REQUEST FOR QUALIFICATIONS AND PROPOSALS – ORANGE COUNTY BRIDGE TO ENGINEERING SUMMER PROGRAM SERVICES: SADDLEBACK COLLEGE

South Orange County Community College District (SOCCCD) is inviting submittals from qualified firms, partnerships, corporations, associations, or professional organizations to provide Bridge to Engineering Summer Program Services for Saddleback College. Evaluation will result in an Agreement expected to provide comprehensive professional services to SOCCCD beginning May 25, 2015.

If you would like to submit a response to this Request for Qualifications and Proposals, please send seven (7) hard copies and one (1) electronic copy of requested materials to:

South Orange County Community College District  
Facilities Planning & Purchasing  
Health Sciences Building  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Roxanne Metz, Interim Director of Fiscal Services

Questions regarding this RFQ & P may be directed to Roxanne Metz, 949-582-4824 or via email at rmetz@saddleback.edu

The District may modify the RFQ & P prior to the deadline for submittals by issuance of an electronic addendum on the district bid website at www.socccd.edu.

**All responses must be received by mail, recognized carrier or hand delivered by**

May 21, 2015, 2:00 P.M.
INTRODUCTION

Saddleback College seeks to procure Bridge to Engineering Summer Program services which seek to provide a five week Core Bridge to Engineering Summer Curriculum program. The evaluation timeframe is expected to be one week from proposal receipt. The selected team provide training objectives encompassing interactive learning, application of math and engineering skills and feature advanced manufacturing technologies.

The District is requesting qualification statements and proposals from consultants with a proven track record.

It is the intent of this Request for Qualifications and Proposals (RFQ & P) to establish the specifications, terms and conditions governing the evaluation process.

BACKGROUND:

The District consists of two colleges and a developing campus: Saddleback College, Irvine Valley College and the Advanced Technology and Education Park (ATEP).

Saddleback College, located in Mission Viejo, celebrated its 40th anniversary on September 23, 2008. Saddleback College is approximately 175 acres and serves over 39,000 students each year.

SUBMITTAL INFORMATION AND SUBMITTAL SCHEDULE

All submittals shall be in the form and formatted as specified in this RFQ & P. Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed “non-responsive” by the evaluation committee and eliminated from further consideration.

Time is of the essence. Submitting Firms will be expected to adhere to the required dates and times.

Submittal questions must be in writing and be directed to Roxanne Metz via email at rmetz@saddleback.com with the subject line indicating “Question(s) for Orange County Bridge to Engineering Summer Program Services RFQ & P”. If questions are submitted after the deadline, they will not be answered and firms must provide a submittal using the information in the RFQ & P and any addenda provided.

Request for Qualification & Proposals Submittal Schedule

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<th>Event</th>
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<tr>
<td>RFQ &amp; P - 1st Advertisement</td>
<td>May 7, 2015</td>
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<tr>
<td>RFQ &amp; P - 2nd Advertisement</td>
<td>May 14, 2015</td>
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<td>Deadline for written questions</td>
<td>May 15, 2015</td>
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<td>Last addendum</td>
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<td><strong>Deadline for RFQ &amp; P Submittal</strong></td>
<td>May 21, 2015</td>
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<td>Contract Negotiation &amp; Execution</td>
<td>May 25, 2105</td>
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<tr>
<td>Project Start</td>
<td>May 26, 2015</td>
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During the review of the submittals, SOCCCD will not report apparent errors or request submittal clarification. Submittals will be interpreted as presented. Firms are responsible to proof documents to avoid errors.
The delivery package must be clearly marked with the RFQ & P title, Firm’s name and address, contact name, email and phone number.

**Submittals may be withdrawn at any time before the deadline by written request of person signing the Certification.**

**Late submittals will be returned to the firm without evaluation and firm will not qualify for consideration.** It is the firm’s responsibility to ensure submittals are received on or before the deadline and at the identified location. A postmark will not be accepted as meeting the delivery requirement. Third party carriers are routed through the warehouse and may experience delay from carriers stated delivery timeframe. Hand delivery should include time allowances for limited parking, the possibility of elevator failure (third floor delivery) or other potential obstacles to reaching the delivery location in a timely manner.

**SCOPE OF WORK**

**Services:** The Orange County Bridge to Engineering Summer Program services are as follows:

**Overview**

1. **Background**
   Saddleback College is serving as a sub-recipient to the Santa Ana Workforce Investment Board to provide academic and student support services under a grant funded by the U.S. Department of Labor entitled Orange County Bridges to Engineering. The college seeks to enter into contract for services to provide a summer technical institute during Summer 2015.

2. **Project Requirements and Objectives:** provide a proposal to deliver a five-week Core Bridge to Engineering Summer Curriculum program. Specifications for the program must include the following:
   - Up to 20 student participants
   - 12 hours of instruction per week
   - 60 hours of total instructional/guided lab time

3. **The training objectives should encompass interactive learning, application of math and engineering skills, and feature advanced manufacturing technologies.** Project Budget
   The budget for the summer program is $20,000. Provide detailed cost structure to reflect complete program design and implementation including any student supplies, parking, etc.

