



**Please submit proposals for Project Management and Construction Management Services**

Notice is hereby given that West Hills Community College District will receive proposals for Project Management and Construction Management Services at the West Hills Community College District's Purchasing Office in Coalinga, California no later than **2:00 pm on Wednesday, January 4, 2023.**

Submit to: West Hills Community College District  
Purchasing Department  
275 Phelps Avenue  
Coalinga, CA 93210

## **INTRODUCTION**

West Hills Community College District (District) is currently soliciting Request for Proposals (RFP) from firms (Proposer) providing project management and construction management services for the West Hills Lemoore Instructional Center Building.

West Hills Community College District is a multi-college district with locations in Coalinga and Lemoore as well as a newly built center in Firebaugh.

West Hills College Lemoore was opened in 2002 becoming the 109<sup>th</sup> community college in California. The most recent additions to the college are the state of the art Golden Eagle Arena (2011) and Student Union (2016). The district is expanding the Lemoore campus once again with a new Instructional Center Building to serve their 6,000 students helping them to earn degrees, preparing for transfer to four-year institutions, and readying them for careers through technical education.

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## **SCOPE OF WORK**

### **I. PROJECT MANAGEMENT SERVICES – AS DIRECTED**

- A. Assist the District in the prioritization and timing of construction projects, including  
scheduling (DI)-3 6Td(p)

## **II. PROJECT SPECIFIC SERVICES**

### **A. Pre-Construction and Bidding Phase:**

1. Assist the District staff and other consultants (architects, engineers, etc.) in the development of the initial budget and budget updates for each phase of the project;
2. Work with District staff in conducting pre-bid conferences;
3. Conduct pre-construction conferences;
4. Assist with prequalification and the evaluation of responses;
5. Participate in the bidding process and reporting to District staff on bid results;
6. Assist in dealing with any bid protests & District responses;
7. Assist District staff in coordinating contracts with selected low bidders, including evaluation of bonds, insurance, conformance with DIR requirements, and DVBE compliance; and
8. At the completion of projects, compile all project files, including all files and data and submit to the District for archiving. Submittal of this data to the District will be tied to the PM/CM firm's progress payment.

### **B. Construction Phase:**

1. Monitor the work of contractors on a daily basis;
2. Enforce performance, scheduling, and notice requirements;
3. Monitor schedule and cost information for each contractor for each project;
4. Document the progress and cost of the project with the District's Vice Chancellor of Business Services
5. Report and advise proactively on potential schedule and budget variances and impact on schedules and budgets;
6. Recommend potential solutions to schedule and cost issues;
7. Ensure that any changes in the field are recorded on the as-built drawings, and as-built drawings are up to date.
8. Work cooperatively with architects, contractors and the Inspector of Record (IOR)/Division of State Architect (DSA) (IOR/DSA) Project Inspector;
9. Attend weekly job site meetings and prepare and circulate weekly job site minutes as required;
10. Evaluate and process payment applications with accuracy and appropriate Documentation through the District's defined approval and retention process;
11. Evaluate, process and track change order requests;
12. Evaluate, process and track all change order requests for Professional Services (amendments and agreements);
13. Draft Background and Analysis for Board items to be reviewed by District Staff;
14. Evaluate and track Requests for Information (RFTJTj/TT1 1 Tf-0.uTJ0 Tc 0 Tw 1MC e

15. Maintain a Submittal Log and ensure that submittals are sent to consultant in a timely manner;
16. Work with District staff, architect and consultants to develop lists of incomplete or unsatisfactory work (punch lists);
17. Submit necessary reports to Local and State

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## **RFP TIMELINE OF CRITICAL DATES**

Request for Proposals Advertisement	Fridays, December 2 2022 & December 9, 2022
Deadline for Questions Regarding RFP	Wednesday, December 14, 2022 by 12:00 pm
District Response to Submitted Questions	Friday, December 16, 2022 by 5:00 p.m.
Proposals DUE	Wednesday, January 4, 2023 by 2:00 p.m.
Committee Review	January 5-6, 2023
Tentative Interviews (if necessary)	January 9-10, 2023
Board Approval	Friday, January 20, 2023

**\*Dates may change with or without notice**

## **SUBMITTAL REQUIREMENTS**

All related RFP documents, addenda and notices will be available and posted to the District website at <https://www.westhillcollege.com/district/departments/bA9.24.26.1.webheebd.wbe>

below.

