

San Francisco Community College District

**REQUEST FOR PROPOSAL
RFP 047
FACILITIES MASTER PLAN**

Submit questions on RFP 047 in writing by April 20 to:

City College of San Francisco
Purchasing Dept., RFP 047
33 Gough Street
San Francisco CA 94103

Pre-Submittal Conference: Monday April 27, 2015

11:00 am Ocean Campus, 50 Phelan Ave MUB 140, San Francisco
CA 94112

All questions received by April 20 will be answered at conference.

No questions will be answered after April 27.

Only attendees at pre-submittal conference will receive answers.

**Proposal Due Date:
No later than 11am May 5, 2015**

City College of San Francisco
Purchasing Dept., RFP 047
33 Gough Street
San Francisco CA 94103

Finalists to be interviewed in May 2015.

FACILITIES MASTER PLAN REQUEST FOR PROPOSAL 047

The San Francisco Community College District will be considering proposals to provide facility master planning services from qualified consultant teams to assist the College with the preparation of a Facilities Assessment and comprehensive Master Plan to guide facilities planning and improvements for the next 10 years. The plan will address short and long term District goals and objectives and facilitate the Board of Trustee's ranking of priorities and consideration in future facility investments and improvements.

The District seeks a variety of master planning services including: facilities assessment, space planning, enrollment projections, facilities management, meeting facilitation, survey design and analysis, conceptual design, preliminary cost estimating, and cost benefit analysis for options including remodeling, changes of use, new construction and new site acquisition. Consultants should have experience in facilities master planning for California educational facilities and in facilitating innovative and collaborative problem-solving.

The bulk of the community and District input to the Master Plan should be completed within the 2014-15 school year. A wide range of input from community members and College staff, faculty, staff and students is anticipated to identify issues and evaluate alternatives, as described in this RFP. The RFP is intended to provide a framework for proposals which identifies key issues, stakeholders and tasks. Respondents may propose alternative approaches which achieve similar goals by clearly identifying any changes from the scope of services in the RFP and the rationale for the proposed alternative approach, including time or cost savings. The proposing firm **must** have demonstrated ability to successfully develop, compose and produce a comprehensive Facilities Master Plan while encompassing and defining areas of interest based upon the results/direction of the completed final Educational Master Plan.

OVERVIEW

The San Francisco Community College District completed an Educational Master Plan in 2014, and is currently finalizing an update, which can be found at http://www.ccsf.edu/dam/Organizational_Assets/Department/Research_Planning_Grants/EMP/EMP_DRAFT_Report2014-10-02.pdf. Included in this plan are the institution goals identified in 2014 of ADVANCE, TRANSFORM, INNOVATE. The San Francisco Community College District has the internal capacity to develop many if not all of the required components of both the Educational Master Plan and Facilities Master Plan however, our goal is to produce exceptional Plans that, by virtue of engaging a committed team of professionals, exceeds and expands that which the District is able to currently develop under the constraints of the District's ongoing daily educational responsibilities to our communities. The District expects the Facilities Master Plan and the Educational Master Plan to complement each other and be a reflection of the District's commitment to its Mission. The desire to translate these and other related initiatives into a comprehensive and strategic plan for the District led to the decision to retain a consultant to conduct a Facilities Assessment and produce a Facilities Master Plan for the District.

Despite substantial upgrades to school sites from previous bond measures, there remain areas in which district facilities should be improved to better meet the District goals as expressed in the Educational Master Plan. The funding of these improvements is likely to require approval of a substantial facilities bond measure.

The Facility Assessment would include both a Facility Condition Assessment and be conducted in accordance with **ASTM E2018-08** *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process*. Deliverables include a database of current facilities and their characteristics, including joint use agreements with the City and County of San Francisco and San Francisco Unified School District.

The Facilities Master Plan would examine the district's long term facility needs, develop policies and strategies for improving and managing District facilities to meet those needs, and identify priority projects for potential bond financing over the next 10 years.

A component of the Facilities Master Plan is the Facilities Design Guide and Master Specifications. The Facilities Design Guide serves as a tool to help designers, the campus community, and other stakeholders collectively address this question as we design campus places one project at a time. The Master Specification is intended to promote the efficient, predictable, and cost effective design and construction of all new and modernized buildings on the campuses of the San Francisco Community College District. These documents establishes a framework that combines previously developed District Standards, new sustainable design guidelines and specifications, the Total Cost of Ownership Standard, CCSF's BIM Standard and Autodesk's Revit Families and Libraries. The ultimate goal of the Facilities Design Guide and Master Specifications is to create well defined and maintainable physical campus environments that are functional, sustainable, beautiful, and foster intellectual and social exchange.

Interested respondents to this RFP should go to www.ccsf.edu to learn more about the District. This web-site includes information regarding the Program Reviews, Education Master Plan, past Facilities Master Plans and Technology Master Plans that will be essential in the preparation of a response to this RFP. Please refer to the following links to assist in the preparation of your proposal:

Program Reviews:

http://www.ccsf.edu/en/employee-services/research-planning-and-grants/planning/program_review.html

Technology Plan

http://www.ccsf.edu/Offices/Research_Planning/pdf/Evidence2013-2015_CCSF_TechnologyPlanREV.pdf

Educational Master Plan 2014

<http://www.ccsf.edu/en/employee-services/research-planning-and-grants/planning/EducationMasterPlan.html>

Facilities Master Plan

<http://www.ccsf.edu/MP/mainLR.shtml>

Total Cost of Ownership Plan

<http://www.ccsf.edu/PGC/2014/May/TCO%20Standard%20Vol%201%20DRAFT.pdf>

Sustainability Plan, Part 1 for Construction, Retrofitting and Operations

http://www.ccsf.edu/Offices/Research_Planning/pdf/SustainabilityPlanPart1Dec09.pdf

FACILITIES MASTER PLAN GOALS

Primary goals for the Facilities Master Plan include:

1. Based on the District's 2014 Educational Master Plan, and other District-wide initiatives, recommend and define the facilities needed to support and enhance the District's academic and other goals, and create a Facilities Master Plan to support and enhance the District's programs.
2. Complete an assessment of all District facilities and identify any deficiencies in existing buildings and sites, including program and service areas, utility systems and infrastructure, telecommunications and health and safety conditions.
3. Identify needs for additional, renovated or different facilities to accomplish District educational initiatives. Project future enrollment and facility needs based on demographic forecasts and curricular trends.
4. Identify & evaluate costs and benefits of a broad array of options to meet current and projected facility needs.
5. Develop a facilities improvement project list to support a potential bond measure.
6. Define policies for long range facilities management, and define a strategy that addresses needs for short and long-term facility improvements and for capital investments to support the current and future educational programs including acquisition of new sites and construction of new facilities, future joint use governmental and community partnerships.
7. Define implementation steps necessary to fulfill the needs identified, coordinating the identified scope of work with funding resources and creating a 10-year Planning Schedule for the work to be done District-wide.