**Schedule.** The Orange County Bridge to Engineering Summer Program Services effort will run through the summer of 2015, between May 26, 2015 and August 7, 2015

**INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS AND PROPOSALS**

Firms shall submit seven hard copies and one electronic copy. Hard copies shall be formatted on standard 8 ½ x 11 white paper with each page clearly numbered on the bottom.
“Qualifying firms must not be on the federal list of current companies or individuals that have been declared ineligible to receive Federal contracts due to a violation of Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended 29 U.S.C. Section 793; and/or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. Section 4212”.

**Criteria for Selection:**

Mandatory: Accredited institution of higher education within 30 miles of the South Orange County Community College District offering bachelors and graduate degrees. Contract cost is within the budgeted amount.

Selection will be based upon the quality of contractor lab facilities (score from 0-5), the caliber of the faculty or instructors leading the program (score from 0-10), and the quality of the program design (score from 0-10).

Responses to the RFQ & P should be complete and be prepared to provide an insightful, straightforward, and **concise** overview of the capabilities of your company. **Submittals received after the due date and time will not be considered or reviewed. The emphasis of your submittal should be on completeness and clarity of content.**

The District reserves the right to waive any immaterial deviation in a submittal. The decisions to provide a waiver shall in no way modify or compromise the overall purpose of the submittal, nor excuse the Firm from full compliance with all requirements if awarded an Agreement.

Proposals shall include any adjustments to the proposed contract (see attached). The sample standard agreement (Exhibit B) is not to be included with the Firm’s submittal.

**Note: By virtue of submission, the proposing firm declares that all information provided in the Statement of Qualifications is true and correct.**
1. General information about SOCCCD may be found at http://www.socccd.edu. Recent projects are listed at the “Bids” tab.

2. All submittals shall remain active and valid for ninety days following closing date for receipt. The District reserves the right to negotiate the scope and cost of any submittal.

3. Selection may be made solely on the basis of the proposal submittal review.

4. The proceedings of the evaluation committee are confidential. Members are not to be contacted by the proposers. All communication between proposers and the District shall be through the contact information provided above for submitting RFQ & P materials.

5. All materials, except financial information, submitted in response to this RFQ & P shall become the property of SOCCCD and shall be considered a part of Public Record. The District reserves the option to retain or dispose of all submittals whether selected or rejected.

6. Only written changes to the RFQ & P will be valid. Verbal representations will not be binding on either party. Proposers are responsible to monitor the district bid page for addenda information.

7. SOCCCD reserves the right to reject any or all responses to this RFQ & P. Any and all costs incurred in preparing and submitting a response to this RFQ & P is the sole responsibility of the proposer. This request does not constitute an offer of employment or a contract for services.

The District may modify the RFQ & P prior to the deadline for submittals by issuance of an electronic addendum on the District bid website. Firms/Individuals; all addenda will be posted on the bid website and it is the proposers responsibility to ensure they have obtained and reviewed all addenda.

Specific Inclusions

1. Exhibit A: Certification – Request for Qualifications

2. Exhibit B: Sample Agreement for Orange County Bridge to Engineering Summer Program Services.

Proposals shall be received up to but not later than 2:00 p.m., on the date listed in the schedule.
CERTIFICATION - REQUEST FOR QUALIFICATIONS

The undersigned hereby proposes and agrees to furnish any and all required labor, equipment, material, transportation, insurance, and incidentals necessary to provide quality services pertaining to this solicitation in accordance with the terms and conditions of the RFQ & P; declares that the only persons or parties interested in this submittal as principals are those named herein; that this submittal is made without collusion with any other person, firm or corporation; that the undersigned will contract with SOCCCD to provide these services to the District in the manner prescribed herein.

I certify that I have read the attached Request for Qualifications – Orange County Bridge to Engineering Summer Program Services and the instructions for submitting an RFQ & P. I further certify that I am authorized to bind the Firm noted in this submittal contractually, know that I must provide seven hard copies and one electronic copy of the Firm’s submittal in response to this request and that I am authorized to commit the Firm to the submittal.

I acknowledge the following addenda(s) ____________________

________________________________________  ______________________________________
Signature                                      Typed or Printed Name

________________________________________  ______________________________
Title                                          Phone

________________________________________  ______________________________
Address                                        Email

Provide Seal here, if Corporation
INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this ___day of ________, ____ between:   Requisition No. _____

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and Contractor Name, Contractor Address

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONTRACTOR is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective from June 24, 2014 to July 24, 2014 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

The CONTRACTOR shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:

Deliver a five-week Core Bridge to Engineering Summer Curriculum program. The program must include: Up to 20 student participants, 12 hours of instruction per week, 60 hours of total instructional/guided lab time. It should also encompass interactive learning, application of math and engineering skills, and feature manufacturing technologies. Services will include the entire cost of implementation including any student supplies, parking, etc.

2. The DISTRICT shall pay the CONTRACTOR for services rendered and for expenses incurred to deliver the program per submitted invoices, and not to exceed $20,000. The total contract amount is $ 20,000 (including expenses). Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by SOCCCD Vice Chancellor, Business Services, payment will be made.

3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.

4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.

5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Contractor                      South Orange County Community College District
Signature:                      Signature:
By:                             By: Dr. Debra L. Fitzsimons
Title:                          Title: Vice Chancellor, Business Services
Date:                           Date:
Contact Person:                College Contact Person: Roxanne Metz