**I. COVER LETTER/LETTER OF INTEREST (0-15 points)**

The individual who is authorized to bind the Proposer's business contractually, must sign the cover letter. The letter must indicate the signer is so authorized and must indicate the title or position that the signer holds in the Proposer's firm. **An unsigned cover letter may cause the Proposal to be rejected.** The cover letter must contain a statement that the Proposer acknowledges that all documents submitted pursuant to this RFP process will become a matter of public record and all materials submitted in response to this RFP will not be returned to the Proposer. The letter must also contain the following:

1. The Proposer's name, address, email, and telephone number.
2. The name, title or position, and telephone number of the individual signing the cover letter.
3. A statement indicating the signer is authorized to bind the Proposer contractually.
4. The name, title or position, and telephone number of the primary contact, if different from the individual signing the cover letter.
5. A statement to the effect that the Proposal is a firm and irrevocable offer, good for six (6) months.
6. A statement expressing the Proposer's willingness to perform the services as described in this RFP.
7. A statement indicating that all forms, certificates, and compliance requirements included in this RFP are completed and





**VI. NON-COLLUSION AFFIDAVIT (Exhibit B)**

Proposers shall submit the Non-Collusion Declaration with its Proposal. Proposals submitted without the Non-Collusion Declaration shall be deemed non-responsive and will not be considered.

**VII. REFERENCES FORM (Exhibit C)**

Provide the name and contact information for at least three individuals or organizations that can provide feedback on past project performance.

**VIII. ADDITIONAL MATERIALS**

- A. Proposers may include other materials that they feel may improve the quality of their Proposal submissions and/or are pertinent to this RFP.
- B. Proposers are encouraged to include letters of reference and/or testimonials in their Proposal.

**SUBMITTAL CHECKLIST**

This checklist is provided to assist in the preparation of Proposer’s submission. It is only intended as a guide.

- COVER LETTER/LETTER OF INTEREST**
- EXECUTIVE SUMMARY**
- TECHNICAL CAPABILITIES**
- PROJECT MANAGEMENT**
- COST PROPOSAL**
- EXHIBIT A – Certification of Non-Discrimination**
- EXHIBIT B – Non-Collusion Affidavit**
- EXHIBIT C - References**
- ADDITIONAL MATERIALS (OPTIONAL)**





**EXHIBIT A-**



**EXHIBIT C - REFERENCES**

**Proposer shall provide a minimum of three (3) References with three (3) or more years' experience with the Proposer.**

**REFERENCE #1**

NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

**REFERENCE #2**

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
APPROX. FTES	

**REFERENCE #3**

NAME	
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**ATTACHMENT A**

**CONTRACT FOR PROJECT MANAGEMENT & CONSTRUCTION MANAGEMENT SERVICES**

AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2022

BETWEEN the Owner:                               West Hills Community College District (District)  
  275 Phelps Avenue  
  Coalinga, CA 93210

and the Contractor: \_\_\_\_\_

the Project:                                       **PROJECT MANAGEMENT & CONSTRUCTION  
MANAGEMENT**, as specified

The District and the Contractor agree as set forth below.

1. **DEFINITIONS:** "District" means the **West Hills Community College District**; "Contractor" means the successful bidder to whom the award will be made. The services listed in the RFP, Agreement, and in Attachment(s) are referred to as "Services."
2. **SCOPE OF SERVICE:** Contractor shall perform the agreed-upon services as defined by the RFP and in accordance with the terms and conditions in this Agreement. Contractor's Services will be timely and performed or provided consistent with the profession skill and care of Contractor's profession and in compliance with all applicable laws and regulations.
3. **TERM:** To be determined with the successful firm, for a maximum term not to exceed five (5) years. The District reserves the right to cancel or change the term of the Agreement with a 30-day written notification. Termination justifications may include but not be limited to the following: non-performance, specific to the service; funding; cost or contract term expiration issues.
4. **FEES AND REIMBURSEMENTS:** Contractor will receive compensation in an amount not to exceed the rate/fee schedule noted in Contractor's Proposal to the RFP (Attachment 1). District will pay Contractor all amounts owed within thirty (30) days of receipt of Contractor's undisputed billing invoice. The District retains the right to increase or decrease the Services, deliverables, or amount of work





intellectual property right, unless the liability or

or unless otherwise required by law. Contractor will promptly notify the District if it becomes aware of any possible unauthorized disclosure or use of the Confidential Information. The provisn.

22. SEVERABILITY: If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full

withheld or granted in sole discretion of the Party requested to grant consent.

29. COUNTERPARTS: This Agreement may be executed in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.
30. ENTIRE AGREEMENTS: This Agreement, Attachment 1 and RFP documents, constitute the sole entire Agreement and understanding between the District and Contractor concerning their subject matter. It replaces and supersedes all prior agreements or negotiations, whether written or verbal. It may not be modified except in a writing signed by the District and Contractor.
31. TIME OF PERFORMANCE: Time is of the essence and Contractor shall perform the Services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this Agreement.