SCOPE OF SPECIFIC DESIRED SERVICES:

PHASE 1. COMMUNITY INVOLVEMENT IN FACILITIES MASTER PLAN PROCESS

An important component of the Facilities Master Plan will be an extensive community involvement process to engage District staff, students, faculty and the community in identification of issues and needs and evaluation of options, proposals and priorities.

Phase 1 includes determining the overall process to engage all the key stakeholders and then developing a meeting schedule and coordinating with the relevant agencies to confirm meeting times and agendas. Outreach activities and meetings will occur throughout the process, approximately as shown in the matrix below, in order to provide key input throughout the planning process. Consultants may propose alternative methods to obtain a similar level of input, such as combining groups, having District staff conduct some outreach, or obtaining some input by survey rather than interview or meeting.

TASK 1.1: Develop community involvement process to engage various types of stakeholders in assessing facilities needs and developing facilities master plan, including types of meetings, surveys or other outreach efforts, timing, purpose and general format. Scope should include an allowance for additional meetings if deemed necessary by the Board of Trustees/Special Trustee or District Project Manager. Phase 1 and 2 can proceed concurrently.

Key stakeholders to include in the Facilities Master Plan Process:

District Staff and Officials

District Administrators
Appointed Committees and District Advisory Committees
District Faculty and Classified Personnel, Bargaining Unit Leadership
Vice Chancellor, Finance and Administration (Project Management)
Director of Facilities and Planning (Project Management)
District Facilities Master Plan Committee
School sites through Site Governance Councils, "Site Plans" and Principal Interviews
Board of Trustees/Special Trustee
Preferred methods of input: Policy discussions at key points at Board meetings, Executive Management, Participatory Governance Committee meetings with and other regularly scheduled meetings. Detailed discussion of facility options at District Facilities Master Plan Committee meetings and Citizens Oversight Committee meetings for bond measure funded projects.

Users of Specialized Facilities

Child Development Services staff,
Music, Performing Arts, and Visual Arts faculty,
Humanities, Science, Math and Language faculty
Librarians, Technology managers & faculty
Athletics/Physical Education faculty, Categorical program managers.
Preferred methods of input: Questionnaires on facility needs, relevant Participatory Committee meetings to review specialized facility requirements, review and comment on administrative draft assessments & plan

Current and Potential Governmental and Community Partners

City and County of San Francisco - City Manager, Planning Director, Cultural Services Director
Chambers of Commerce
Non-profit Youth Services Organizations
Preferred methods of input: Meetings with key City leadership including relevant Commissions to identify possible options, develop strategies for new facilities, briefings to Commissions or Councils, community meetings on options and draft plan.

Students, Advocacy Groups & Community Groups Supporting Schools

Associated Student Body and Councils
Neighborhood Associations (invite to community-wide workshops, or specific topics such as traffic, parking and neighborhood use of school sites)
Preferred methods of input: questionnaires or surveys, meetings to discuss issues and possible facility implications, at least four community-wide workshops to discuss issues and options, second to discuss proposals & priorities, public comment on draft plan

TASK 1.2 Schedule and Materials for District and Community Involvement

Develop a detailed schedule for District and community involvement which shows key meetings in relation to completion of draft or final documents, the major phases and the types of input solicited from various groups. At a minimum, the schedule should include the following types of meetings for District and community input into the process. District staff will provide public noticing required under the Brown Act and assist with agenda
RFP for Facilities Master Plan for CCSF

coordination with other public agencies.

Deliverables: Proposed schedule for District and community involvement, showing all proposed district, community and public agency meeting dates. Draft and final presentations, meeting materials, and summary notes will be provided for all meetings by end of each phase. Where surveys are proposed to evaluate facility needs, consultant will provide draft and final survey and analysis of results.

*Meetings: Facilities Master Plan Committee (2)
 Facilities Project Management (3)
 District Executive Management
 Board of Trustees/Special Trustee (to approve outreach process)
 As shown below by phase or as otherwise proposed to obtain input.*

DISTRICT, COMMUNITY & PUBLIC AGENCY INVOLVEMENT PROCESS					
Number in each column represents number of meetings with group in each phase					
District, Public Agency or Community Group:	Phase 1: Involvement Proces	Phase 2: Assessm ent	Phase 3: Issues & Needs	Phase 4: Plan Proposals	Phase 5: Imple- mentation
Board of Trustees	1 meeting	1	1	2	2
Faculty & Classified staff		1		1	
Executive Management Meetings	1 meeting	1	1	1	1
Facilities Master Plan	2 meetings	2	2	3	2
Facilities Project Meeting	3 meetings	2	2	3	2
Participatory Governance Committee			16	16	
Community-wide Workshops			2	2	
City Staff (City Managers, Comm. Services & Planning	2 meetings				2
City Commissions				4	
City Councils				2	

PHASE 2. FACILITIES ASSESSMENT

TASK 2.1: Inventory Existing Facilities

Facilities Planning Team shall prepare a digital data base of all existing District properties, including location, land area, site improvements, topography, square footage by use, and specialized facilities. Database will draw upon existing District inventories and information, and supplementing with additional site assessment where needed.

Data base shall include location maps and site plans showing adjacent areas for all sites. Building plans shall be included where available. Databases will include fields for noting any facilities deficiencies, maintenance or management plans, and other issues. Note: Phase 1 and 2 can proceed concurrently.

Deliverable: Database including plans for each school site and district property, facility inventory and condition assessment.

(Preferred software shall be established in consultation with District Staff: Generally prefer standard MS Word/Excel software. Plans from recent facility upgrades are available in AutoCAD or other formats, but plans and maps of facilities should also be available in PDF form for space assignment and other routine use.

TASK 2.2: Identify facilities not directly related to the District's core educational mission and evaluate management options, including criteria such as revenue generation and future use flexibility. The District owns a number of properties. Consultant should review current uses and revenues from these facilities and suggest options for their use and management for incorporation into Plan.

