Request for Proposal (RFP)

Yuba Community College District: Woodland Community College

Architectural Services: Performing Arts/Culinary Services Facility

No. RFP 19-01

Issue Date: July 25, 2019
RFP Due: September 6, 2019, 1:00pm, District Office
RFP Due Date: September 6, 2019, 1:00pm Sharp, YCCD District Offices Location-
Delivered To:

Yuba Community College District, District Offices
Attn.: David Willis
District Director of Facilities Planning, Maintenance & Operations
RFP No. 19-01, YCCD WCC, Architectural Services: Performing Arts/Culinary
Services Facility
Address: 425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Yuba Community College District
District Offices
425 Plumas Blvd, Suite 200 (second floor)
Yuba City, California, 95991

Proposal Delivery Location, Front Counter at Second Floor
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1. INTRODUCTION

1.1 District Information:

The District consists of two colleges, Woodland Community College and Yuba College, with campuses located at six different locations: Yuba College in Marysville, CA; Sutter County Center in Yuba City, CA; Beale Education Center, Beale AFB, CA; Woodland Community College in Woodland, CA; Colusa County Center in Williams, CA; and Lake County Campus in Clearlake, CA.

1.2 Yuba Community College District

The Yuba Community College District (YCCD) was founded in 1927 and spans eight counties (Yuba, Sutter, Colusa, Yolo, Lake, Butte, Glenn and Placer) and nearly 4,200 square miles of territory in rural, north-central California. It has colleges in Marysville and Woodland, an educational center in Clearlake, an educational center in Williams, an educational center in Yuba City, and outreach operations at Beale Air Force Base.

1.3 Purpose of Request: Architectural Services Proposals

The District requests Architectural Services Proposals from pre-qualified firms. Services include planning, design, cost estimating, constructability analysis, Division of the State Architect submission and full project coordination/support from start to completion/close-out, and contract administration for the New Performing Arts/Culinary Services Facility at the Woodland Community College Campus. The anticipated total project budget is approximately $37,281,000 at the “midpoint” per the State FUSION software JCAF 32.

1.4 Applicable Codes

All planning work shall meet all Local, State, and Federal Codes, Regulations, and Ordinances.
2.0 Professional Services Scope of Work:

This Request for Proposal (RFP) requests Architectural Professional Services from Pre-Qualified Firms for the new Performing Arts/Culinary Services Facility located at the Woodland Community College Campus located at 2300 East Gibson Road, Woodland, California, 95776.

The scope of work includes the full and comprehensive development of the following:

1) Verification and Programming/Scope development into an “Owners Project Requirements” document describing the detailed District/College Requirements. Multiple meetings with the “Project Team” will be required for this phase of the work.

2) Preliminary/Schematic Design Documents
   a) Drawings (Site Plan, Layouts, Elevations, 1 Colored Rendering of Building Front)
   b) Fly – Through Video Rendering with shading, students, and example use of the spaces.
   c) High Level Milestone Schedule List
   d) Rough Cost Estimate of Probable costs
   e) Re-alignment of scope with project budget.

3) Design Development Documents
   a) Drawings and Specifications
   b) High Level Project Schedule
   c) Constructability Review by Qualified General Contractor or Qualified Professional Sub-Consultant
   d) Cost Estimate and re-alignment process with the Project Team to align with the project budget
   e) Update after College/District reviews

4) Construction Documents
   a) Drawings and Specifications
   b) Initial More Detailed Overall Project Schedule
   c) Constructability Review by Qualified General Contractor or Qualified Professional Sub-Consultant
   d) Cost Estimate and re-alignment process with the Project Team to align with the project budget
   e) Update after College/District reviews

5) Division of the State Architect Submission and Coordination

6) Contractor Bidding

7) Contract Administration

8) Commissioning and Project Close-Out

Planned Service Schedule Per the JCAF 32 Form:

<table>
<thead>
<tr>
<th><strong>13. Anticipated Time Schedule</strong></th>
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<tbody>
<tr>
<td>Start Preliminary Plans 7/1/2019</td>
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<tr>
<td>Start Working Drawings 3/1/2020</td>
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<tr>
<td>Complete Working Drawings 11/1/2020</td>
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<td>DSA Final Approval 3/1/2021</td>
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2.1 District Staff Contacts during the Proposal process:

Firms interested in submitting a Proposal are directed **not** to make personal contact with the Board of Trustees, District staff, or members of the evaluation committee. Any contact shall constitute grounds for disqualification from consideration.

Single Point of Contact during the Request for Proposal (RFP) Process:

David L. Willis  
District Director of Maintenance, Operations, and Planning  
425 Plumas Blvd., Suite 200 (Second Floor)  
Yuba City, California, 95991  
Cell Phone: 916-747-4262  
Email: dwillis@yccd.edu

3.0 Proposal Format Organization

The Firm is requested to use the following proposal format:

3.1. Proposal Delivery, Contents, and Format:

Proposals should provide straightforward, concise information that satisfies the requirements noted in this RFP. Emphasis should be placed on brevity, conformity to the Districts instructions, selection criteria of this RFP, and completeness and clarity of content. Each Respondent’s proposal should clearly and accurately demonstrate specialized knowledge and experience required for consideration.

In a sealed box or envelope (clearly marked “), submit the following:

- One (1) flash memory stick containing the complete proposal and supporting documentation;
- One (1) original and ten (10) copies in paper form of the proposal, which consists of a Proposal Letter and responses to the proposal requirements listed in Section 2.3

Proposals shall be no more than 100 physical pages (printing on both sides of each page, 200 pages) in total length.

