



Request for Statement of Qualification/Proposal (RFQ/RFP)

Electrical Engineering Services

For

YCCD Electrical Distribution Systems

Yuba Community College District

RFQ/RFP 18-03

Revision 1.0

Issue Date: November 15, 2018

RFQ Due: January 10, 2019

RFQ/RFP Due Date: January 10, 2018, 1:00pm, Yuba College Location Delivered To:

Yuba Community College District, District Offices

Attn.: David Willis

District Director of Facilities Planning, Maintenance & Operations

RFQ /RFP No. 18-03 YCCD Electrical Engineering Services for Electrical Distribution Systems

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

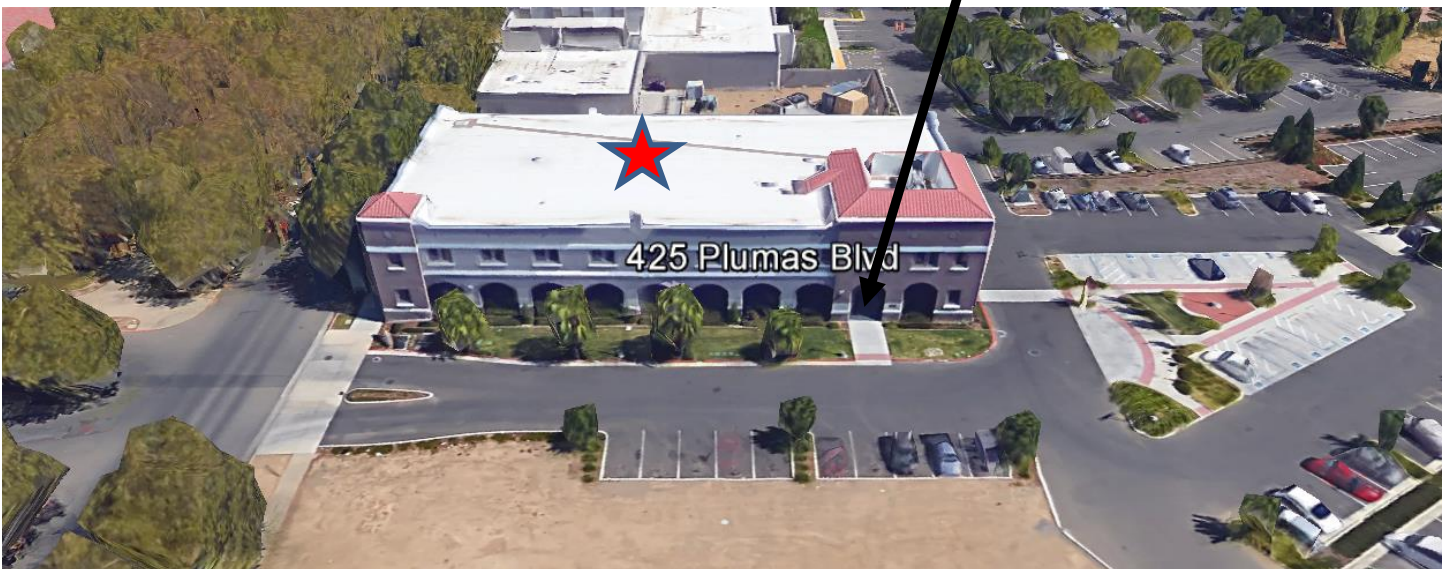


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1. INTRODUCTION

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, 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: Engineering Services to be Provided

The purpose of this Request for Qualifications and Request for Proposals is to solicit proposals from qualified firms to generate design and construction documents for the replacement of several transformers, switchgear, and associated conductors. The scope of work will also include all required preventative maintenance activities associated with NFPA 72 and California Electrical Codes.

The District requests the submission of Request for Qualifications (RFQ)/ Request for Proposal (RFP) from qualified firms, partnerships, corporations, associations, or professional organizations to provide Engineering services to the District for, but not limited to, those types of projects describe in this RFQ /RFP and associated documents.

The District reserves the right to cancel or to amend this RFQ/RFP by issuance of addenda hereto.

2.0 Scope Description:

The District does not have accurate as-built drawings. The District will make all available drawings available on “flash drives” at “Mandatory” walk-through pre-bid meetings. The following scope of work is included for the Lake County Campus, Woodland Community College Campus, and Yuba College Campus in this request for qualification/proposal:

A. Investigation of Existing Conditions

1. Provide a comprehensive field investigation of the electrical distribution systems, associated components such as underground conductors/switchgear/transformers/first level panels, and associated equipment and significant electrical loads including chillers, pumps, HVAC equipment, IT server rooms and IT IDF server closet/rooms, Energy Management Control Panels, and other sensitive electronic equipment/controllers, etc..
Location: Yuba College Campus, Woodland Community College Campus, Lake County Campus.
2. Thoroughly review all available drawings provided by the District.
3. Field investigate and identify all required main electrical distribution systems conductors over 40 years old with service voltages over 2,500 volts. Field investigate switchgear servicing each building and the core medium voltage systems in the lower building 900 main electrical utilities room. Determine if any of the switchgear needs to be replaced.
4. Inspect the existing oil filled transformer at Yuba College campus buildings 700 and 1000 and associated switchgear to determine and verify replacement strategy.
5. Inspect existing dry transformers in building 600 at Yuba College and design solutions to replace transformers over 35 years old. Inspect and design a solution to replace load panels and wiring/service conductors over 35 years old to ensure reliable functional operating performance over the next 25 years.

B. Generate the following studies with prioritized corrective actions, construction design drawings and specifications (as needed) for the following:

- a. Generate an **ARC FLASH** study for each location
 - i. Generate an **Infer-Red** study as part of the ARC FLASH study with digital picture by a qualified Electrician with a level 3 Thermography certification and generate a report prioritizing repairs and improvements required.
 - ii. Again, since the study results are not yet available, only the study is included in the scope of work. Future improvements will need to be added as additional scope of work at a later date.
 - iii. Location: Yuba College Campus, Woodland Community College Campus, Lake County Campus.
- b. Generate a comprehensive **Electrical Distribution Systems Component AGE** study: Investigate and generate a report regarding the age of all electrical distribution conductors underground from the PG&E service connection along the access frontage roadway to the main electrical switchgear and transformers to the first level load panels in each building. Determine which conductors, switchgear, transformers, and load panels should be replaced due to age and condition, and availability of spare parts. Include the staff hours needed to complete the study work.
- c. Conduct an electrical systems **Electricity Quality** study with multiple meters measuring power quality over a two week period. Meters can be moved around to gather information. Talk with Maintenance and IT staff regarding historical equipment failures frequency and locations. Design electricity conditioning and quality improvement solutions for IT server

- rooms, IDF server/router closets, facilities equipment such as chillers/boilers/energy management control panels/variable frequency drives, and other sensitive equipment. Verify that harmonics, low-voltage dips and high voltage spikes, load balancing phase to phase, power factor is over 0.95, and other power quality issues are investigated and possible corrective actions/solutions are identified and planned to be included in future systems improvement projects. Since the exact solutions for this item are not yet identified, only the study is included in the scope or work. The corrective solutions will need to be added as scope to provide construction documents at a later date.
- d. Study and **Adjust Buildings Main Breaker Ground Fault Interrupters** to proper sensitivity to allow load panel issues to be addressed by the local breaker and not always at the main breaker of the building. Include staff hours needed to complete this study only. Include specification to complete all adjustments in the construction specifications and bid documents generation section. Location: All Buildings, All District / College Locations.
 - e. Study and verify/design proper **Ground Fault Protection** in all **custodial closets** and **restrooms**. Design new GFI breakers in load panels and upgrade labeling as needed. Include all staff hours needed to complete the study only. Location: All Buildings, All District / College Locations.
 - f. Study/Investigate all server and IDF closets/rooms and determine which ones need to have either a new split system HVAC systems, where a room temperature sensor with temperature alarm needs to be tied to the existing Automated Logic or Allerton energy management system to provide text messages for temperature alarms to designated staff at the District. Include the study only. Location: All Buildings, All District / College Locations.
 - g. Generate a **Total Cost Estimate for each Project**. Prioritize each item due to risk of electrical systems business interruptions/catastrophic events, safety concerns, and to provide reliable continuance of functional operations for the next 25-30 years. Particular interest is in regarding PG&E's authority to turn OFF power due to the threat of wildfires, in providing poor power quality due to weather related impacts, and due to frequent power outages during each year causing damage to sensitive electronic equipment, controls, and system components. Here's some hot-spot high level information:
 - i. WCC: 14 Variable Frequency Drive Failures in past 3 years
 - ii. YC: 6 Variable Frequency Drive Failures in past 3 years.
 - iii. WCC and YC: IT routers and server failures in past 3 years
 - iv. YC: Pump and Cooling tower motor failures in past 3 years
 - v. LCC: 1 to 3 HVAC unit failures each year during the past 3 years.
 - vi. CCC: HVAC compressor failure this year.
 - h. Use only non-destructive, low-risk testing methods. Location: All Buildings, All District / College Locations.
 - i. **Provide written and electronic copies of each study report.** Provide 6 written copies of each report in color and bound format with prioritized risk based recommendations and cost estimates.
 - j. **Provide a proposal to design construction documents** as or if needed for each of the specific studies listed above with identified cost effective solutions/action items once the studies are completed.