TASK 2.3: Identify safety, security, noise and environmental pollution issues and mitigations All District sites and facilities should be assessed and any safety, security, noise or pollution hazards identified. Possible measures to reduce hazards should be identified including both facility improvements and management approaches.

TASK 2.4 : Evaluate building and utilities infrastructure condition and energy efficiency The electrical, heating and ventilation, mechanical, telecommunications, water and sewer and security systems at each district site should be inspected to identify general condition, remaining economic life, deferred maintenance, and potential for energy conservation or improved cost efficiency. Identify potential improvements to current level of energy and resource conservation through modifications to utilities infrastructure for evaluation under Plan Proposals.

TASK 2.5: Identify current areas of facility and space deficiencies

All facilities should be documented by location or address and any deficiencies identified with the help of surveys or interviews with on-site staff and facilities managers.

Deficiencies should be noted in the data base by location and prioritized. Space needs surveys and room utilization studies should be developed for completion by District staff provide objective information in determining current space usage.

Possible types of deficiencies and areas likely to require special attention include:

- Playfields and athletic facilities
- Music rehearsal rooms and facilities – acoustics and storage
- Science and language classrooms and laboratory facilities
- Size and total enrollment by school site: evaluation should include capacity evaluation of educational delivery and related facilities per student FTES
- Americans with Disabilities Act compliance
- Information System Infrastructure- adaptability to future data and communication technologies.

TASK 2.6: Assess parking and transportation needs for students, staff and school deliveries Most district facilities have minimal parking facilities and are located in neighborhoods already concerned with parking and traffic impacts. Increasing the number of students and staff walking, biking, carpooling and using transit could reduce both traffic generation and parking demand.

TASK 2.7: Assess existing Joint Use partnerships

Facilities currently or potentially available for district use under current with the City of San Francisco Public Utility Commission and with the San Francisco Unified School District should be inventoried. Recommendations regarding administration of these programs and their potential to fulfill additional facilities needs should be included.

TASK 2.8: Draft Facilities Assessment

All information from Phase 2 on existing facilities, their condition and identified deficiencies shall be summarized into a Draft Facilities Assessment & Database, including maps and plans of all sites and District properties, for inclusion in the Draft Facility Master Plan.

*Meetings: Faculty & Classified Staff/Bargaining Unit Leadership
Executive Management Meetings
Facilities Master Plan Committee (2)
Facilities Project Management (2)*

Deliverables: Draft Facilities Assessment

PHASE 3: FACILITIES MASTER PLAN: ISSUES & OPTIONS

TASK 3.1: Articulate key goals and guiding principles of the Facilities Master Plan - Based on policy direction from the District Administration, Board of Trustees/ Special Trustee and Facilities Master Plan Committee, the consultant shall articulate key goals for the Facilities Master Plan and develop a set of guiding principles as a framework for the Facilities Master Plan. Among key goals for the Facilities Master Plan are:

1. Link District educational objectives (Educational Master Plan) & initiatives to facilities needs
2. Project future enrollment and facility needs based on demographic forecasts and other trends
3. Identify & evaluate costs and benefits of a broad array of facility options
4. Guide long range decision-making on facilities management, including acquisition of new facilities
5. Provide facilities improvement project list to support major bond measure
6. Guide potential future joint use agreements and community partnerships

TASK 3.2: Determine Facility Needs Associated with Strategic Plan Initiatives-

The District completed an Educational Master Plan in 2014 entitled, "Educational Master Plan: 2014-2020," which identified Goals and Strategic Directions. Consultant shall review the Educational Master Plan and shifts in priorities and timetables which have occurred since, and determine additional or improved facilities needed to achieve these goals and strategic directions. Specific tasks to address each of the goals and strategic directions are included below within this major task. The EMP goals and strategic directions include:

1. *Advance student achievement in meeting educational goals*
2. *Transform and sustain College infrastructure*
3. *Provide new and expanded opportunities for organizational development and effective innovation*

Strategic Goal 1:

- a. **Student Learning Outcomes and assessment.** Continue purposeful development of outcomes and assessment work at the course, program, service, and institutional levels. Use these results to improve student retention and achievement.
- b. **Closing Equity Gaps.** Make regular and widespread use of both qualitative and quantitative research to measure student progress for underrepresented student groups and special populations. Examine student achievement by locations and programs including transfer, CTE, and basic skills. Use results to improve and create pathways for progress and close gaps among all students.
- c. **Enrollment Strategies.** Prioritize enrollment strategies such as marketing, community outreach, and collaborative initiatives with industry with the goal of retaining and attracting students. Also, engage fully in a range of enrollment management techniques including targeted recruitment and matriculation activities; alignment of education programs and services with learner needs; targeted interventions for underperforming and underrepresented student groups; continuous analysis of enrollment, student access, and achievement; and alumni

- follow-up.
- d. **Communication and Collaborative Discourse about Student Success.** Continue to build transparent structures that systematically engage students, faculty, classified staff, administrators, and community members in ongoing and collaborative communication about effective improvements in access and success. Use this to make informed decisions in these areas.
 - e. **Instructional Delivery.** Compare traditional educational structures (such as course hour and unit patterns, length of classes, length of semester, and face-to-face delivery) with innovative models of instructional delivery (such as short-term courses, online-only, hybrid-online, and tech-enhanced,) to determine the most effective frameworks for our students' learning, engagement, and access needs. Effective frameworks are those that maintain or surpass the high quality of education already provided at CCSF; for example, class sizes should be determined by data and studies that measure students' success.

Strategic Goal 2.

- a. **Facilities Planning and Capital Projects.** Develop an actionable facilities plan to match the directions established by this Education Master Plan. Allocate bond funds to address facilities projects to improve the learning and teaching environment.
- b. **Technology Planning.** Implement and update the existing CCSF Technology Plan to support upgraded classrooms and other educational technologies.
- c. **Scheduled Maintenance.** Ensure that both scheduled maintenance and Prop 39 funding address critical facilities needs.
- d. **Procedures.** Create clear procedures across all major divisions of the College (Academic Affairs, Finance and Administration, and Student Development) and continuously improve these procedures.
- e. **Human Resources Planning.** Ensure that personnel planning is aligned to support and sustain College infrastructure.

Strategic Goal 3.

- a. **Professional Development.** Create sound and sustainable professional development opportunities for all administrators, classified staff, and faculty.
- b. **Leadership Development.** Create opportunities for the entire College community, including students, to engage in learning experiences that promote communication, leadership skills, and ethical decision-making.
- c. **Effective Innovation.** Identify scalable effective innovation and promote innovation (e.g., through collaborations and partnerships).