Firms must comply with the provisions of these instructions for completion and submission of the Proposal. The failure of a Firm to comply with the Proposal Instructions and Requirements will result in rejection of the Proposal for non-responsiveness.
# PROPOSAL CONTENTS INFORMATION (TABBED IN PROPOSAL):

<table>
<thead>
<tr>
<th>Proposal Section</th>
<th>Format</th>
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<tbody>
<tr>
<td>1. Cover Letter</td>
<td>PDF</td>
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<tr>
<td>2. Table of Contents</td>
<td>PDF</td>
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<tr>
<td>3. Identification of the Firm</td>
<td>PDF</td>
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<tr>
<td>4. Executive Summary</td>
<td>PDF</td>
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<tr>
<td>5. Staffing Resources</td>
<td>PDF</td>
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<tr>
<td>6. Experience: (Firm, Team Members, Professional Sub-Consultants)</td>
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</tr>
<tr>
<td>7. Proposed Project Approach</td>
<td>PDF</td>
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<tr>
<td>8. Technical Competence</td>
<td>PDF</td>
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<td>10. Fee Proposal (See Appendix A)</td>
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## Appendices

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
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<tbody>
<tr>
<td>A. Fee Proposal:</td>
<td>PDF</td>
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<td>1. Preliminary Plans:</td>
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<td>3. Division of the State Architect Submission, Fees:</td>
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<td>4. Contract Administration:</td>
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<td>5. Project Close-Out:</td>
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<td>6. Other Fees:</td>
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<td>7. Total of Fees:</td>
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B. Detailed Description of Services Approach—By Proposer  | PDF |
C. Other Areas of Concern                                 | PDF |
D. Examples of Previous “Like Projects” Architectural Planning and Professional Services Work. Description of and examples of cost control, constructability, minimization of change order, traditional Design/Bid/Build deliverable method, and innovative Performing Arts and Culinary Services Projects with specific details. More information scores higher. | PDF |
E. Critical Project Success Criteria: Specifically, what can the District/College expect regarding the following:  | PDF |
1. Project Cost: +/- % Within Budget                    |     |
2. Change Orders: +/- % After Award                      |     |
3. Schedule: Compared to State Milestone Dates in JCAF 32 Form. |     |
F. Contractor Construction Change Order Processing Procedure Recommendations for the District to make timely changes, meet DSA requirements, provide a proper review and cost estimate of the changes, provide a quality and performance review, and keep construction work moving forward without delays. Provide example forms. | PDF |
G. Academic Calendar                                     | PDF |
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<tbody>
<tr>
<td>H. Map of Woodland Community College Campus</td>
<td>PDF</td>
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<tr>
<td>I. Preliminary Planning Documents</td>
<td>PDF</td>
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<tr>
<td>J. Non-Collusion Affidavit Form</td>
<td>PDF</td>
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<tr>
<td>K. References Form</td>
<td>PDF</td>
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<tr>
<td>L. Proposal Signature Form</td>
<td>PDF</td>
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<tr>
<td>M. Acknowledgement of Addendum Form</td>
<td>PDF</td>
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<tr>
<td>N. Firm W9 Form</td>
<td>PDF</td>
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<tr>
<td>O. Insurance Form</td>
<td>PDF</td>
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<tr>
<td>P. Licenses, Certifications, Documents Proving Qualifications by Team Members</td>
<td>PDF</td>
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**INCLUDE THE FOLLOWING CONTENTS IN THE PROPOSAL PACKAGE:**

The following is a summary of the Contents. Please address each section in a Tabbed Format.

**A. Cover Letter**

The Proposal shall include a Cover Letter on Respondent’s official business letterhead, which shall be signed by an individual authorized to legally bind Respondent. The Cover Letter shall also identify the name and telephone number of a person who may be contacted during the Proposal evaluation process.

**B. Table of Contents**

Provide a Table of Contents that outlines in sequential order the major sections and subsections of the Proposal. All pages in the Proposal shall be clearly and consecutively numbered and correspond to the Table of Contents. Use *tabs* to allow information to be more easily located. Follow the table in section 3.1 for tab numbers and descriptions.

**C. Identification of the Firm**

1. Legal name and address of company.
2. Legal form of company (corporation, partnership, etc.).
3. Name, address, phone number, facsimile number, email address, website address, direct email address for the following: Firm’s Principal in Charge, person(s) who will be primarily responsible for providing services for this Proposal Package, and the contact for scheduling an in-person interview if the Firm is selected for one.
4. California Business License Number
D. Executive Summary

The Proposal shall include an Executive Summary that briefly describes the Proposal, the Team, and the approach to meet the District’s goals. The Executive Summary shall describe the approach that will be used to keep costs as low as possible yet provide the services required as described in this RFP and by California State regulations and codes.

E. Staffing Resources

1. Firm Staffing and Key Personnel
   a. Provide total number of professional staff currently employed by the firm. Identify person/s who will be principally responsible for working with the District. Indicate the role and responsibility of each person/s, and how many years they have been with the company. Include a brief description of the project team members experience, certifications, licenses, past projects, role on the projects, availability, and capacity to support the project.