C. Generate Project by Project Drawings and Specifications

1. Generate an **electrical distribution systems “One Line Diagram”** for each location, including all electrical services from PG&E to the switchgear and transformer and to the first level load panels, significant equipment such as chillers/boilers/pumps/large HVAC equipment, with locations for each first level electrical panel. Provide an equipment schedule. Provide a panel schedule. Provide conductor sizing and routing. Provide age, brand, model, part number, etc. for all electrical distribution systems components and conductors. Note proper labeling and up to date schedule information.
2. Generate an up to date **electrical distribution utilities scaled site plan** for each location.
3. Generate construction drawings and specifications for a **new transformer and switchgear solution for Building 1000** at Yuba College. Verify the capacity of the existing transformer has at least a 25% opportunity for additional loads. If not, then provide a solution that will provide at least this capacity. New transformers shall be highly efficient with ultra-low impedance levels, have fire-rated oil without PCB's and secondary containment.
4. Generate construction drawings and specifications for a **new transformer and switchgear solution for Building 700** at Yuba College. This transformer and switchgear should be upsized from 1,000kva to provide increased capacity with at least 25% extra capacity in the southeastern corner of the campus. New transformers shall be highly efficient with ultra-low impedance levels, have fire-rated oil without PCB's and secondary containment.
5. Inspect existing **dry transformers** in building 600 and design solutions to replace transformers over 35 years old. Inspect and design a solution to replace load panels and wiring/service conductors over 35 years old to ensure reliable functional operating performance over the next 25 years.
6. Generate construction drawings and specifications associated with the **COMPONENT AGE STUDY** above to replace **main electrical distribution systems conductors over 40 years old with service voltages over 2,500 volts, old switchgear servicing each building and the core medium voltage systems in the lower building 900 main electrical utilities room.** Plan to include top priority items for replacement in a thoroughly planned scope as a replacement strategy during the winter break period December 20, 2019 through January 5, 2020, or when it can be worked into the College/District academic calendar. It is possible that multiple construction improvement phases will be needed at different times and years to complete all needed work. Location: Yuba College Campus
7. **Add other projects** associated with the studies as/if needed per the above 2.B section above to generate construction documents such as drawings and specifications to make corrections or completed needed scope of work per the studies section. It is understood that this will be a difficult line item to estimate since the studies are not yet completed. Include a line item in your proposal to address items not listed in the above projects in this section 2.C.1-6 for **\$50,000.**

D. Generate a Preventative Maintenance Program & Contract Documents :

- a. Generate a recommended preventative maintenance program with task frequencies, means and methods, for switchgear, transformers, conductors, and first level load panels. Provide a specification and associated reference drawings that the District can use to seek competitive proposals to complete all medium and high voltage electrical distribution systems maintenance per NFPA 70B and the California Electrical Code, and industry best practices. Templates shall be included to document the completion of required work.
- b. Update all labeling as needed in the switchgear and first level load panels.
- c. Inspect, Clean Connections, and Test main grounds on the main service phases to ensure proper grounding.
- d. Generate a comprehensive list of recommended spare parts, including fuses, breakers, and other items as needed to ensure timely recovery to repeated power outages.
- e. Inspect all electrical rooms and closets where switchgear, panels, transformers are located. Install all required labeling to meet code regarding clearances, etc...
- f. The District academic calendar is attached in Appendix B.
- g. The Preventative Maintenance Program work described above in this section shall be completed for Colusa County Campus, Lake County Campus, Sutter County Campus, Woodland Community College, and Yuba College Campus.

E. General District-Wide Quality and Maintenance Considerations for Future Design

- a. All new equipment must be highest economically viable quality with lowest cost of ownership, spare parts availability, best possible maintainability features, and proven performance in the industry. The District does not have up to date electrical equipment standards. All work must meet all California and National construction and building codes, be highly energy efficient, and meet “best practices” for the associated industry.

F. Contractor Proposals Review, Evaluations, Scoring as Part of District Projects Team

- a. All projects in which contract documents, with drawings and specifications are to be generated are to utilize a traditional design, bid, build type delivery method.
- b. The successful Design Firm is **not** excluded from future bidding on projects that are published for competitive proposal procurement and solicitation of proposals.
- c. If not bidding on future construction work after design work and construction documents have been completed, the successful design firm will be requested to participate in reviewing, evaluating, and scoring each of the contractor proposals as a member of the District Projects Team.

G. Project Administration, Commissioning, and Project Close-Out Process

- a. Since the projects are not defined yet, it would be impossible to give a cost for this service.
 - i. Future services include typical project administration tasks such as reviewing and scoring contractor proposals as part of the District Project Team, reviewing and responding to contractor submittals and requests for information, issuing drawing and specifications for changes in scope of work or to clarify existing scope, on site project progress inspections and project team meetings, and supporting the District through the completion of the projects.
 - ii. Experience and services provided when working with the Division of the State Architect’s office, PG&E, and with Higher Education College or Universities on similar projects should be clearly described.

H. Overall Electrical Engineering Services Schedule

- a. The District would like to minimize any risk of damage or impacts due to repeated and frequent interruptions of electricity power, especially at the Lake County Campus location. Work to minimize these impacts shall be expedited to support as much preparation before the next summer wildlife fire season as is possible.
- b. Provide a thoughtful electrical engineering services schedule of services, using a Gantt chart format.

I. Additive Alternate No. 1. Back-Up Power Systems

- a. Generate construction drawings and specifications to provide **backup power with new generator sets with transfer switches**, and all required conductors and tie-in's at the following locations:
 - i. Yuba College
 1. Building 300 walk-in refrigerator and freezer in the kitchen area (Gen Set with Transfer Switch)
 2. Building 800 cadaver room HVAC system. (Gen Set with Transfer Switch)
 - ii. Woodland Community College
 1. Building 600 cadaver room (Gen Set with Transfer Switch)
 2. Greenhouse's (2) (Gen Set with Transfer Switch)
 3. South Building 800, Network Room (UPS, with Gen Set and Transfer Switch)
 - iii. Lake County Campus
 1. Building 200 Culinary Services Walk-in Refrigerator and Freezer (Gen Set with Transfer Switch)
 2. Building 400 IT Server/Network Room needs a new integrated small UPS System. (UPS System)

J. Additive Alternate No. 2 Main IT Rooms "Dry" Inert Gas Low-Impact Fire Suppression Systems

- a. Generate construction drawings and specifications to provide the IT Network room at Woodland Community College and the Main Server room at Yuba College a "DRY" inert non-flammable gas Fire Suppression System.

K. Additive Alternate No. 3 Generate District Electrical Facilities Standards

- a. Generate a set of District Electrical Distribution Systems and General Electrical Facilities Standard Specifications. This work shall be done after reviewing existing equipment and systems and discussing options with designated District staff. Include LED Lighting fixtures, Lighting Control Systems, Disconnects, Switchgear, Transformers, Panels, Motors, Switches, and other typical items used frequently in building and electrical systems renovation projects.