PHASE 3: MEETINGS & DELIVERABLES
Meetings: Board of Trustees/Special Trustee
District Project Management Facilities
Master Plan Committee (2)
Participatory Governance Councils (16)
District Advisory Committees (16)
Deliverables: Summary of facility needs and issues

PHASE 4: DRAFT FACILITIES MASTER PLAN PROPOSALS

TASK 4.1: Proposals for Renovation or Additions to Existing Facilities

Given the limited availability and high cost of land and facilities, the majority of recommendations are likely to focus on renovation or addition to existing facilities to better meet current and future District needs. These recommendations may include measures to make facilities more multi-purpose or adaptable from one use to another. Proposals should clearly identify the costs of renovations or additions, and the potential for new or increased use, efficiency or other benefits expected from the projects.

Facilities Master Plan proposals shall incorporate lessons from previous facilities improvement efforts for undertaking large planning and building programs, as well as generating voter support for the College. The Facility Plan should incorporate these and propose specific approaches to some of the perennial challenges including:

- Project Management
- Cost Containment
- Community Involvement
- Site Level Coordination
- Ongoing Facilities Planning
- Facility Design Standards

TASK 4.2: Infill Proposals and Best Practices for New Facility Construction

Consultant should explore options for more efficient “infill” development at existing sites, including vertical stacking of different uses, underground or structured parking or storage, and other options. New construction should be accompanied by efforts to reduce the architectural scale and traffic, noise and other impacts of construction and permanent new activities. The Facilities Master Plan will examine and propose “Best Practices” for integrating new construction into densely developed urban areas on college sites which are often already heavily developed. Included in these practices might be traffic mitigation measures, landscaping standards and other efforts to offset impacts on surrounding neighborhoods and the school environment.

TASK 4.3: Increase Sustainability and Energy/Resource Conservation Potential

Facility assessment should identify potential improvements to current level of energy and resource conservation and overall sustainability and potential for additional sustainability improvements in existing buildings, remodeled facilities and new facilities. Best Practices including LEED certification should be used in planning and design of remodeled and new facilities.

TASK 4.4 Develop safe, cost effective and sustainable approaches to meeting transportation and parking needs.

Consultant should prepare an assessment of parking and transportation needs. Consultant should review relevant City transportation policies and projects with City of San Francisco. Transportation and parking management plans should be developed to meet essential District needs. Measures to reduce parking demand and traffic impacts while meeting access needs should be incorporated, including promotion of walking, biking, carpooling and taking transit.

TASK 4.5: Present Proposals with Cost/Benefit Assessment and Information on Population Served

To aid in prioritizing the recommendations for bond funding and implementation, each proposal should be justified in relation to objectives in the District Educational Master

Plan or other policy document and presented with a brief cost/benefit assessment which estimates all associated costs of a proposal, including construction costs, project management, dislocation and ongoing operating costs. Where there are a range of options to address a specific need, they should be identified.

TASK 4.6: Identify District “Potential Project List” for possible partnerships or agreements with major public or private development projects.

Some district facilities are in areas where major public or private development projects are expected to occur, and substantial opportunities for public/private partnerships or joint development exist which could address severe space deficiencies. By developing a pro-active potential project list and an awareness of specific major projects, the district can help to identify improvements which can serve District and public needs.

TASK 4.7 Administrative and Public Draft Facilities Master Plan Document

The various policies, strategies and specific proposals described above shall be incorporated into a Draft Facilities Master Plan document. The Master Plan will provide both broad policies and strategies and, where appropriate specific proposals which may include renovation, additions, changes of use, new construction, joint use, changes in management or operations or additional planning and design.

Where District staff and the Facilities Master Plan Committee have identified alternative approaches to an issue, these shall be included to allow future flexibility.

*Deliverables: Administrative Draft Facilities Master Plan
Public Draft Facilities Master Plan*

*Meetings: Executive Management Meetings
Faculty & Classified staff, Leadership
District Facilities Plan Project Management (2)
Facilities Master Plan Committee (2)*

TASK 4.8 Facilities Design Guide and Master Specifications

The Facilities Design Guide and Master Specifications will be developed to promote the efficient, predictable, and cost effective design and construction of all new and modernized buildings on the campuses of the San Francisco Community College District. These documents establish a framework that combines previously developed District Standards, new sustainable design guidelines and specifications, and Autodesk's Revit Families and Libraries. The previously developed District Standards have been updated to include lessons learned from recent campus construction projects as well as contributions from the Facilities Planning and Construction and Building and Grounds Staff. The sustainable design guidelines and specifications have been developed using the U.S. Green Building Council's LEED Criteria, GreenSpec by the Construction Specification Institute (CSI), and the draft version of the California Green Building Code. Incorporating state of the art three dimensional building information modeling (BIM) techniques using object based data within the Revit Families will allow architects, engineers, and contractors to digitally collaborate earlier in the design and construction process with greater accuracy, certainty, and thoroughness. In the near future, these criteria, systems and data will be made available through a digital model as a Facilities Services tool that will be useful in monitoring, managing and maintaining the buildings to be built and rebuilt.

The guidelines in these manuals serve as supplementary requirements to implement the CCSF project policies and procedures that shall be adhered to on all campuses. The District Architect, Facilities Planning and Construction Department, Program Management

Teams, Campus Project Managers and all Architects of Record (AOR), Engineers of Record (EOR), consultants, general contractors, trade contractors, and Project Inspectors of Record (IOR) are to use these manuals as the standard of measurement for any and all design and construction projects for the San Francisco Community College District. Where District staff and the Facilities Master Plan Committee have identified alternative approaches to an issue, these shall be included to allow future flexibility.

Deliverables: Administrative Draft Facilities Master Plan Public Draft Facilities Master Plan
Meetings: Executive Management Meetings
Faculty & Classified staff, Leadership
District Facilities Plan Project Management (2)
Facilities Master Plan Committee

TASK 4.9 Board of Trustee/Special Trustee Review and Direction on Plan Proposals

An essential task at the culmination of this phase is Board of Trustees/Special Trustee direction and public input on the specific proposals in the Draft Facilities Master Plan. While the policies and proposals could be presented for community and Board review prior to preparation of the Draft Master Plan, the need to put all proposals into a District-wide framework suggests the release of the Draft document as the basis for community review.