   If the Firm is chosen as a finalist, the proposed individual/s are strongly encouraged to attend the interview and in-person presentation.

   c. Provide brief biographies and work experience history of individual/s that will be working directly with the District, highlighting the skills identified with their tasks.

   d. Link each named person with the specific tasks, responsibilities, and deliverables.

   e. If more than one person is named as a candidate for a specific role, include above information for all listed persons.

   f. List all Subcontracted Professional Consulting Firms and provide information regarding the above items 1a, 1b, 1c, 1d, 1e.

2. Interviews: The District does wish to interview the top scoring Firms. The exact number of those firms will likely be at least 2 and as many as 4 firms.

3. Subcontracted Professional Consulting Firms: Firms are encouraged to bring strategic main subcontracting consultants representatives such as the Cost Estimating Firm, the Constructability Review Firm, Performing Arts Firm, and Culinary Services Firm to the Finalist Interviews.
G. Experience (Firm, Team Members, Professional Sub-Consultants)

1. Provide a description of how the Firm’s experience, technical, and professional skills will meet the goals and fulfill the general functions identified in this RFP.

2. State the number of years the firm has conducted business. Firm must have at least ten (10) years’ experience in providing the outlined scope of required professional services for public clients, preferably community college districts.

3. Describe in detail, the depth and extent of design experience in providing Performing Arts AND Culinary Services design and planning services for California Community Colleges, Universities or other large public institutions.

4. Experience (References)
   Provide a description of at least Five (5) most relevant “Like” project services contracts that include either Performing Arts or Culinary Services features by the firm, preferably involving projects for California community colleges or four-year colleges and universities, within the last ten (10) years, to include:
   
   a. Role of the firm and relationship to client
   b. Planning budget estimate
   c. Dollar value of the Firm fee
   d. Project Estimate Amount
   e. Contractor Bid Amount
   f. Change Order Amount and Percentage of Contractor Bid
   g. Delivery Method
   h. Year Completed
   i. Location and Name of Owner/Community College District/University/Other
   j. Planning scope description
   k. Key Features of the Project
   l. Challenges overcome during the project
   m. Staffing and major sub-consultants used
   n. Project Schedule, Planned Completion Date vs. Final Completion Date
   o. Duration of Project Detailed Project Description
      • How the project best met the Owners Requirements
   p. Contact name, position, entity name, telephone number, facsimile number and email
H. Proposed Project Approach

Describe the conceptual overall project approach that would be taken to complete the proposed project. Describe means and methods, processes and strategies that the Firm has used in the past to generate the types of information and plans that are requested.

Describe the approach proposed to work with a diverse College/District Project Team with Administrators, Faculty, Classified, Students, and Community representatives with diverse opinions, needs, and interests. How does your approach work and who will be leading this facilitation process. Provide examples describing how the Architect’s Team Representative has worked with other diverse higher education teams.

Describe overall approach to aligning the scope of the project with both the strategic deliverable criteria by the Owner and the cost of the project without compromising quality and performance and features.

Describe objective examples of how the firm will maximize value, provide lowest “Total Cost of Ownership” using innovative design and construction best practices.

Describe how ethnic cultural diversity of both the students and communities served will be incorporated and encouraged in the design and features of the project.

Describe the phases of the project, how each phase supports the next phase, and the Colleges/Districts role and responsibilities in supporting the Professional Consultants in the completion of the work. Make recommendations and provide examples of how the above strategies and processes have been successful at other higher education institutions.

Describe the Firm's project communication and coordination processes that will enhance the success of the project and promote timely informed decision-making. Describe the software / cloud-web based systems used to coordinate, manage, approve, document contract information and if access will be provided to the District Project Manager, General Contractor, and strategic other firms and consultants.

I. Technical Competence

1. Description of “in-house” resources.
2. Description of “contracted-in” resources. Note: Both Architectural and Architectural Engineering Firms are encouraged to participate in the RFP process for this project.
3. Ability to draw upon multi-disciplinary staff (in house or contracted) to address the services requested in this RFP.
J. Fiscal Stability:

The Firm should provide evidence of Firm stability including:

1. A current report from any commercial credit rating service such as Dun 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 that has been certified by a CPA.

Note: If the Firm would like this information to be “Confidential”, please place this information in a sealed envelope and mark it “Confidential”. The District will not publish or share this information.

K. Fee Proposal – A fee proposal is not requested as part of the RFP process.

A fee proposal is requested as part of this RFP. Submit both a fixed price with a list of anticipated reimbursable expenses and a list of professional position hourly rates:

1. Provide a list of hourly rates for anticipated positions within the Architect’s organizational structure. Additional services shall be billed to the District at the Architect’s contracted hourly rates. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs.
2. Fees shall be based on an estimated project contractor bid construction cost and not to exceed 11% of the total construction costs as bid by contractors after the design documents are generated and contractors bid the projects, per the JCAF 32 form for the project. Note the percentage that the firm will charge as a percentage of the total contractor construction costs. The 11% maximum fee percentage does not include fees associated with reimbursable expenses, DSA fees. Changes required to the design as a result of the DSA review process shall be covered by the base Architectural Firm proposal per this RFQ/RFP. If travel expenses are to be included as part of the reimbursable fee structure, describe in detail the rate charges for specific items and the context in which these fees would be applied. Travel expenses shall be kept to an absolute minimum.
3. The delivery method for these projects will be the traditional design, bid, build approach. This RFP scope is only associated with and to only include the services described in this RFP, which include the design and project administration services, and all other services that are required from the Preliminary Plans and Owners Project Requirements documents through the Final Project Close-out process.
4. Provide a schedule of values with each item listed separately and to serve as a basis for future progress payments calculations/documentation.
Fee Proposal section continued:

Fee Proposal:

1. Preliminary Plans: $__________________.


3. Division of the State Architect Submission, Fees: $__________________.

4. Contract Administration: $__________________.

5. Project Close-Out: $__________________.

6. Other Fees: $__________________.

7. Total Fees: $__________________.

Add additional description of fees, as needed to clearly describe what is and is not included in the above fee structure. Please describe all reimbursable expenses anticipated for the project.
4.0 Statement of Qualifications / Additional Information Requested

Since the District has completed a “Pre-Qualification” process and determined that the represented Firm invited to participate in this RFP has “qualified” by meeting the minimum requirements of the process, please note that the following information is requested IN ADDITION to the previously completed “Pre-Qualification” packets from each vendor. The following information requests clarify the requirements of the project and ARE REQUIRED to be provided with the proposal for this project. Previously Pre-Qualified firms may copy and paste previously submitted information. Please note however that the District is in many cases requesting additional information to help determine which firms are the “Best Qualified” and provide “Maximum Benefit and Value” to the District.

In addition to the above required qualification information, consider the following:

The District is interested in considering Qualifications from firms that meet or exceed Previously Submitted minimum acceptable qualifications:

A. Demonstrated performance of Professional Services on Performing Arts AND Culinary Services projects of the same size and similar scope for higher education clients. Firm must have completed at least FIVE (5) similar projects in the past 10 years.

B. Clearly Describe features of the Architects Proposed Project Team, such as projects that they have worked together on recently and over the past 10 years, time commitment to the project, how the proposed Project Team provides maximum value and benefit to the District for this Performing Arts / Culinary Services Project.

C. Ten (10) years experience as a licensed Architectural Firm in the State of California.

D. Established firm presence in California, including familiarity with the California Community Colleges and Universities.

E. Appropriate professional California licensing and certifications of key Team Members assigned to work in response to this Request for Proposal and to complete scope of work in fulfillment of all requirements therein.

F. Note: The District is requesting proposals from both Architectural Firms and Architectural Engineering firms.
5.0 Selection of Professional Services Provider

The process of Firm selection is based upon the complete responsiveness of the RFP and the criteria as outlined below.

Subject to the District’s express reservation of rights to modify the selection process, the selection process anticipated by the District will consist of the following:

A. Information received will be reviewed, scored, evaluated, and discussed, for responsiveness and completeness.
B. In person interviews for the top 2 to 4 Firms require presentations of the firm’s qualifications, approach, schedule, and answers to follow-up questions regarding the proposal by the District Project Team.

The District Project Proposal Review Team will then select and recommend the top Firm to the Board of Trustees for authorization to award.

Formal award of any Agreement will only be affected after the District’s Board of Trustees have formally approved of such award. The District reserves the right to waive minor irregularities in the solicitation process. The District may award one or more agreements, or no agreements, as a result of this Request for Proposal (RFP) process.

The District reserves the right to reject any and all submittals, to amend the RFP process, and to discontinue or re-open the process at any time. The submittals will be evaluated based on each respondent’s qualifications, proposal criteria, service approach, schedule, and relevant experience.

6.0 Basis of Award

The “Successful” Architectural Firm will be awarded as providing “Best Value” AND “Best Qualified” Firm for the scope of work as described in this RFP as determined solely by the District. The “Successful” Firm may not be the “Lowest Fee Cost” Firm per the RFP. “Best Qualified” is defined per RFQ 18-09, entitled, "Architectural Services: Performing Arts Facility”.

There is no guarantee expressed or implied that the District will provide work to all or any of the Respondents that submit a response to this RFP. It is the intent of the District to award the scope of work described in this RFP to a single proposer.
7.0 Non-Discrimination

The District does not discriminate with regard to race, color, gender, national origin, disability, or any other protected or other classification in the awarding of contracts/agreements. The District welcomes all Qualified Firms to participate in the project Request for Proposal process.

The District encourages firms that are women or minority owned, emerging small businesses, veteran owned firms, disabled person owned firms, and all other qualified firms to participate in the qualification process.

The District encourages the submission of proposals from all Firms that can meet the stated requirements set for this RFP.
8.0 Evaluation of Proposals Form

Firm:__________________________________________________________.

Proposals will be evaluated and include a careful review of the proposals and the ability of the firm to perform cost effective solutions as described in this request, including reference checks of the firm doing the work. This RFQ will be evaluated by a District Facilities Management Team and awarded based on a number of factors which are described below:

Evaluation Criteria:

1. Firm/Project Team Qualifications, Roles, Experience: __________ 30 Points
2. Fee Proposal: __________ 30 Points
3. “Like” Performing Arts AND Culinary Services Projects: __________ 15 Points
4. Project Approach: __________ 15 Points
5. Other Factors Described in the RFP: __________ 10 Points

______________________________________________________________.

______________________________________________________________.

Total Score: __________ /100 Points

Comments:

______________________________________________________________.

______________________________________________________________.

______________________________________________________________.

______________________________________________________________.

______________________________________________________________.

Evaluator Name (Print): ___________________. Evaluator Signature: ___________________.