L. Additive Alternate No. 4 Review, Evaluation, Scoring of Future Contractor Proposals

- a. If not participating in future project competitive bidding processes, participate as a member of the District Projects Team during the Contractor Proposal Procurement process by reviewing, scoring, and evaluating proposals. If there is a conflict of interest, or if there are any other reasons why the Firm does not believe they would like to participate in this process and this scope of work on this line item, please just indicate by noting N/A or "Not Participating".

No.	Description	Comments
1	<p>Field Investigate then provide Design Construction Documents needed to submit to DSA to replace the distribution transformer, switchgear, and associated feeder conductors on both sides of the transformer and switchgear located at buildings 700 and 1000 at Yuba College.</p> <p>Provide Project Management/Engineering services during construction period to approve submittals, review change order scope, provide progress reports as needed, support and coordinate DSA documents submittals, pay DSA fees, and attend in person project team meetings Generate punch list, inspect commissioning and testing, and document 100% project completion. District to directly hire a DSA Inspector of Record and if needed, a special inspections and testing firm.</p> <p>Note: Preferred demolition and installation period to commence December 20 and be completed by January 5, 2020. All demolition materials to be properly disposed of by the contractor and a waste materials manifest shall be provided to the District.</p>	Yuba College Campus, 2088 North Beale Road, Marysville, California 95901

Building 600/700/1700 Old Transformer and Switchgear Replacement/Upgrade



Building 1000 Old Transformer and Switchgear Replacement



Building 700 Transformer and Switchgear:



Utilize energy efficient low impedance transformer with non-flamible oil. Provide a Total Cost Of Ownership Energy Saving Analysis comparison with existing tranformers.



Westinghouse



VOLTS 12000-480Y/277	THREE PHASE TYPE SL POWER CENTER TRANSFORMER CLASS 0A INSULUR INSULATION	FULL LOAD CONTINUOUSLY 1000 KVA-65°C. RISE GALLONS OIL 250 SERIAL PAV 2307-01
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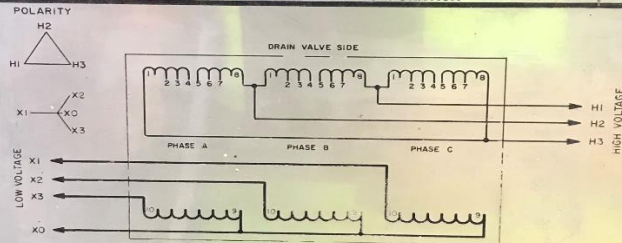
INSTRUCTION BOOK FC 10000

FULL WAVE IMPULSE TEST LEVEL: HIGH VOLTAGE 35 KV., LOW VOLTAGE 30 KV.

IMPEDANCE 5.8 % AT 1000 KVA 12000 TO 480Y VOLTS

APPROX. WEIGHT IN LBS. CORE & COILS 3040 CASE 1700 OIL 1875 TOTAL 6615

MADE IN U.S.A. WESTINGHOUSE ELECTRIC CORPORATION 2900A76



CONNECTIONS					
WINDING	VOLTS	1000 KVA AMPERES	NO LOAD TAP CHANGER		
			POS	CONNECTS	
HIGH VOLTAGE DELTA	12000	25.8	1	4	TO 5
	11700	26.1	2	3	TO 5
	11400	26.4	3	2	TO 6
LOW VOLTAGE WYE	480Y	20.8	4	2	TO 6
	440Y	22.7	5	2	TO 7

THE 25 C. LIQUID LEVEL IS _____ INCHES BELOW TOP OF HIGHEST MANHOLE FLANGE

LIQUID LEVEL CHANGES _____ INCHES FOR EACH 10 C. CHANGE IN AVERAGE LIQUID TEMPERATURE

THE TRANSFORMER TANK IS DESIGNED TO WITHSTAND AN EXTERNAL PRESSURE OF 5 LBS. PER SQUARE INCH

THE TRANSFORMER MUST NOT BE ENERGIZED FROM ANY VOLTAGE SOURCE WHEN NO LOAD TAP CHANGERS ARE OPERATED.

FOR DA RATINGS ONLY THIS TRANSFORMER WILL CARRY _____ KVA WITHOUT EXCEEDING 65 C. AVERAGE TEMPERATURE RISE.

WHEN APPROPRIATE CLOSING EQUIPMENT IS USED

Additional Building 700 Transformer and Switchgear Pictures:



2. Field investigate and identify all required main electrical distribution systems conductors over 40 years old with service voltages over 2,500 volts. Field investigate switchgear servicing each building and the core medium voltage systems in the lower building 900 main electrical utilities room. Determine if any of the switchgear needs to be replaced. Plan to include top priority items for replacement in a thoroughly planned scope as a replacement strategy during the winter break period December 20, 2019 through January 5, 2020. Note if the entire scope of work is reasonable to be completed.

Notes:

Please submit a preliminary schedule that supports this overall projects schedule.

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 Bidding and Design Process:

David L. Willis
District Director of Maintenance, Operations, and Planning
425 Plumas Blvd., Suite 200 (Second Floor)
Yuba City, California, 95993
Cell Phone: 916-747-4262
Email: dwillis@yccd.edu

On-site coordination, first contact person (Yuba College, Sutter Campus Locations):

Bryan Epp
Assistant Director of Maintenance, Operations
2088 North Beale Road
Marysville, California, 95901
Cell Phone: 530-701-9202
Email: bepp@yccd.edu

On-site coordination, first contact person (Woodland Community College, Lake County Campus, Colusa County Center Locations):

Michael Sinn
Assistant Director of Maintenance, Operations
2300 East Gibson Road
Woodland, California, 95776
Cell Phone: 530-575-0206
Email: msinn@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 RFQ/RFP. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the Districts instructions, selection criteria of this RFQ/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 two (2) 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 adhere to the following requirements for contents and format, should be as concise as possible and should not include more than 50 pages of promotional or marketing materials. Page limit of 50 pages of promotional material and 200 physical pages double print in total. Fewer pages is better and encouraged with tab references.

Engineering 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. Please use tabs for each section.

Proposal Section	Format
• Cover Letter	PDF
• Table of Contents	PDF
• Identification of the Firm	PDF
• Executive Summary	PDF
• Staffing Resources	PDF
• Experience	PDF
• Other Areas of Concern	PDF
• Technical Competence	PDF
• Fiscal Stability	PDF
• Fee Proposal (Section 2, page 5, 6.), include labor rates for specific professionals	PDF
a. Investigation of Existing Conditions \$_____.	PDF
b. Generate Accurate Electrical Distribution Systems One Line Diagrams	PDF
i. Lake County Campus \$_____.	PDF
ii. Woodland Community Campus \$_____.	PDF
iii. Yuba College Campus \$_____.	PDF
c. Generate Electrical Distribution System Site Plans	PDF
i. Lake County Campus: \$_____.	PDF
ii. Woodland Community College: \$_____.	PDF
iii. Yuba College Campus: \$_____.	PDF
d. Generate the following STUDIES:	PDF
i. Arc Flash Study for Lake County Campus: \$_____.	PDF
ii. Arc Flash Study for Woodland Community College: \$_____.	PDF
iii. Arc Flash Study for Yuba College Campus: \$_____.	PDF
iv. Elect. Dist. Syst.Yuba College AGE Component Study: \$_____.	PDF
v. Electricity Quality Study-Lake County Campus: \$_____.	PDF
vi. Electricity Quality Study-Woodland Campus: \$_____.	PDF
vii. Electricity Quality Study-Yuba College Campus: \$_____.	PDF
viii. Adjust Bld's Main Breaker Ground Fault Interrupters:\$_____.	PDF
e. Construction Documents (Drawings and Specifications) for Yuba College Campus, Building 1000 new transformer and switchgear, replacement of old conductors \$_____.	PDF
f. Construction Documents (Drawings and Specifications) for Yuba College Campus, Building 700 new transformer and switchgear, replacement of old conductors \$_____.	PDF
g. Construction Documents (Drawings and Specifications) for Yuba College Campus, Building 600 new dry transformers, panels, \$_____.	PDF
h. Construction Documents (Drawings and Specifications) for Yuba College Campus, Building 900 old switchgear and high/medium voltage conductors replacements (include rest of campus underground), \$_____.	PDF
i. Woodland Community College Network Room: \$_____.	PDF
ii. Yuba College Campus Main Server Room: \$_____.	PDF
i. Generate a written high and medium electrical distribution systems Preventative Maintenance Program and generate Contract Documents to allow the District to seek competitive proposals to complete all required maintenance for Colusa County Center, Lake County Campus, Woodland Community College, Yuba College Campus, and Sutter County Campus; Costs: \$_____.	PDF
• Travel and Reimbursable Fees (Section 3.1.L) \$_____.	PDF
• TOTAL COST OF ALL ITEMS LISTED ABOVE: \$_____.	PDF