Deliverable: Newsletter Summary of Draft Facilities Master Plan
Presentation and Materials for Prioritization by Board
Presentation and Materials for Community Workshop
Prioritized & Amended Draft Facilities Master Plan
Meetings: Board Meeting
Participatory Governance Council Meetings (16)
Community Wide Workshops (4)
City Commission Hearings
City Council Hearings
Facilities Master Plan Committee
District Facilities Plan Project Management

PHASE 5: ADOPTION AND IMPLEMENTATION

The final phase of the Master Plan process includes adoption and implementation. Decisions about the specific tasks and scope of each of the following tasks will depend upon the Board review and direction on the Draft Master Plan prepared in Phase 4. Possible tasks are described below. Proposers are requested to make a separate proposal for this phase, with the understanding that the scope may change depending upon Phase 4 review.

TASK 5.1: Prepare proposed project list for potential Facilities Bond Measure, coordinating with District staff and financial experts.

Consultant will review Plan proposals with Facilities Master Plan Committee and Board of Trustee/Special Trustee and prepare a draft project list for a Facilities Bond Measure, incorporating advice on bond packaging from District Financial Advisor and Vice Chancellor, Finance and Administration. The District will be consulting experts on bond issues and on packaging bond measures during this process. Their expertise shall be incorporated into the Facilities Master Plan in order to help the document function as a support to future bond measures.

The Facilities Bond Measure is expected to identify specific projects and provide cost estimates for those projects. Because the measure is intended to fund long term planning and facility improvement projects, the measure may need to combine clearly defined projects and categories of funding or types of projects including future planning, site acquisition, design and environmental review.

Deliverables: Draft and Revised Project List

Meetings: Board of Trustee/Special Trustee

TASK 5.2 Prepare CEQA Environmental Review

The proposed Facilities Master Plan will combine broad policies and strategies for the management of District facilities with recommendations for specific actions such as acquisition, renovation, new construction, joint use and management of facilities including parking. Such actions may have potentially significant environmental impacts and thus be subject to environmental review requirements of the California Environmental Quality Act (CEQA). In most cases, these actions will require additional approvals and potential environmental impacts of specific actions can be assessed and mitigated upon design and approval of specific facility improvement projects or subsequent plans, if required.

Consultants responding to the RFP are requested to propose one or more time and cost-efficient approaches to fulfilling CEQA environmental review requirements for public review, adoption and implementation of the Facilities Master Plan. These might include concurrent planning & environmental review, incorporating mitigation measures in the plan, early consultation with affected agencies, evaluating impacts at the program level, and/or deferring analysis of some issues until subsequent approvals of specific projects.

The consultant may be requested to prepare all documentation needed to comply with CEQA environmental review requirements to identify potential environmental impacts of adoption of the Facilities Management Plan. Documentation might include: Initial Study, Notice of Preparation and Initial Scoping for an EIR or Mitigated Negative Declaration,

Preparation of Draft Environmental Impact Report, response to Public Comments on the DEIR, Mitigation Monitoring and Reporting Program, and preparation of a Final EIR.

Deliverables: CEQA Review Documents

*Meeting: Facilities Ad Hoc Committee (1)
District Facilities Project Management (1)*

TASK 5.3 Adopt Facilities Master Plan

Consultant would incorporate any changes to the plan in order to incorporate mitigation measures or to reflect specific implementation actions and priorities identified by the Board or District, including potential bond measures to fund facilities improvements.

Deliverable: Facilities Master Plan for Adoption by Board

*Meeting: Executive Management
Facilities Master Plan Committee (1)
District Facilities Project Management (1)
Board of Trustees/Special Trustee for
Adoption of Plan*

GENERAL INFORMATION FOR PROPOSAL SUBMITTAL

TYPE OF CONTRACT

The District is interested in entering into a negotiated “lump sum” contract for planning services. Strict adherence to the budget limitations will be required, and budget limitations will be established for each phase of the work. The phases are:

1. Community Involvement
2. Facilities Assessment
3. Facilities Needs & Issues
4. Facilities Master Plan Proposals
5. Implementation: Facilities Bond Measure

The District reserves the right to negotiate the scope, schedule and cost of any proposal submitted and enter into a contract based on a revised proposal.

FORM OF SUBMITTAL

Proposals submitted must be presented in the following format. Proposals that do not follow this format will not be considered.

- Section 1 Brief history of the prime consultant firm
- Section 2a Chart showing major components of the firm's organization, including the names of individuals in key positions.
- 2b Program organization chart-including the names of individuals to be involved in this program. Include resumes/qualifications/relevant experience of these individuals. Specifically, include the employment history of these individuals with this specific firm.
- 2c The names of firms and individuals that will perform any sub-consultant work for your firm (i.e. outside firms providing cost estimating, planning, architectural design, structural, mechanical or electrical engineering services) Provide resumes/qualifications/experience of each person to be involved in the program. Include a list of the in-house design disciplines your firm provides.
- Section 3a References: the name, address, phone number of five previous clients for similar projects. Provide a list of references for projects which your firm, including your sub-consultants, have performed collectively.
- 3b Lists, photos, literature on related similar projects done by the individuals listed in sections 2b and 2c. Do not include projects completed by other branch offices or by individuals that are not part of the proposed program organization chart.
- 3c List the assignments where your firm has experience in facilities planning for multiple or large sites or in designing multiple projects at the same time for a single client. Provide a description of two or three of these assignments completed within the last ten (10) years.
- 3d List assignments demonstrating your firm's experience working on

projects in the State of California. Provide a description of two or three of these assignments completed within the last ten (10) years.

- Section 4 Your firm's recommended or specific approach for accomplishing each item in the section "Scope of Specific Desired Services".
- Section 5 In is the intent of the District to complete the Facilities Assessment and Master Plan and the Draft Project Description for a Facilities Bond Measure within the 2014-15 fiscal year. Provide a detailed schedule for the work and demonstrate your firm's ability to meet this schedule. Include the timing of environmental review, public review of the Draft plan and environmental documents, and actual adoption of the Facilities Master Plan, which may extend into the following school year if necessary.
- Section 6 Describe how your firm manages and controls planning & design costs, prevents project scope increases and is able to provide the highest quality design & planning in relation to fees.
- Section 6a Provide other supplemental information that is not specifically addressed in previous sections which would indicate your firm's qualifications for this project.
- Section 7 Provide fee breakdown for each of the five phases of the project, as identified in the scope of services.

PRE-SUBMITTAL CONFERENCE

A pre-submittal conference for interested firms is scheduled for 11 am April 27th, 50 Phelan Ave, MUB140, San Francisco, California 94112. Attendance at this conference is strongly recommended.

