES

The referenced Agreement for PM/CM Services will be issued via Addendum for review.