Date: _______________. Recommendation to Interview/ or Award: Yes/No: ________.
9.0 Responses to RFP:

Sealed responses to this RFP must be clearly marked “RFP NO. 19-01, YCCD WCC, Architectural Services: New Performing Arts, Culinary Services Facility”.

Responses shall be mailed to or hand-delivered to the following address:

Yuba Community College District, District Offices
Attn.: David Willis
District Director of Facilities Planning, Maintenance & Operations

Envelope/Box Marked:
“RFP No. 19-01 YCCD WCC, Architectural Services: New Performing Arts, Culinary Services Facility”.

Address: 425 Plumas Blvd., Suite 200, Room 216, Yuba City, California, 95991

Note: Completely seal your proposals in envelope/box and make sure it gets date/time stamped when delivering proposal. Firms are each 100% responsible to make sure proposals that are mailed using a carrier such as UPS, FED Ex, etc...are received and date/time stamped by District personnel prior to the proposal due date/time. No proposals will be considered if they are late, even if it is only 5 minutes late. Please make sure your proposals are delivered and received promptly prior to the due date/time. There will be a public proposal opening at the due date/time.

Do NOT email your proposals. Proposals that are not sent per the above guidance requirements will not be considered.

10.0 Requests for Information (RFI)

Requests for Information concerning the RFP must be in writing and may be submitted via email no later than the date shown below. Please direct all questions to David Willis, email: dwillis@yccd.edu.

Following the RFI deadline, all questions and answers will be summarized and posted on the District’s website: https://www.yccd.edu/central-services/purchasing/ , then, click on the “Requests for Proposals / Quotes” tab on the right hand side of this web page. It is anticipated that responses to inquiries received by the required time and date will be provided within 3 business days and posted on the District’s website. Should more time be needed by the District to answer RFI’s, this information will also be posted on the above website.

The District has developed Procurement Milestones, shown below, with dates showing the key events in this solicitation process. This RFP and schedule is subject to change, and the Director will notify Respondents of any changes via email to the contact designated by each Respondent. Respondents must take the following actions according to the specified timelines in order to participate in this process.
11.0 Proposal Schedule:

Important Dates and Times:

July 25, 2019: Release of Request for Proposal at 4:00PM

August 5, 2019: **10:00AM Pre-RFP Meeting**, Woodland Community College, Building 100, Room 113, 2300 East Gibson Road, Woodland, California, 95776.

August 12, 2019: **10:00AM Pre-RFP Meeting**, Woodland Community College, Building 100, Room 113, 2300 East Gibson Road, Woodland, California, 95776.

**Note**: Firms are **NOT required but strongly encouraged to attend one of the Pre-Proposal meetings listed above or make arrangements to meet with Dave Willis at the District Office location to review the RFP requirements. A sign-in log sheet with contact information shared will be used to provide Addendum’s and any other procurement information in addition to the YCCD Purchasing web page where all procurement information is posted.**

August 28, 2019: All questions and requests for information must be submitted to David Willis at: [dwillis@yccd.edu](mailto:dwillis@yccd.edu) by 1pm.

August 29, 2019: Addendum Issued if needed.

**September 6, 2019**: **Proposals due at 1:00 PM SHARP**, Yuba Community College District, District Offices Location. There will be a public bid opening on this RFP.

It is the intention to award this work in mid-October, 2019.

The District reserves the right to alter or amend the above timetable as required to conclude the process to the District’s satisfaction.

All questions associated with the procurement process shall be addressed to David Willis, District Director of Facilities Planning, Maintenance, and Operations at email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu) or cell phone: 916-747-4262.
12.0 District Parking:

- No parking in Reserved Spaces without a proper permit
- Permit Parking is enforced in all general lots between 6:00 am and 6:00 pm, Monday through Friday. All general lots require a properly displayed, valid permit during these times
- Daily Parking Permits are $2.00
- Permits are available for purchase at any of the permit machines located in the student parking lots
- Failure to get a $2 parking permit whenever parking at any location at the District could result in a parking ticket. Parking tickets can cost $25 each or more per event.
- All other parking regulations are enforced 24 hours a day, seven days a week. This includes designated staff spaces, handicap spaces, timed spaces, red zones, yellow zones, and areas not marked (no parking at any time)
- Once this project is awarded, temporary parking permits will be processed as requested by the successful firm for all service Professional Consulting Firm employees associated with this project at no cost to the Professional Consulting Firm for the duration of the project at each Campus location. These temporary permits must be displayed at all times on the dash board of service Professional Consulting Firm vehicles.

13.0 RFP Proposal Requirement Clarification: Prompt and Complete Proposals

Proposals received after the deadline will not be opened. Each responder shall submit one (1) signed original, ten (10) additional hard paper copies, all in separate binders. Provide one electronic format copy of the proposal using electronic media such as a flash drive, CD, etc..

All materials submitted in response to the RFP shall be on 8-1/2"x11" paper, preferably in Portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Content shall be tabbed and numbered per the items included in the Submittal Requirements. All Proposals will be reviewed and evaluated by a District Selection Committee. The District at its sole discretion may interview finalists, or select a firm or firms to perform work based solely on the evaluation of the Proposal. Page limit of 100 pages, double sided print (200 pages total). Fewer pages is better and encouraged with tab references.