PROPOSAL SUBMISSION

Nine (9) copies of the proposal, spiral bound, should be submitted to:
City College of San Francisco
Purchasing Dept., RFP 047
33 Gough Street
San Francisco CA 94103

Proposal must be received by **11am May 5, 2015**.

PROPOSED REVIEW & SELECTION PROCESS

District staff will review all submitted proposals. After this review, staff may select three to four firms for follow up interviews. These interviews may include members of the District Facilities Master Plan Committee as well as district staff.

SELECTION CRITERIA

While relative weight given to specific criteria is not determined, the following criteria will be considered by the Selection Committee. Qualifications and relevant experience in producing similar types of plans for similar clients and settings shall be extremely important in the selection process.

- Experience with community college facility planning and design.
- Familiarity with best practices in sustainable design and planning of facilities.
- Ability to cost effectively provide high quality planning and design services.
- Skill in facilitating complex community and District involvement process.
- Ability to complete the planning tasks within the 9 month time frame.
- Creativity in problem solving in design and planning in similar urban settings.
- Ability to accurately estimate scope of facilities design and construction work and associated costs.
- Ability to work with College District staff and elected officials to address concerns about District facility plans, projects and ongoing operations.

RIGHTS OF SELECTION AND ASSIGNMENT

The District reserves the right to: (1) select one or more firms for this work; (2) assign a specific project or aspect to a specific firm; (3) assign the contract to another firm for project management purposes; and (4) assign to one or more firms one or more of the following components: 1) Community Outreach, 2) Facility Assessment 3) Facility Needs and Issues 4) Facility Master Plan Proposals and 5) Environmental Review.

Any questions related to this RFP should be submitted in writing to Purchasing CCSF, 33 Gough Street, RFP 047, San Francisco CA 94103 or by Email: khennig@ccsf.edu Questions received by April 20, 2015 will be answered at the mandatory pre-proposal conference on Monday, April 27. No questions will be answered after April 27, 2015.

TENTATIVE TIMELINE FOR RFP 047 RELEASE & CONSULTANT SELECTION

April 20	Deadline for submitting questions to have answers supplied at meeting
April 27	Pre-submission meeting. 11am
May 5	Deadline for submission of proposals

TENTATIVE FACILITIES MASTER PLANNING SCHEDULE

FACILITIES AREA SURVEY SUMMARY							
LOCATION	ADDRESS	SIZE	ASF	OGSF	TOTAL ROOMS	PERMANENT BUILDINGS - ASF	TEMPORARY BUILDINGS - ASF
Ocean Campus	50 Phelan Ave.	67.4 acres	726,795	1,131,522	1,697	679,382	47,413
John Adams	1860 Hayes Street	3.4 acres	91,349	148,397	171	91,349	0
Downtown Center	88 Fourth Street	0.2 acres	46,569	86,083	104	46,569	0
Civic Center/ Fort Mason	750 Eddy Street	0.4 acres	32,893	50,400	74	32,893	0
John O'Connell Trade Center	1400 Evans Ave.	2.5 acres	71,899	90,000	56	71,899	0
Mission Center	1125 Valencia	.0012 acres	113,526	138,129	222	113,526	0
Airport Center	SFO Building 928, S. San Francisco	0.6 acres	22,181	27,753	27	22,181	0
Chinatown North Beach Center	808 Kearney	0.4 Acres	93,664	186,764	137	93,664	0
Southeast Center	1800 Oakdale	.0003 acres	25,388	31,419	39	25,388	0

ADDITIONAL INFORMATION

Relevant Documents on Facilities Planning

The following existing plans and documents have been prepared and are available to serve as a basis for this planning process.

- TCO
- 2004 Facilities Master Plan
- 2014 Educational Master Plan
- 2011 IT Master Plan

Interview Summaries on Facilities Plan Needs, Process & Issues

I. RFP PROCESS

A. PROCUREMENT SPECIALIST – ISSUING OFFICE

Proposer(s) who have received this Request for Proposal, (RFP) from a source other than the College on the cover page should immediately contact Purchasing @ khennig@ccsf.edu to provide contact information in order addenda or other communications can be sent to them. Proposer(s) who fail to notify Purchasing with this information assume complete responsibility in the event that they do not receive communications prior to the closing date.

B. SUBMISSION OF PROPOSALS

1. Proposals shall be:

- a. Submitted in the format set forth;
- b. Made in the official name of the firm or individual under which Contractor's business is conducted (including the official business address);
- c. Proposer(s) must complete and sign the response with an original signature, by a person duly authorized to commit the successful Contractor to the contract acknowledging any addenda. Failure to submit a signature as specified will result in rejection of the Proposal;
- d. Submitted in envelopes marked with the assigned RFP number and closing date/time referenced on the outside of the envelope (lower left corner);
- e. **Separated into Proposal Response and Price Response;** and addressed to Purchasing as identified on the cover page of this RFP.

Proposer(s) must submit one (1) original and eight (8) copies of the Proposal plus one (1) original and three (8) copies of the Price Response **sealed under separate cover**. Attachments shall be provided in the same manner. Commingling of proposal response and price information or failure to submit the two (2) parts separately and sealed may cause it to be rejected as non-responsive and not acceptable. Faxed Proposals will not be accepted.

C. CLOSING DATE

Proposals must arrive at the location, date, and time identified on the cover page of this RFP. There will be no public opening of the Proposals. The names of Proposer(s) will not be released until announcement of award.

D. LATE SUBMISSIONS

Mailed proposals should allow sufficient delivery time to insure timely receipt by the issuing office. Any Proposal, modifications to or request for withdrawal of proposal, or Best and Final Offers (BAFO) arriving after the closing date and time will be considered late. Delivery of the Proposal to the specified location by the prescribed time and date is the sole responsibility of Proposer(s).

E. TWO (2) PART PROPOSAL RESPONSES

The selection procedure for this procurement requires an independent evaluation of the proposal and price responses. Consequently, Proposer(s) shall submit Proposals in two (2) separately sealed envelopes as specified below.

1. Part I – Technical Proposal Response

a. Executive Summary

The Executive Summary shall contain a brief narrative of how the Proposal meets the needs of the College incorporating Proposers' understanding of the scope of work, and objective as specified in the RFP. Describe the firm's corporate philosophy with particular emphasis on client support, the unique qualities of the firm, connections within the community, etc. In addition, please describe how the potential for conflicts of interest will be minimized.