• Additive Alternate No. 1 Back-Up Power Systems	PDF
a. Construction Documents (Drawings and Specifications) for Emergency Generators/transfer switch and/or UPS system for the following:	PDF
i. Lake County Campus Bld. 200 Gen Set/Trans Switch: \$_____.	PDF
ii. Lake County Campus Bld. 400 UPS System: \$_____.	PDF
iii. Woodland Community College Bld. 800 UPS System: \$_____.	PDF
iv. Woodland Community College Bld. 600 Gen Set/TS: \$_____.	PDF
v. Woodland College Greenhouse's Gen Set/Trans S.: \$_____.	PDF
vi. Yuba College Campus Bld. 300 Gen Set/Trans Switch: \$_____.	PDF
vii. Yuba College Campus Bld. 800 Gen Set/Trans Switch: \$_____.	PDF
• Additive Alternate No. 2 IT Rooms "Dry" Low Impact Fire Suppression Systems	PDF
a. Construction Documents (Drawings and Specifications) for a "DRY" Inert Gas Fire Suppression System for the following:	PDF
i. Woodland Community College Network Room: \$_____.	
ii. Yuba College Campus Main Server Room: \$_____.	
• Additive Alternate No. 3 Electrical Facilities Standards	PDF
a. Generate Facilities Standards, Spec's (Electrical Only) for District \$_____.	PDF
• Additive Alternate No. 4 Future Contractor Proposals Review, Evaluation, Scoring	PDF
a. Review, evaluation, scoring of future contractor proposals of projects listed above and described in this RFP, and received through a future independent competitive procurement process. \$_____.	PDF
• TOTAL COST OF ALL FOUR ADDITIVE ALTERNATES LISTED ABOVE: \$_____.	PDF
• HOURLY RATE FEE SCHEDULE (Section 3.1.L) Provide a detailed list with hourly rates.	PDF
• Optional Design Firm Alternative No. 1	PDF
• Optional Design Firm Alternative No. 2	PDF
• Optional Design Firm Alternative No. 3	PDF
• Statement of Qualifications	PDF
• Proposal Signature Form	Original, Signed, Notarized
• Proposal References Form	PDF
• Firm W9 Form	PDF
• Insurance Certificates	PDF
• Engineering Licenses, Certifications, Documents Proving Qualifications	PDF
• Acknowledgement of Addendums	PDF
• Schedule of Design Services	PDF

CONTENTS OF QUALIFICATIONS PACKAGE

(Include the below information and the Statement of Qualification in Appendix A)

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.

Executive Summary: Provide an overview of the entire Qualifications Package describing the general approach to building design that Firm will use to meet the goals and fulfill the general functions required in this RFQ/RFP.

B. Table of Contents

Provide a Table of Contents that outlines in sequential order the major sections and sub-sections 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.

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 Qualifications Package, and the contact for scheduling an in-person interview, if the Firm is selected for one as part of the process.
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 minimal services required by California State regulations and codes.

E. Project Size

Identify which size Electrical Systems Projects your firm wishes to undertake:

- | | |
|--------------------|--------------------|
| 1. Small Projects | < \$5 million |
| 2. Medium Projects | \$5 - \$15 million |
| 3. Large Projects | > \$15 million |

F. Staffing Resources

1. Firm Staffing and Key Personnel

- a. Provide total number of professional staff currently employed by the firm.
- b. 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. If the Firm is chosen as a finalist, the proposed individual/s must 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.

2. Consultants: The District does wish to interview the top scoring 2 or 3 Engineering teams including representative consultants with which the firm proposes to complete specific projects described in this RFQ/RFP.

G. Experience

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 RFQ/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 services for public clients, preferably community college districts.
3. Describe experience designing and delivering projects under the oversight of the Division of State Engineering Firm (DSA). Firm must have a minimum of at least five (5) years' experience working with DSA.
4. Building Design Experience:
Provide a summary list of Electrical Distribution Systems projects designed by your firm by building type and client, with the focus on associated type projects and services. Note where proposed key personnel have worked on these projects, and their role.

5. Project Specific Experience (References)

Provide a description of at least five (5) most relevant Engineering services contracts held by the firm, preferably involving projects for California community colleges or four-year colleges and universities, within the last five years, no more than one page per project, to include:

- Role of the firm and relationship to client
- Design budget estimate, base-bid contractor awarded amount, and final dollar value of the project
- Dollar value of the Engineering Firm fee
- Project description
- Staffing and major sub-consultants used
- Duration of project
- Duration of design work from Programming through DSA/agency approval
- Contact name, position, entity name, telephone number, facsimile number and email address for each project.
- Thorough describe project examples in which the firm has successfully submitted and fully processed through certification and project closure with the Division of the State Architect at least three (3) projects with a value of at least \$1million each. List DSA referenced projects with certification number. Provide the following information on each project:
 - DSA required change of scope change orders percentage and value for each project.
 - DSA review timeline and approach to successfully achieve authorization of the project scope.
 - DSA related schedule impacts.

H. Proposed Project Team

The Proposal shall include a brief description of the project team members that will be assigned to work on the projects listed in this RFQ/RFP.

I. Other Areas of Concern: If any of the following has occurred, please describe in detail:

- 1) Termination or failure to complete a contract.
- 2) Termination by any municipal, county, state, federal or local agency.
- 3) Involvement in litigation, arbitration or mediation.
- 4) Provide litigation history for any claims filed by your firm or against your firm related to the provision of Engineering Services in the last five (5) years.
- 5) 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 Engineering Services.
- 6) Conviction of a Felony of any of the members of the project team.
- 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.

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.

If any of the above information needs to be kept “confidential” please stamp the information “confidential” and clearly indicate which information is and is not “confidential”. Confidential information is typically only associated with financial information of the firm.

J. Technical Competence

1. Description of in-house resources.
2. Ability to draw upon multi-disciplinary staff (in house or contracted) to address the services requested in this RFQ/RFP.

K. Fiscal Stability: The Firm should provide evidence of Corporate/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.

L. Fee Proposal – A fee proposal is requested as part of this RFP. Submit both a “not to exceed 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 **Professionals** within the Engineering Firm’s organization structure. Additional services shall be billed to the District at the Engineering Firm’s contracted hourly rates. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs.
2. 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. Provide examples when travel expenses would be applied. Travel shall not be applied to projects within 60 miles of the Firm’s office location.
3. The delivery method for these projects will be the traditional design, bid, build approach. This RFQ/RFP scope is only associated with and to only include the design and project administration services of the projects.
4. Provide a schedule of values with each project listed separately and to serve as a basis for future progress payments calculations/documentation.

4.0 Statement of Qualifications

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

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

- A. Demonstrated performance of electrical engineering services on projects of the same size and similar scope for higher education clients.
- B. Ten (10) years' experience as Electrical Engineering firm.
- C. Established firm presence in California, including familiarity with the California Community Colleges Systems Office procedures for Capital Construction, and processing of plans through the Division of the State Architect Office.
- D. Appropriate professional licensing of key Engineering Firms and/or engineers.

5.0 Selection of Engineering Services Provider

The process of engineering firm selections is based upon the complete responsiveness of the RFQ/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. Qualifications received will be reviewed for responsiveness.
- B. The Proposal fixed price fee costs, estimated DSA fees, estimated reimbursable expenses, and list of professional hourly rate costs.
- C. Oral presentations of the firm's qualifications for the specific project.