All Proposals become the sole property of the District and the content will be held confidential and used for internal District purposes until the selection of the firm is made and the project is awarded. Items stamped or clearly noted “Confidential” by the Proposer will remain confidential and not distributed or published.
14.0 Award of Contract

A. The Contract will be awarded to the most responsible and responsive proposer whose proposal, conforming to the request, will be most advantageous to the District. An Interview process of the top 2 to 4 proposer firms will be included per this RFP to allow the District to meet the District and Project Team members of the proposer to further discuss the project approach, schedule, capacities of the proposer to deliver, and any other considerations that warrant further discussion and evaluation.

B. The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

C. The District reserves the right to reject any or all proposals or any part of the proposal and to waive informalities and minor irregularities in the proposals received.

D. The RFP, its addendums, and the proposal of the selected Firm will become part of any contract initiated by the District.

F. In no event shall a proposer submit its own standard contract terms and conditions as a response to this RFP. The terms of any contract may be negotiated as part of the negotiation process with the exception of contract provisions that are nonnegotiable.

G. A formal contract shall be signed by the successful proposer and Yuba Community College District to perform this service.

H. The District reserves the right to enter into discussions with any one or all of the Responders after Proposals have been initially reviewed. Such responses shall be subject to all provisions, terms and conditions as set forth in the RFP, unless otherwise modified.

J. Award shall be made to the Responder whose submittal, conforming to the RFP, will be the most advantageous to the District after consideration of the defined evaluation criteria.

K. The District intends to award to a single RFP Responder.

L. The “Successful” Architectural Firm will be awarded as providing “Best Value” AND “Best Qualified” Firm for the scope of work as described in this RFP as determined solely by the District.

M. The “Successful” Firm may not be the “Lowest Fee Cost” Firm per the RFP. “Best Qualified” is defined per RFQ 18-09, entitled, ”Architectural Services: Performing Arts Facility”. Fee structure is an important criteria in the proposal evaluation process.

There is no guarantee expressed or implied that the District will provide work to all or any of the Respondents that submit a response to this RFP.
15.0 Reservation of Rights

The District reserves the right to:

- Reject any or all submittals at its sole discretions.
- Cancel the Request for Proposal (RFP), without cause.
- Modify any requirements contained within the RFP and request a revised submission from all Providers.
- Establish other evaluation criteria determined to be in the best interest of the District.
- Contract with any of the firms responding to the RFP based solely upon its judgment of the qualifications and capabilities of the firm.

The District reserves the right to cancel the contract any time during the contract period after providing at least a written 14-day notice to the Firm. The District would consider cancellation of the contract if the Firm does not fulfill the contracted requirements of this RFP in a timely and professional fashion. This action would be at the full discretion of the District. Termination of the agreement could also occur if for some reason, the performance of the Firm or quality of the work adversely impacts the mission of the District in serving Students or Staff; or, if available funding resources to implement the service contract were no longer available.

This RFP does not commit the District to negotiate a contract. The District will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFP.
Appendix A: Fee Proposal:

A fee proposal is requested as part of this RFP. Submit both a fixed price with a list of anticipated reimbursable expenses and a list of professional position hourly rates:

1. Provide a list of hourly rates for anticipated positions within the Architect’s organization structure. Additional services shall be billed to the District at the Architect’s contracted hourly rates. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs.

2. Fees shall be based on an estimated project contractor bid construction cost and not to exceed 11% of the total construction costs as bid by contractors after the design documents are generated and contractors bid the projects, per the JCAF 32 form for the project. Note the percentage that the firm will charge as a percentage of the total contractor construction costs. The 11% maximum fee percentage does not include fees associated with reimbursable expenses, DSA fees. Changes required to the design as a result of the DSA review process shall be covered by the base Architectural Firm proposal per this RFQ/RFP. If travel expenses are to be included as part of the reimbursable fee structure, describe in detail the rate charges for specific items and the context in which these fees would be applied. Travel expenses shall be kept to an absolute minimum.

3. The delivery method for these projects will be the traditional design, bid, build approach. This RFP scope is only associated with and to only include the services described in this RFP, which include the design and project administration services, and all other services that are required from the Preliminary Plans and Owners Project Requirements documents through the Final Project Close-out process.

4. Provide a schedule of values with each item listed separately and to serve as a basis for future progress payments calculations/documentation.
   a. List Sub-Consulting Fees Separately in the Schedule of Values for each phase of the project.
   b. Describe and list each item in the “Other Fees” section.

5. Lower cost fees does score higher during the review and evaluation process.

6. The “Best Value” proposal considering “Best Qualified” and “Most Advantageous” Proposal, as determined solely by the District will be recommended to the Board of Trustees for approval to award. The Lowest Cost Proposer may not be the “Best Qualified” or “Most Advantageous” and may (solely at the discretion of the District) not be awarded the project professional services contract as described in this RFP. Many factors, as described in this RFP, are considered prior to selecting the Firm to be recommended to the Board of Trustees for this Professional Services Contract.
Provide Description of Fees as needed of the items below:

1. Preliminary Plans:  
   $____________________.

   $____________________.

3. Division of the State Architect Submission, Fees:  
   $____________________.

4. Contract Administration:  
   $____________________.

5. Project Close-Out:  
   $____________________.

6. Other Fees:  
   $____________________.

7. Total Fees:  
   $____________________.
Appendix B: Detailed Descriptions of Services Approach

--Provided by the Firm.
Appendix C: Other Areas of Concern:

If any of the following has occurred, please describe in detail:

2) Termination or failure to complete a contract.
3) Termination by any municipal, county, state, federal or local agency.
4) Involvement in litigation, arbitration or mediation.
5) Provide litigation history for any claims filed by your firm or against your firm related to the provision of Professional Consulting services in the last five (5) years.
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 performance of Professional Consulting services.
7) Conviction of a Felony of any of the members of the project team.
8) Knowing concealment of any deficiency in the performance of a prior contract.
9) Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
10) Willful disregard for applicable rules, laws or regulations.