Proposer(s) must expressly indicate that the Proposal satisfies and is fully capable of providing each point of the RFP. Additionally, Proposer(s) must explain any exception or deviation from the requirements in the RFP.

b. Complete Signed Copy of RFP

The RFP cover page must have an original signature, by a person duly authorized to commit the successful Contractor to the contract, acknowledging any addenda. Failure to submit the signed RFP will result in rejection of the Proposal.

c. Organizational Structure, Resumes

d. Additional Submittals/Forms

- (1) Proposer's References (use attached form).
- (2) Vendor Data Sheet (use attached form).
- (3) Drug-Free Workplace (use attached form).
- (4) Non-Collusion Affidavit (use attached form).
- (5) Certificate Regarding Federal Debarment and Suspension

2. Part II – Price Proposal

a. Price Proposal Pages

Proposer(s) shall submit pricing proposals on the College District's Price Proposal page, clarifying any terms and conditions being offered.

F. SUBMITTALS REQUIRED UPON PROVISIONAL AWARD

1. Insurance requirements as specified.
2. Taxpayer Identification Number (Form W-9).
3. Business Tax License as specified.

G. ACCEPTABILITY OF PROPOSALS

Purchasing shall determine which Proposers have met the requirements of the RFP. Failure to comply with any mandatory requirement will disqualify a Proposal. The Purchasing Manager shall have the sole authority to determine whether any deviation from the requirements of this RFP is substantial in nature. Minor irregularities that are immaterial or inconsequential in nature may be waived, whenever it is determined to be in the College District's best interest.

The College District may accept a proposal other than the lowest priced offer. College District Administration may conduct discussions with Proposers in any manner deemed necessary to best serve the interests of the College District.

H. PRICE EVALUATION

Proposers are required to submit a Price Proposal. Additionally, the College District reserves the right to require, during the evaluation, copies of the most current Annual Report or audited Statement of Financial Condition (Balance Sheet, Income Statement) or other acceptable financial information. These documents will be used in determining Proposers' financial condition.

I. NEGOTIATION

If it is determined that discussion is in the best interest of the College District, the Proposers in the competitive range will be advised to submit a Best and Final Offer (BAFO) for consideration after discussions are held.

J. COLLEGE DISTRICT'S UNILATERAL RIGHT

The College District reserves the unilateral right to cancel this RFP, in whole or in part, or reject all Proposals submitted in response to this RFP when such action is determined to be fiscally advantageous or otherwise in the best interest of the College District; the unilateral right to award a contract in whole or in part; to award a contract to one or more Proposers; to waive or permit cure of minor irregularities; and to conduct discussions with Proposers in any manner necessary to serve the best interest of the College District.

K. BASIS OF AWARD

The Evaluation Committee will recommend contract award to the responsible Proposer(s) who's Proposal is determined to provide overall best service and value to the College District, considering the evaluation factors in this RFP, including price.

L. INCURRED EXPENSES

The College District will not be responsible for any expenses incurred by Proposers in preparing and submitting a Proposal or best and final offer or in making an oral presentation or demonstration.

II. SPECIFIC PROVISIONS

A. ROLES OF THE CITY COLLEGE OF SAN FRANCISCO CHANCELLOR, VICE CHANCELLOR, AND PURCHASING MANAGER

The Chancellor and Vice Chancellor of Finance and Administration are CITY COLLEGE OF SAN FRANCISCO's authorized representatives for all pre-contract matters related to this contract. Throughout the duration of the contract, the Vice Chancellor or his designee shall have the authority to modify any provisions of this contract including the statement of work, pricing, or any other sections in accordance with the applicable General Provisions for Proposals. The College District's Purchasing Manager or designee shall be the principal contact for post-award technical matters. The Purchasing Manager or designee shall have no authority to modify any provisions of this contract.

B. INSURANCE REQUIREMENTS

All required insurance shall be submitted to Purchasing within ten (10) days of provisional award. Failure to provide the insurance certificates within the time frame specified shall be cause for the Proposal to be rejected as non-responsive and not acceptable. The Proposer shall maintain insurance in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract.

All policies must have a thirty (30) day non-cancellation clause giving the College District thirty (30) days prior written notice in the event a policy is canceled. Insurance coverage must be from insurers licensed in the State of California, rated at least "A-, VI" or better by the current A.M. Best Key Rating Guide and approved by the College District. Non-admitted surplus lines insurers may be accepted provided they appear on the current California List of Eligible Surplus Lines Insurers (LESLI list) and otherwise meet College District requirements. The following coverage shall be required:

1. Commercial General Liability with coverage for bodily injury, including death, and property damage with limits of at least one million dollars (\$1,000,000.00) per occurrence and one million dollars (\$1,000,000.00) aggregate. Coverage shall be written on an occurrence form which shall be endorsed to provide that it is primary and non-contributory to any insurance carried by the College District. In addition, the College, its elected officials, officers, employees, agents and representatives (Indemnitees) shall be named as shall be named as an Additional Insured to policy of insurance on forms CG 20 10 10 01 - Additional Insured - Owners, Lessees or Contractors - Scheduled Person or Organization; and on CG 20 37 10 01 - Additional Insured - Owners, Lessees or Contractors - Completed Operations Coverage Endorsement.
2. Automobile Liability coverage with limits of at least one million dollars per occurrence, combined single limit (\$1,000,000.00 CSL) for owned, non-owned and hired vehicles ("any auto"). The College, its elected officials, officers, employees, agents and representatives shall be named as additional insureds pursuant to a separate endorsement unless the coverage is written on a standard

ISO CA 00-01 policy in which case, no separate endorsement is required although the additional insured status must be noted on the certificate.

3. Worker's Compensation insurance in an amount to satisfy statutory requirements for all employees subject to the California Labor Code provisions; in addition, Employer's Liability coverage with limits of at least one million dollars (\$1,000,000.00) per employee shall be provided. The policy shall be endorsed to include a waiver of subrogation in favor of the College District.
4. Professional Liability insurance is required. The successful Proposer shall obtain, at its sole cost and expense, Professional Liability coverage with limits of at least one million dollars (\$1,000,000.00) per occurrence and four million dollars (\$4,000,000.00) aggregate, covering the risk of errors and omissions, negligent acts and costs of claims/litigation, including investigation and court costs. If the coverage is written on a "claims-made" form, the successful Proposer must ensure that the policy retro date is on or before the date of the award of this RFP and that coverage is maintained or the policy has a reporting period of at least three (3) years following completion or termination of the performance of professional services under this RFP.

