REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSOQ)  
FOR DESIGN-BUILD SERVICES

RFSOQ 19-003  
Rocklin Campus Parking Garage Project

Sierra College - Facilities Division, Yt-1  
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Rocklin, CA  95677  
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August 20, 2018
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1. MAP OF SJCCD SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 4

APPENDICES

A. PREQUALIFICATION QUESTIONNAIRE

B. PROJECT EXPERIENCE QUESTIONNAIRE
INTRODUCTION
The Sierra Joint Community College District (District) of Rocklin, CA, acting through its Governing Board, hereinafter referred to as the District, is requesting Statements of Qualifications (SOQ) and supplemental questionnaires from interested and qualified Design-Build Entities (Design-Build Entity, DBE, or Applicants) to provide design and construction services for the project referenced below (Project). The District will select a DBE consisting of a general contractor and architect based on qualifications and proposed fees (a design competition is not utilized). Refer to Section 5 for more information on the selection process.

The delivery method for this Project is the design-build delivery method utilizing bridging.

The District intends to implement the design-build process that will incorporate the principles and practices of a fully integrated and collaborative team. The goal is to harness the talents and insights of all participants in order to optimize efficiency, reduce rework through all phases of planning, programming, design, preconstruction, procurement, construction management, commissioning, and project closeout while incorporating new ideas and innovative technologies. The design-build process will leverage collaboration between the District, DBE, trade contractors, and suppliers from early design through project completion.

The DBE shall identify and include in their SOQ any other design specialists and/or trade contractors necessary for the DBE to accomplish complete design and construction services to facilitate a collaborative and integrated approach to delivering the project.

Upon conclusion of this RFSOQ process, the District intends to solicit proposals from the three highest ranked Design-Build Entities as determined through this RFSOQ process. The final DBE selection criteria will consist of qualifications criteria with a Guaranteed Maximum Price (GMP) cost component for proposers to indicate their proposed costs for the full design, construction and certification process, including general conditions, overhead and profit. The GMP will not include a construction contingency. Subcontractors to the DBE shall be competitively and openly bid through bid packages prepared by the DBE with review and approval of the District. The district desires to work with local contractors and local subcontractors, and will give greater consideration to those proposals utilizing local subcontractors.

Pursuant to Education Code section 81702(c)(2)(C), each of the following scoring criteria for the Request for Proposal (RFP) will receive at least 10% of the total evaluation weight: price, technical expertise, life cycle costs over 15 years or more, skilled labor force availability, and an acceptable safety record.

1. PROJECT DESCRIPTION
The Project consists of the design, construction, and DSA certification of a parking garage for the Rocklin campus.

- The estimated direct construction cost is $40,000,000.00 inclusive of trade contracts, contractor profit and overhead, and general conditions.
- Preconstruction and Architect/Engineer fees are not included in the Direct Construction Cost Budget. These fees will be identified as a separate line item as part of the cost proposal section to be submitted with the RFP by the shortlisted firms.
- The contract duration estimate is nine to twelve months. Improvements to estimated budgets and durations will be entertained during the RFP process.
- The Design-Build Entity is required to be licensed in the state of California with a ‘B’
license.
  • The Architect of Record is required to be licensed in the state of California.

2. DEFINITIONS

**Design-Build** ("DB") – A form of contract and procurement wherein there is a single contract for both the design and construction of a project by the Design-Build Entity where the risk of loss for errors, omissions and conflicts in the construction documents is shifted contractually and by statute to the Design-Build Entity.

**Design-Build Entity** ("DBE") – The single entity that will sign a contract with the District and be responsible for delivering a complete project including design, construction, project management, liability and other insurance, bonding, and all other necessary items for a complete, approved “turn-key” project.

**Design-Build Entity Team Member** ("DBE Team Member") – The Design-Build Entity (General Contractor), or a subconsultant or subcontractor of any tier to the Design-Build Entity.

“**Associates**” shall mean any of the following:
  a) The current qualifiers for all current Contractors State License Board contracting licenses held by the General Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member).
  b) All current officers of the General Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member), if it is a corporation.
  c) All current partners of the General Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member), if it is a partnership.
  d) All current joint ventures of the General Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member), if it is a joint venture.