Firms are required to respond with a “Yes” or “No” to the above listed items and to describe with detail any of the above items that have a Yes answer.

Information regarding any of the above may, at the sole discretion of the District, be deemed to indicate an unsatisfactory record of performance. Failure to disclose any of the above may, at the sole discretion of the District, be deemed to indicate an unsatisfactory record of performance.
Appendix D: Previous Project Examples of “Like” Projects

Examples of Previous “Like Projects” Architectural Planning and Professional Services Work. Description of and examples of cost control, constructability, minimization of change order, traditional Design/Bid/Build deliverable method, and innovative Performing Arts and Culinary Services Projects with specific details. More information scores higher.

Clarification: Requesting projects with Performing Arts and/or Culinary Services components that were completed within the past 10 years. Describe how each project was successful in meeting the owner’s requirements. Describe the team members and sub-consultants roles. Describe how this experience adds value to this project.

Please do not list projects that do not have a Performing Arts and/or a Culinary Services component.
Appendix E: Critical Project Success Criteria:

Specifically, what can the District/College expect regarding the following criteria:

1. Project Cost: +/- % Within Budget
2. Change Orders: +/- % After Award
3. Schedule: Compared to State Milestone Dates in JCAF 32 Form.
Appendix F: Contractor Construction Change Order Processing Procedure Recommendations:

Provide Contractor Construction Change Order Processing Procedure Recommendations for the District to make timely changes, meet DSA requirements regarding construction change directives, provide a proper review and cost estimate of the changes, provide a qualified design/performance and quality review, and keep construction work moving forward without unnecessary delays. Provide example forms and recommended streamlined approval processes that have worked at other Community College Districts in California. List other Community College District reference contact information. Describe how these recommendations will help keep costs down and maintain the project schedule.
# Appendix G: YCCD Academic Calendars

## Yuba Community College District

### 2019-20

#### June 2019

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**SUMMER SESSION 2019**
- First 6 Weeks: 6/10-7/18
- 8 Weeks: 6/10-8/1

**FALL SEMESTER 2019**
- Full-Term: 8/10-12/18
- Fall Break: 10/12-10/18
- Finals Week: 12/11-12/18
- Last 9 Weeks: 10/17-12/13

#### July 2019

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**SPRING SEMESTER 2020**
- Full-Term: 1/13-5/16
- Spring Break: 3/30-4/1
- Finals Week: 5/13-5/16
- (full-term classes only)

**CONVOCATION - CAMPUS CLOSED**
- 2019: 1/14
- 2020: 1/12*

**PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN**
- (Optional Flex Activities)
  - 2019: 1/10-1/13, 1/15/16
  - 2020: 1/7/10, 8/10-11, 8/13-14*

**CAMPUS CLOSED**
- 2019: 6/7, 6/11, 6/12, 6/20, 6/28, 7/5, 7/13, 7/19, 7/26
- 2020: 6/5, 6/12, 6/19, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31

**HOLIDAYS - CAMPUS CLOSED**
- 2020: 1/1, 1/20, 2/14, 2/17, 3/21-3/21, 4/1, 5/25, 7/2

**NO CLASSES - CAMPUS OPEN**

**COMMENCEMENT**
- 2020: 5/15

### Instructional Days

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*The schedule for August 2020 is subject to change.

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Appendix H: Map of Woodland Community College, 2300 East Gibson Road, Woodland, California, 95776
Appendix H continued: Map of Woodland Community College, 2300 East Gibson Road, Woodland, California, 95776
Appendix I: Performing Arts / Culinary Services Preliminary Planning Documents

AS100: CAMPUS PLAN
WOODLAND COLLEGE PERFORMING ARTS CENTER JANUARY 15, 2014

33
A-100: FLOOR PLAN
WOODLAND COLLEGE PERFORMING ARTS CENTER   FEBRUARY 14, 2018
A-200: ELEVATIONS
WOODLAND COLLEGE PERFORMING ARTS CENTER  JANUARY 15, 2014
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<td>Music</td>
<td>1004</td>
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<td>865</td>
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<td>Music</td>
<td>1004</td>
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<td>390</td>
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<td>Art (Painting, Drawing and Sculpture)</td>
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<td></td>
<td></td>
<td>-70</td>
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<td>.70</td>
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<tr>
<td>310</td>
<td>Office</td>
<td>Dramatic Arts</td>
<td>1007</td>
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<td>160</td>
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<td>160</td>
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<tr>
<td>310</td>
<td>Office</td>
<td>Nutrition, Foods, and Culinary Arts</td>
<td>1306</td>
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<td>190</td>
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<td>530</td>
<td>Audio/Visual, Radio, TV</td>
<td>Media Services</td>
<td>6130</td>
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<td>615</td>
<td>Assembly Service</td>
<td>Dramatic Arts</td>
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Totals:                                                                                                 29,118 | 4,677 | -1,425 | 27,693

* Indicates manual override
### COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32