The Review Committee will then recommend the highest ranked firm for the respective project to the Board of Trustees for approval as the engineering for that project(s).

Recommendations by the Review Committee for the selection of Engineering Services providers will be based upon the ability of the provider to achieve the District's objectives and demonstrated competence and qualifications to perform the basic services at a fair and reasonable price to the District. The recommendation by the Review Committee is not binding on the District. Formal award of any Engineering Agreement will only be affected after the District's Board of Trustees has 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 Qualifications/ Request for Proposals (RFQ/RFP) process.

The District reserves the right to reject any and all submittals, to amend the RFQ/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 fees, and relevant experience.

6.0 Basis of Award

As the basis of award the District intends to utilize the determination of “best qualified to provide the required services at a fair and reasonable price to the District.” 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 RFQ/RFP.

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 Qualification/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 proposal process.

The District encourages the submission of proposals from all Firms that can meet the mandatory requirements set for the in this RFQ/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: | _____ | 30 Points |
| 2. Fee Proposal: | _____ | 40 Points |
| 3. "Like" Project References: | _____ | 10 Points |
| 4. Division of the State Engineering Firm (DSA) Experience: | _____ | 10 Points |
| 5. Experience and Capability on Types of Project in RFQ: | _____ | 10 Points |
| Total Score: | _____ | /100 Points |

Comments:

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

Date: _____ Recommendation to Award Yes/No: _____.

9.0 Responses to RFQ/RFP:

Sealed responses to this RFQ/RFP must be clearly marked "RFQ/RFP NO. 18-03, YCCD Electrical Engineering Services: Electrical Distribution Systems".

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:

"RFQ/RFP No. 18-03 "YCCD Electrical Engineering Services: Electrical Distribution Systems".

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

Note: Completely seal your proposals in envelop/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. Emailed 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 RFQ/RFP must be in writing and may be submitted via e-mail 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 / respond to 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 RFQ and schedule are 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:

- November 15: Release of Request for Proposal at 4:00PM
- November 28: 9:30AM Mandatory Pre-RFQ Meeting**, Lake County Campus, Building 400, 15880 Dam Road Extension, Clearlake, California, 95422
- November 28: 1:00PM Mandatory Pre-RFQ/RFP Meeting**, Woodland Community College Campus, 2300 E. Gibson Road, Woodland, Ca 95776. First meet at building 100, room 113, then tour the campus.
- November 28: 3:30PM Mandatory Pre-RFQ Meeting**, Yuba College Campus, 2088 North Beale Road, Building 1400 Maintenance Building, West Entrance, Conference Room, then tour the campus.
- December 6: 9:30AM Optional Pre-RFQ Meeting**, Lake County Campus, Building 400, 15880 Dam Road Extension, Clearlake, California, 95422
- December 6: 1:00PM Optional Pre-RFQ/RFP Meeting**, Woodland Community College Campus, 2300 E. Gibson Road, Woodland, Ca 95776. First meet at building 100, room 113, then tour the campus.
- December 6: 3:30PM Optional Pre-RFQ Meeting**, Yuba College Campus, 2088 North Beale Road, Building 1400 Maintenance Building, West Entrance, Conference Room, then tour the campus.

Proposing firms are strongly encouraged to attend one meeting at each location for all three of the above Pre-Proposal Mandatory or Optional on site meetings. In other words, Proposers need to have a representative attend three meetings, one at Lake County Campus, Woodland Community College Campus, and Yuba College Campus and sign the login sheet to become a qualified proposer.

Other Pre-RFQ/RFP meeting times can be arranged if you cannot make the above times and dates. Please contact the following respective person to coordinate and sign the meeting log sheet. All proposers must visit all three locations and sign the Pre-Proposal login sheets to be considered a qualifying firm.

On-site coordination, first contact person (Yuba College, Sutter Campus Locations):

Bryan Epp
Assistant Director of Maintenance, Operations
2088 North Beale Road
Marysville, California, 95901
Cell Phone: 530-701-9202
Email: bepp@yccd.edu

On-site coordination, first contact person (Woodland Community College, Lake County Campus, Colusa County Center Locations):

Michael Sinn
Assistant Director of Maintenance, Operations
2300 East Gibson Road
Woodland, California, 95776
Cell Phone: 530-575-0206
Email: msinn@yccd.edu

- January 3: All questions and requests for information must be submitted to David Willis at: dwillis@yccd.edu by 4pm.
- January 3: Addendum Issued if needed.
- January 10:** **Proposals due at 1:00PM**, Yuba Community College District, District Offices Location, see page 1. There will be a public bid opening on this RFQ/RFP.
- January 11: Top 2 or 3 Engineering Firms are invited to participate in an interview process by 12:00pm noon.
- January 14:** **The top scoring 2 or 3 Engineering firms will be requested to interview on Monday, January 14, between 10:00AM to 2:00pm.**
- Date: TBD Top Engineering Firm recommendation to Board Facilities/Audit Committee. The District requests that the successful firm have representatives at this meeting.
- January 11, 2019 Possible Board of Trustees Authorization to Award, 5pm District Offices, Yuba City.
- January 19, 2019: District Awards Engineering Firm By Issuing Purchase Order**

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

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
- 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 Engineering Firm employees associated with this project at no cost to the Engineering 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 Engineering Firm vehicles.

13.0 RFQ Proposals

Deadline for submission is 1:00PM. PST, January 10, 2019. Proposals received after the deadline will not be opened. Each responder shall submit one (1) signed original, two (2) additional hard paper copies. **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 RFQ/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 50 pages of promotional material and 200 physical pages double print in 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 until the selection of the firm is made and the project is awarded.

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 or 3 proposer firms may be included per this RFQ/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 RFQ/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 RFQ/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 RFQ/RFP, unless otherwise modified.
- J. Award shall be made to the Responder whose submittal, conforming to the RFQ/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 RFQ/RFP Responder.

15.0 Reservation of Rights

The District reserves the right to:

- Reject any or all submittals at its sole discretions.
- Cancel the Request for Qualifications/Proposal (RFQ/RFP), without cause.
- Modify any requirements contained within the RFQ/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 RFQ/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 RFQ in a timely and professional fashion); or, 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 RFQ 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 RFQ.

Appendix A: Statement of Qualifications Form

The Respondent shall furnish the following information. Failure to comply with this requirement will render the submittal informal and may cause its rejection. Additional sheets may be attached if necessary.

Questions 1 through 15 are informational gathering of objective qualifying information. Questions 16 through 25 are valued at 20 points each for a total of: 200 points. Qualifying firms must score at least 160 points or 80% of available points. Scoring will be done by the each of the District Project Team members. Both Qualitative and Quantitative data will be considered when scoring the information above.

STATEMENT OF QUALIFICATIONS

1. Firm name and primary address:

2. Telephone: _____ Facsimile: _____

3. Email Address: _____

4. Names and titles of two officers of the firm:

NAME

TITLE

4.1 _____

4.2 _____

5. Specific type of Ownership (Check one)

5.1 ☐ Individual

5.2 ☐ Partnership

5.3 ☐ Corporation; If a corporation, state the following:

State of incorporation: _____

Date of incorporation: _____ President/CEO: _____

5.4 ☐ Joint Venture

5.5 ☐ Other (Specify) _____



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6. Taxpayer Identification _____
7. Number of years Respondent has been in business: _____
8. Number of years Respondent has conducted business under the present name: _____
9. Has the Respondent ever been licensed under a different name or different license number? _____? If Yes, give name and license number: _____
10. Number of years' experience in California Community College, University or educational facility projects _____.
11. Has the Respondent or any of its principals defaulted to as to cause a loss to a surety on a payment or performance bond? _____

If yes, give dates, name and address of surety, and details: _____
12. Has the Respondent been assessed liquidated damages for any project in the past three years? ____ If so, give owner and details: _____
13. Has the Respondent been in litigation on an issue pertaining to any contract during the past three years? _____
If yes, explain and provide case name and number. _____
14. Has the Respondent ever failed to complete a project in the past three years? _____ If so, give owner and details: _____
15. Do you now or have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? _____
If so, please elaborate. _____



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In the following 10 questions, scoring will be based on the following objective examples stating solutions and results to subjects noted in each question:

0 to 2 examples: Up to 5 points
3 to 4 examples: Up to 10 points
4 to 5 examples: Up to 15 points
6 to 7 or more examples: Up to 20 points

16. Has the Respondent ever completed any work at the Yuba Community College District?
_____ If so, please elaborate. _____
17. Has the Respondent completed any renovation type projects that required a Division of the State Engineering Firm (DSA) review and authorization? _____
If so, please elaborate, list number of projects, year, role, project team, type of project, contractor change order amount and percentage of contractor base bid, contractor name, College or University, and if the project was completed on schedule. _____
18. Has the Respondent worked with a Community College District with limited financial project resources yet with high expectations to provide high quality learning environments?
If so, please elaborate: _____
19. Has the Respondent completed any similar type projects that required a Division of the State Engineering Firm (DSA) review and authorization? _____
If so, please elaborate, list number of projects, year, role, project team, type of project, contractor change order amount and percentage of contractor base bid, contractor name, College or University, and if the project was completed on schedule. _____
20. What strategy will the Firm use to provide “tight” well defined design construction documents, provide clear constructability reviews and best practice applications, and to ensure a thorough on site field investigation during the design process all to **limit change orders during construction**? Consider that the District does not have accurate as-built drawings or complete archive drawings available of existing conditions. Please elaborate:

21. Has the Respondent ever updated Facilities Construction Standards for a College or University? If so, please elaborate: _____
22. Describe the Firm’s experience in developing a high and medium higher education campus electrical distribution systems Preventative Maintenance Program.



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23. Describe the Firm's experience in providing ARC FLASH studies on various size campus's with multiple buildings and systems, including solar photovoltaic and energy storage systems.
24. Describe the Firm's experience in generating electrical Power Quality studies and recommending cost effective solutions to protect sensitive components and equipment that may suffer damage as a result of repeated unexpected power outages/poor power quality from the electrical utility provider, and/ or the integration of solar and energy storage systems.
25. Has the Respondent ever had success leveraging a number of secondary financial funding options (other than the typical Capital Bond, State Appropriations) to complete a project. If so, please elaborate: _____

Note: The District is interested in learning more about funding options for projects.

Questions 1 through 15 are informational gathering of objective qualifying information. Questions 16 through 25 are valued at 20 points each for a total of: 200 points. Qualifying firms must score at least 160 points or 80% of available points. Scoring will be done by the each of the District Project Team members. Both Qualitative and Quantitative data will be considered when scoring the information above.



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Appendix B: YCCD Academic Calendar 2018/2019

Yuba Community College District 35-Week Calendar 2018-19

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2018						
Su	Mo	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	Mo	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16 17 17 17 17 0 = 84 days

SUMMER SESSION 2018

First 6 Weeks: 6/11 - 7/19
8 Weeks: 6/11 - 8/2

FALL SEMESTER 2018

Full-Term: 8/13 - 12/14
Finals Week: 12/10 - 12/14 (full-term classes only)
First 9 Weeks: 8/13 - 10/12
Last 9 Weeks: 10/15 - 12/14

SPRING SEMESTER 2019

Full-Term: 1/14 - 5/20
Finals Week: 5/14 - 5/20 (full-term classes only)
Spring Break: 4/1 - 4/5
First 9 Weeks: 1/14 - 3/13
Last 9 Weeks: 3/14 - 5/20

CONVOCATION - CAMPUS CLOSED

2018: 8/8

2019: 8/7*

PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN (Optional Flex Activities)

2018: 8/9-8/10, 9/4, 10/24

2019: 1/8-1/11, 8/8*-8/9*

CAMPUS CLOSED

2018: 6/8, 6/15, 6/22, 6/29, 7/6, 7/13, 7/20, 7/27

2019: 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/9, 7/26

HOLIDAYS - CAMPUS CLOSED

2018: 7/4, 9/3, 11/12, 11/22-11/23, 12/24-12/28, 12/31

2019: 1/1, 1/21, 2/15, 2/18, 4/1, 4/4-4/5, 5/27, 7/4

NO CLASSES - CAMPUS OPEN

2018: 6/1, 6/4-6/7, 8/3, 8/6-8/7, 8/9-8/10, 9/4, 10/24, 12/17-12/21

2019: 1/2-1/4, 1/7-1/11, 4/2-4/3, 5/21-5/24, 5/28-5/31, 6/3-6/6, 8/2, 8/5*-8/6*, 8/8*-8/9*

COMMENCEMENT

2019: 5/17

INSTRUCTIONAL DAYS		
	Days	Weeks
Fall Semester	84 days	18
Spring Semester	83 days	17
Convocation	1 days	
Flex Days (Prof. Dev. Days)	8 days	
TOTAL	176 days	35

*The schedule for August 2019 is subject to change.

August 2019*						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

83 days

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	Mo	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17*	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Yuba Community College District 2019-20

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

FALL SEMESTER 2019
Full-Term: 8/19-12/18
Finals Week: 12/12-12/18
First 9 Weeks: 8/19-10/16
Last 9 Weeks: 10/17-12/18

SPRING SEMESTER 2020
Full-Term: 1/13-5/18
Finals Week: 5/12-5/18
Spring Break: 3/30-4/3
First 9 Weeks: 1/13-3/13
Last 9 Weeks: 3/16-5/18

CONVOCATION - CAMPUS CLOSED
2019: 8/14
2020: 8/12*

PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN
(Optional Flex Activities)
2019: 8/12-8/13, 8/15-8/16
2020: 1/7-1/10, 8/10*-8/11*, 8/13*-8/14*

CAMPUS CLOSED
2019: 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 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
2019: 7/4, 9/2, 11/11, 11/28-11/29, 12/24-12/27, 12/30-12/30
2020: 1/1, 1/20, 2/14, 2/17, 3/31, 4/2-4/3, 5/25, 7/2

NO CLASSES - CAMPUS OPEN
2019: 6/3-6/6, 8/2, 8/5-8/9, 8/12-8/13, 8/15-8/16, 12/19-12/20, 12/23
2020: 1/2-1/3, 1/6-1/10, 3/30, 4/1, 5/19-5/22, 5/26-5/29, 6/1-6/4, 6/8-6/11, 8/7*, 8/10*-8/11*, 8/13*-8/14*

COMMENCEMENT
2020: 5/15

INSTRUCTIONAL DAYS		
	Days	Weeks
Fall Semester	84 days	18
Spring Semester	83 days	17
Convocation	1 days	
Flex Days (Prof. Dev. Days)	8 days	
TOTAL	176 days	35

*The schedule for August 2020 is subject to change.

August 2020*						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16 18 18 16 16 0 = 84 days

83 days

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

= 16 17 17 17 16 0



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Yuba Community College District 2020-21

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17 17 17 17 16 0 = 84 days

SUMMER SESSION 2020

First 6 Weeks: 6/15 - 7/23
8 Weeks: 6/15 - 8/6

FALL SEMESTER 2020

Full-Term: 8/17 - 12/18
Finals Week: 12/14 - 12/18
First 9 Weeks: 8/17 - 10/16
Last 9 Weeks: 10/19 - 12/18

SPRING SEMESTER 2021

Full-Term: 1/25 - 5/28
Finals Week: 5/24 - 5/28
Spring Break: 3/29 - 4/2
First 9 Weeks: 1/25 - 3/26
Last 9 Weeks: 4/5 - 5/28

CONVOCATION - CAMPUS CLOSED

2020: 8/12
2021: 8/11*

PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN

(Optional Flex Activities)

2020: 8/13-8/14, 9/29, 10/30
2021: 1/19-1/22, 8/12*-8/13*

CAMPUS CLOSED

2020: 6/5, 6/12, 6/19, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31
2021: 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30

HOLIDAYS - CAMPUS CLOSED

2020: 7/2, 9/7, 11/11, 11/26-11/27, 12/24-12/31
2021: 1/1, 1/18, 2/12, 2/15, 3/31-4/2, 5/31, 7/5

NO CLASSES - CAMPUS OPEN

2020: 6/1-6/4, 6/8-6/11, 8/7, 8/10-8/11, 8/13-8/14, 9/29, 10/30, 12/21-12/23
2021: 1/4-1/8, 1/11-1/15, 1/19-1/22, 3/29-3/30, 6/1-6/4, 6/7-6/10, 8/6*, 8/9*-8/10*, 8/12*-8/13*

COMMENCEMENT

2021: 5/28

INSTRUCTIONAL DAYS		
	Days	Weeks
Fall Semester	84 days	18
Spring Semester	83 days	17
Convocation	1 days	
Flex Days (Prof. Dev. Days)	8 days	
TOTAL	176 days	35

*The schedule for August 2021 is subject to change.