C. GENERAL PROVISIONS

Except as otherwise specified herein, the CITY COLLEGE OF SAN FRANCISCO Agreement for Professional Services, dated 5/27/09, (on file in the Administrative Services Office) are incorporated as part of this Proposal and any resulting contract by reference. The Agreement is available online at <http://www.ccsf.edu/Forms/contractPS.html> or via request from Purchasing by calling (415) 487-2413.

By signing and/or authorizing the Proposal submittal, the Proposer acknowledges that they have read and understood the meaning, intent, and requirements of said Agreement; and acknowledge said Agreement for Professional Services is included as part of this Proposal.

D. INDEPENDENT CONTRACTOR

It is understood and agreed that the Proposer is an independent Contractor of the College District and not an employee. The College District shall not withhold income taxes, social security, or any other sums from the payments made to the successful Proposer. If the successful Proposer employs persons in the performance of this contract, those persons shall in no way be considered employees of the College, and the successful Proposer bears full responsibility for compensating those persons.

E. SUBCONTRACTING

The successful Proposer shall not subcontract all or any part of the work to be performed pursuant to this request for proposal without the prior written approval of Purchasing.

F. NON-DISCRIMITORY EMPLOYMENT PRACTICES

It is the policy of the District to provide equal employment and educational opportunity without regard to race, color, national origin, ethnic group identification, religion, age, sex, marital status, sexual orientation or physical or mental disability. These matters are reflective of the San Francisco Community College District Policy Manual Sections 3.02 and 5.07. The Contractor agrees that in connection with all work performed under contract, there be no discrimination against any employee or prospective employee engaged in work under this Agreement because of race, color, national origin, ethnic group identification, religion, age, sex, marital status, sexual orientation, physical or mental disability, or status as a Vietnam-era veteran. To violate this Agreement would constitute cause for immediate termination of this Agreement by the District.

G. INDEMNIFICATION

Contractor shall defend, indemnify, and hold harmless CCSF, its Board of Trustees, officers, employees and agents from any and all claims, loss, damage, injury, and liability of every kind and nature including those from or on behalf of employees of the Contractor, arising directly or indirectly from Contractor's performance of this Contract, including but not limited to, the use of facilities or equipment provided by CCSF or others, regardless of the active or passive negligence of whether liability without fault is imposed or sought to be imposed on CCSF, its Board of Trustees, officers, employees and/or agents except to the extent that such claim, loss, damage, injury or liability is the result of the sole negligence or sole willful misconduct of CCSF, its Board of Trustees, officers, employees and/or agents. Contractor specifically acknowledges and agrees that it has an independent obligation to defend CCSF, its Board of Trustees, officers, employees and agents from any claim, which actually or potentially falls within this indemnification provision even if such claim is or may be groundless, fraudulent or false.

Any agreement or contract between CCSF and Contractor shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of said agreement or contract shall be in San Francisco, California.

Debriefings are available by request through the Purchasing Office for unsuccessful respondents as per Board Resolution No. 050526-S2.

City College is legally precluded from engaging in campaign activities. No contribution to a ballot measure or Board election is requested or required, and any contribution to a campaign, if known, will not be considered in awarding the contract or the City College's continued or future relationship with the vendor. Should your firm be contacted about such activities, please notify Purchasing at 415 487 2413.

PROPOSER'S REFERENCES RFP# 047

Provide a minimum of three (3) references of plans of organizations of a similar size and nature were performed within the past three (3) years.

Proposer's Name: _____
Company Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Sq. Footage: _____ Contract Dates: _____
Project scope and milestones: _____

Company Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Sq. Footage: _____ Contract Dates: _____
Project scope and milestones: _____

Company Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Sq. Footage: _____ Contract Dates: _____
Project scope and milestones: _____

DRUG-FREE WORKPLACE CERTIFICATION RFP 047

I, _____, am the _____ of
(Print Name) (Title)

_____. I declare, state and certify to all of the following:
(Supplier Name)

I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.

I am authorized to certify, and do certify, on behalf of Supplier that a drug free workplace will be provided by Supplier by doing all of the following:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Supplier's workplace and specifying actions which will be taken against employees for violation of the prohibition;

Establishing a drug-free awareness program to inform employees about all of the following:

- (i) The dangers of drug abuse in the workplace;
- (ii) Supplier's policy of maintaining a drug-free workplace;
- (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
- (iv) The penalties that may be imposed upon employees for drug abuse violations;

Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Supplier in connection with the Work of the Contract, the employee agrees to abide by the terms of the statement. Supplier agrees to fulfill and discharge all of Supplier's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.

Supplier and I understand that if the District determines that Supplier has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §§8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Supplier and I further understand that, should Supplier violate the terms of the Drug-Free Workplace Act of 1990, Supplier may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.

Supplier and I acknowledge that Supplier and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Supplier and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

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

Executed at _____ this _____ day of _____, 20____.
(City and State)

(Printed Name) (Signature)

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA

COUNTY OF _____

I, _____, being first duly sworn, deposes and says that I am
(Typed or Printed Name)

the _____ of _____, the party submitting
(Title) (Bidder Name)

the foregoing Bid Proposal ("the Bidder"). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

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

Executed this _____ day of _____, 20__ 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.

_____ Name

_____ Address

(_____) _____

(Signature)

RFP # 047

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion — as per Federal OMB Circular A-110 Executive Order 12549 and 12689

By signing and submitting this proposal, the prospective contractor is providing the certification set out below:

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The prospective contractor certifies that it has not and will not provide any gratuities to any agency elected or appointed official, employee, representative, or consultant in connection with the award or administration of the contract that is expected to result from this solicitation.
3. The prospective contractor shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective contractor learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principle,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective contractor agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective contractor further agrees by submitting this proposal that it will include this clause title, “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion — Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. A participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 4 of these instructions, if a participant in a

covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

10. The prospective contractor certifies, by submission of this proposal, that neither it nor its principals, nor its prospective subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
11. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Signature: _____

Typed or Printed Name: _____

Title: _____

Organization: _____

Date: _____

APPENDIX:

For Phase 1: DISTRICT & COMMUNITY OUTREACH

**Key Stakeholders to Include in the Facilities Master Plan Process:
District Staff and Officials**

Users of Specialized Facilities

Current and Potential Governmental and Community Partners

**Students, Advocacy Groups, Fundraising & Community Groups Supporting
Schools**