**District:** Yuba Community College District  
**College:** Woodland Community College  
**CFIS Ref. #:** 40.71.308

**Project Name:** Performing Arts Facility  
**Date Prepared:** 7/1/2014  
**CCI:** 6584  
**Prepared by:** Midpoint

#### Project Data

<table>
<thead>
<tr>
<th>Project Data</th>
<th>Outside Gross Square Feet</th>
<th>Assignable Square Feet</th>
<th>Ratio</th>
<th>Unit Cost Per ASF</th>
<th>Unit Cost Per GSF</th>
<th>Id</th>
<th>State Funded</th>
<th>District Funded</th>
<th>District Funded Total</th>
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<tr>
<td>Construction</td>
<td>36,659</td>
<td>29,118</td>
<td>79%</td>
<td>$5.30</td>
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<td>-</td>
<td>-</td>
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**12. Anticipated Time Schedule**

<table>
<thead>
<tr>
<th>Start Preliminary Plans</th>
<th>9/1/2019</th>
<th>Advertise Bid for Construction</th>
<th>5/1/2021</th>
<th>Construction</th>
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</thead>
<tbody>
<tr>
<td>Start Working Drawings</td>
<td>9/1/2019</td>
<td>Award Construction Contract</td>
<td>6/1/2021</td>
<td>Equipment</td>
</tr>
<tr>
<td>Complete Working Drawings</td>
<td>11/1/2019</td>
<td>Final Design Drawings</td>
<td>6/1/2021</td>
<td>Total Costs</td>
</tr>
<tr>
<td>DSA Final Approval</td>
<td>9/1/2021</td>
<td>Comply with DSA</td>
<td>6/1/2022</td>
<td>$ of SS Costs</td>
</tr>
</tbody>
</table>

**38**
Appendix “J” Non-Collusion Affidavit Form

STATE OF CALIFORNIA, COUNTY OF _____________________ I, being first duly sworn, deposes and says that I am the ___________________ of ________________________, the party submitting the foregoing proposal (“the Proposal”). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or a sham.
3. The Firm has not directly or indirectly induced or solicited another Firm to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Firm or anyone else to put in a sham proposal, or to refrain from bidding.
4. The Firm has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other Firm, or to fix any overhead, profit or cost element of the proposal price or that of any other Firm, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Firm has not, directly or indirectly, submitted the 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 person, corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Executed on this date: 2019, at:

________________________________________________________________________

(City, County, and State)

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

Signature ___________________________________________ Printed Name ____________________.

Address:

Area Code & Phone Number: ____________________________________________________________.

Note: In addition to other bid documents, bidders on public works projects are required by Public Contract Code section 7106 to submit a certification form that they have not colluded with another proposer.
Appendix “K” References Form

(Include at least 10 recent references in California regarding Similar Projects—in the past 10 years)

Firm/Proposer:

1. Reference
Name: ___________________________ Contact: ___________________________
Address: ___________________________ Phone #: ___________________________
Email Address: ___________________________
Description of Services Provided:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

*Please verify that the contact information is current. This is an example template. You may of course use the Firm’s established reference template.
Appendix “L” Proposal Signature Form

The undersigned acknowledges the following:

1. Having become familiar with the specifications and requirements of the Request for Proposal, hereby offers to provide all services in accordance with the proposal set forth herein, including all referenced material and attachments.

2. By submitting a signed proposal in response to this solicitation, the Firm acknowledges that they completely understand the scope of the needed services and that the proposed services as described in the proposal will meet or exceed the needs of the District.

3. Late proposals will not be accepted (even if they are only 5 minutes late).

4. The District reserves the right to reject any and all proposals and that this proposal shall remain open and not be withdrawn for a minimum of 90 days.

5. Cancellation Clause: The District may, without cause, terminate the contract(s) or a project under the contract(s) by giving written notice of such termination to the awarded firm. In the event of such termination the District shall reimburse the firm for services performed and reasonable expenses actually incurred by the firm in relation to the terminated project prior to the firm’s receipt of such notice of termination. The cost of proposal generation, associated travel, copies, postage, etc., will not be reimbursed and is considered a typical and normal part of the bid process and is not reimbursed for any of the proposers.

6. If the prospective Firm is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the state of California, and that, _______________________, is authorized to act for and bind the corporation.

Entity Type (Select One):

Sole Owner: ________
Partnership: ________.

Corporation: ________

Other; Please specify; ____________________

__________________________________________
Regular monthly progress payments are made using **NET 30** as a basis for payment, with Net 30 time starting after receipt of the invoice with all required support documentation, and once this information is reviewed and approved by the District.

Signature_____________________________ Date: _______________________

Position: ______________________________

Print name____________________________ Title___________________________

Notary Required On This Project

Notary Stamp:
Appendix M: Acknowledgement of Addenda Form

The undersigned acknowledges receipt of the following addenda from the District pursuant to the Request for Proposal:

Acknowledgement: Yes or Not Applicable

Addendum No. 1:__________________________________________
Addendum No. 2:__________________________________________
Addendum No. 3:__________________________________________
Addendum No. 4:__________________________________________
Addendum No. 5:__________________________________________
Appendix N: Firm W9 Form

--Provided by Firm
Appendix O: Insurance Form

--Provided by Firm
Appendix P: Licenses, Certifications, Documents Proving Qualifications by Team Members

--Provided by Firm
Appendix Q, Previous Performing Arts and/or Culinary Services Project Awards, Leed Certifications, and Recognitions by various associations or others.

--Provided by Firm.

The End.