August 2021*						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

83 days = 16 17 17 17 16 0

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	★	29
30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

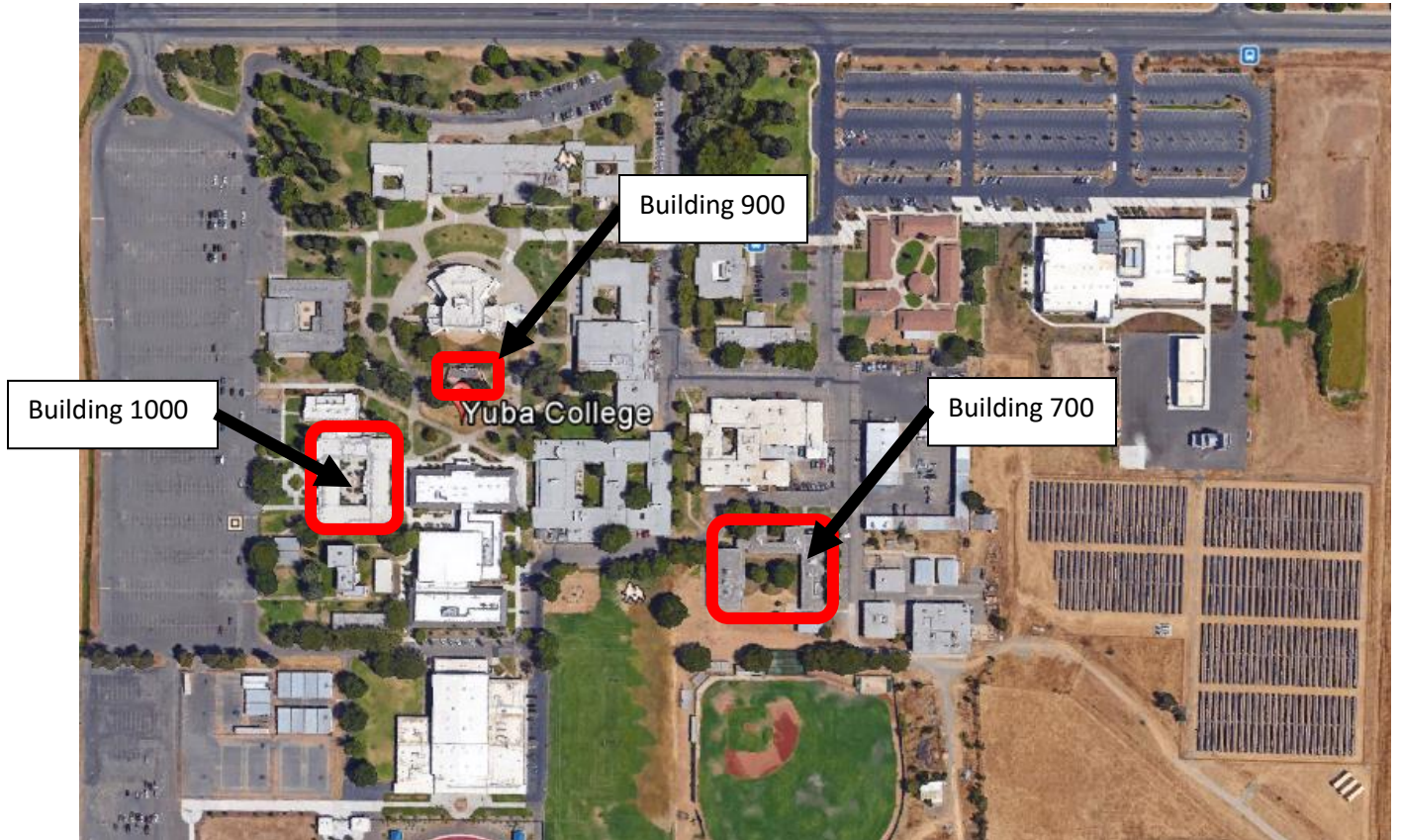
Appendix C: YCCD Professional Services Agreement, with Design

Please refer to the following DropBox folder link:

<https://www.dropbox.com/sh/t060coqsyabhee4/AABlljNQUNajk6GUeV7ehtyfa?dl=0>

425 Plumas Blvd., Suite 200, Yuba City, California, 95991

**Appendix D: Map of Yuba College, 2088 North Beale Road, Marysville,
California, 95901**



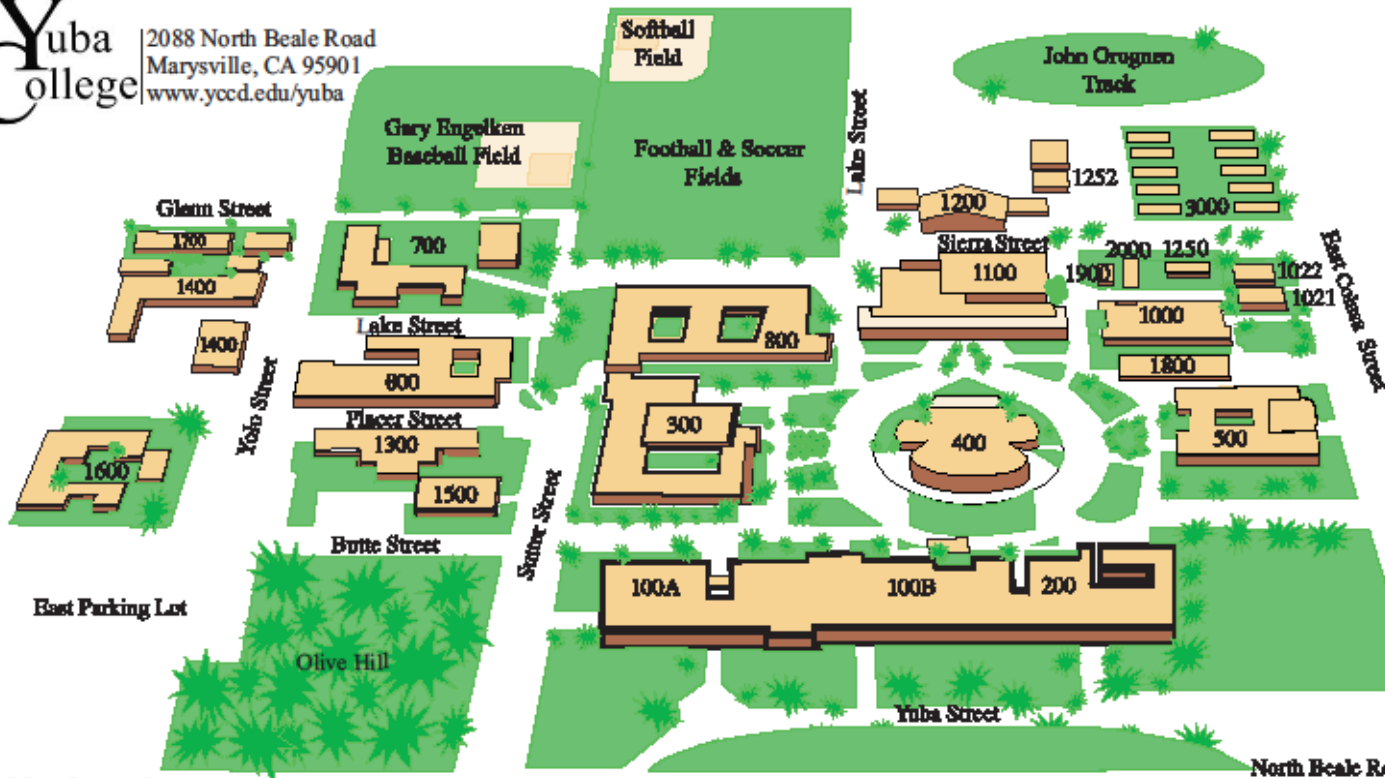
YCCD

YUBA COMMUNITY
COLLEGE DISTRICT

425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Yuba
College

2088 North Beale Road
Marysville, CA 95901
www.yccd.edu/yuba



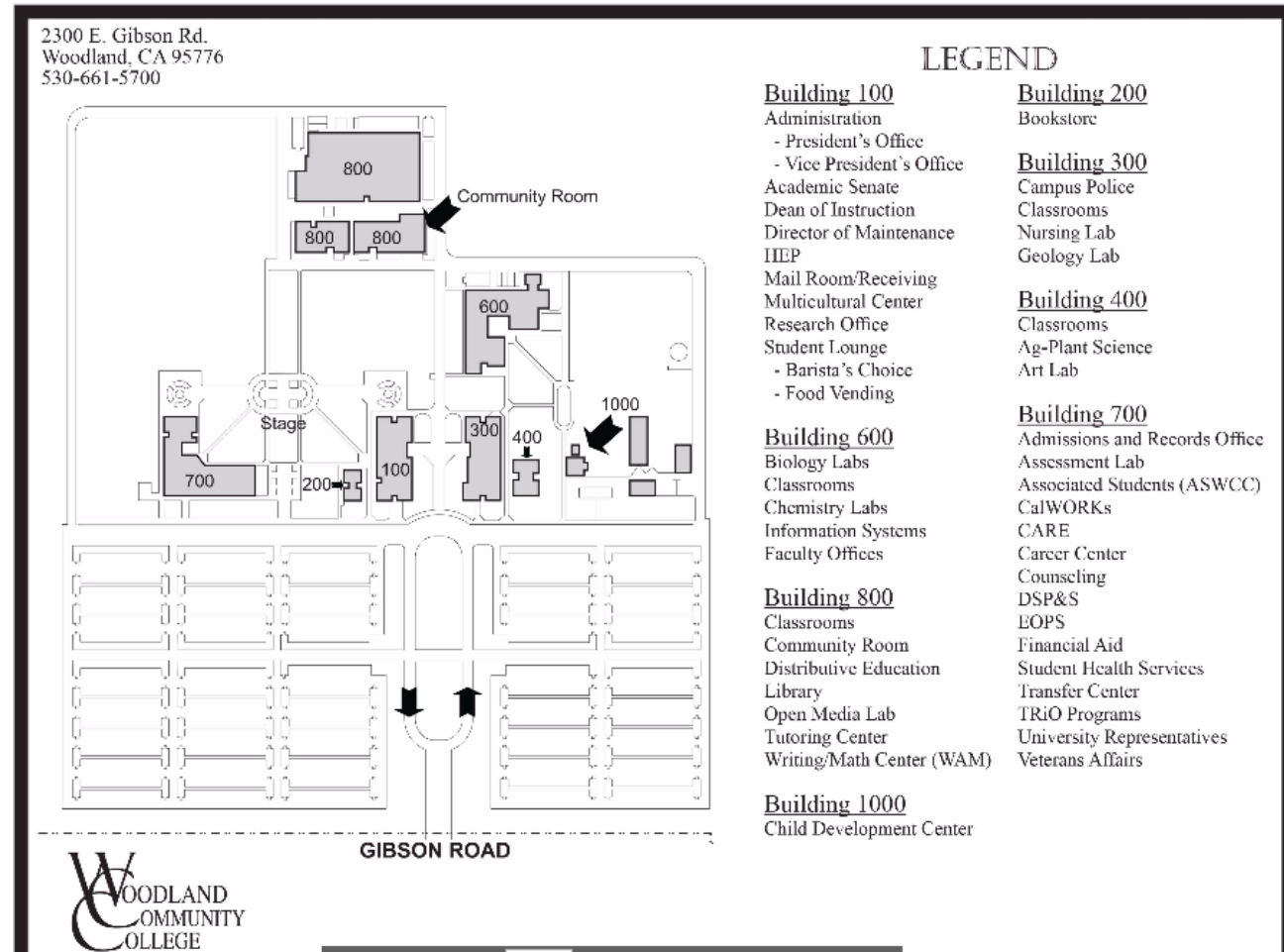
Map Legend

- 100A District Administration, Personnel
- 100B EOP&S, Financial Aid, Registration, Student Support Services
- 200 Music
- 300 Yuba College Administration, Bookstore, Cafeteria, Campus Life
- 400 Box Office and Theatre
- 500 Business and Social Science
- 600 Applied Arts, Science & Technology
- 700 Engineering, Math, MESA & Nursing
- 800 Life & Physical Sciences
- 1000 Fine/Language Arts
- 1021 Classroom
- 1022 Classroom

- 1100 College Success Ctr, ITV 2 Classroom, Learning Resources Center, Library
- 1200 Athletics and Gymnasium
- 1250 Classroom
- 1300 Collins Hall, Foundation, Photography
- 1400 Maintenance, Print Shop
- 1500 Osuna Hall
- 1600 Warren Hall: Child Care Center, Police Dept
- 1700 Automotive Body and Public Safety
- 1800 Disabled Students & Veterans Services
- 1900 Distributive Education Center, ITV 1 Classroom
- 2000 Adaptive Physical Education
- 3000 Classrooms

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Appendix D, continued: Map of Woodland Community College, 2300 East Gibson Road, Woodland, California, 95776



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Appendix D: Map of Lake County Campus

CLEAR LAKE CAMPUS, 15880 DAM ROAD EXT., CLEARLAKE, CA 95422

CLEAR LAKE CAMPUS



Clear Lake Campus

- | | |
|---|----------------------------------|
| 1 Building E - Maintenance & Operations Facility | 16 Classroom 902 |
| 2 Bus Stop | 17 Student Lounge 903 |
| 3 Building 100 - Administration, Student Services, LRC, Library and Media Services, Restrooms | 18 Classroom 904 |
| 4 Building 200 - Culinary Arts/Aroma's Restaurant | 19 Classroom 905 |
| 5 Building 500 - Welding Shop | 20 Classroom 906 |
| 6 Building 401 | 21 Classroom 907 |
| 7 Building 400 - Business/Computer Lab | 22 Classroom 908 |
| 8 Building 402 - Faculty/Adjunct Offices | 23 Building 604 |
| 9 Restrooms | 24 Building 605 |
| 10 Faculty/Staff Parking | 25 Building 800 |
| 11 Lower Level Parking | 26 Building 601 |
| 12 Student Bookstore | 27 Building 602 - Faculty Lounge |
| 13 Building 801 - Childcare Development Center | 28 Classroom 603 |
| 14 Building 700 - Science/Math/Early Childhood Education, Restrooms | 29 Upper Parking Lot/ Level 1 |
| 15 Classroom 901 | 30 Upper Parking Lot/ Level 2 |
| | 31 Upper Parking Lot/ Level 3 |





425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Appendix “E”: Building Specific Electrical Systems Drawings

Drawings will be provided on a “Flash Drive” at the mandatory pre-bid/proposal meetings. Due to the number of drawings and the magnitude of the data, this information is not being provided through a “cloud” folder.



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Appendix “F” 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 make 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 there of, 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 / 2020, 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.



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Appendix “G” References Form

(Include at least 5 recent references in California)

Firm/Proposer:

1. Reference

Name:	<hr/>	Contact:	<hr/>
Address:	<hr/>	Phone #:	<hr/>
Email Address:	<hr/>		

Description of Services Provided:

***Please verify that the contact information is current. Firms may use their already filled out form to provide this information. This form is offered to provide clarity of what information is needed.**



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Appendix “H” 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 which 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;



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

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:





425 Plumas Blvd., Suite 200, Yuba City, California, 95991

Appendix I: 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:_____.

Failure to acknowledge the Addenda's may, at the Descretion of the District, determine the Proposal to be incomplete and unresponsive. Firms are required to acknowledge all addenda's within the submitted proposal at the time of submission.



425 Plumas Blvd., Suite 200, Yuba City, California, 95991

The End.