“**Bridging Architect**” shall mean the Owner’s facilities master planning architect who is responsible for preparing the criteria documents for each Design-Build project.

“**General Contractor**” shall mean the general contractor, holding a current, valid, Class “A” general engineering, or “B” general building contractor’s license in good standing, that will assume responsibility for the subcontracting, management, supervision and administration of the construction for the Project as part of the DBE Team.

“**Architect of Record**” shall mean the licensed architect that is a part of the DBE Team whose stamp will appear on Project Construction Documents.

“**Design Firm**” shall mean, in the case where the Architect of Record is not an individual doing business as a sole proprietorship, the firm (whether a sole proprietorship, corporation, partnership or other association) which employs the Architect of Record.

“**Engineer(s) of Record**” means the professional(s) providing professional services in a specific engineering discipline, that is a part of the DBE Team, and whose stamp will appear on the Project Construction Documents.

“**Engineer Firm**” shall mean, in the case where the Engineer(s) of Record is not an individual doing business as a sole proprietorship, the Engineer Firm (whether a sole proprietorship, corporation, partnership or other association) which employs the Engineer(s) of Record.

“**Trade Contractor (or Subcontractor)**” shall mean, a person or entity that has a direct contract with
Design-Build Entity either to perform a portion of the work at the site, or to perform some or all of the services. The term “Subcontractor” is referred to throughout the contract documents as if singular in number and neutral in gender and means a Subcontractor or an authorized representative of the Subcontractor. The term “Subcontractor” does not include a separate contractor or subcontractors of a separate contractor.

3. SCOPE OF DESIGN-BUILD ENTITY’S WORK

The District will specify work to be performed by the DBE in the Request for Proposal and contract documents. The anticipated services will likely consist of, but will not be limited to, the following tasks:

   a. Validate the bridging documents provided by the Owner’s bridging architect.
   b. Develop design deliverables per District requirements and assist with presentations to user groups, District staff, Measure E Citizens Oversight Committee, and the District Board of Trustees as requested.
   c. Provide cost updates at the conclusion of each phase, and maintain continuous cost management to assure the final design remains within the GMP.
   d. Provide quality assurance and control during preconstruction and construction phases.
   e. Procure all agency review, DSA review, peer review and local agency approvals as required.
   f. Provide construction planning, phasing, scheduling, site logistics and safety plan during design and through facility certification.
   g. Develop and maintain a critical path schedule that incorporates tasks and approvals necessary to complete the Project within the contract duration.
   h. Develop trade bid packages, publicly advertise, and receive competitive bids from trade contractors who are not already members of the DBE team.
   i. Comply with prevailing wage laws and requirements, as well as all other Authorities Having Jurisdiction.
   j. Participate in the Owner Controlled Insurance Program (OCIP) for this project or obtain Builders Risk insurance for the project, the choice is subject to Owner’s review and approval.
   k. Ensure Project compliance with California Environmental Quality Act (CEQA) by incorporating all applicable mitigation measures specified in the Rocklin Facilities Master Plan Environmental Impact Review (expected to be completed by April 2019). A draft of the EIR will be provided to the DBE.

4. INTERESTED PARTIES

Participation in More Than One Proposal. General Contractors and Architects of Record will not be allowed to participate in the Request for Proposal process, in any capacity, as Design-Build Entity Members, to more than one Design-Build Entity. For purposes of interpreting and applying the requirements of this paragraph, branch offices of a General Contractor and Architect of Record that is an individual, corporation, partnership, or other legal entity, where such branch offices are owned and/or managed, in whole or in substantial part, by such individual, corporation, partnership, or other legal entity, shall be deemed identical to such General Contractor and Architect of Record.

District Consultants. Pursuant to California Education Code Section 81703: Consultants or Subconsultants to the District who are participants or advisors to the District or College in respect to the design-build project including the preparation of bridging documents are exempt from participating as a Design-Build Entity Member or as a Subconsultant or Subcontractor, of any Tier, to a Design-Build Entity. Therefore for this project, the following firms are not eligible to participate in this project:
5. DESIGN-BUILD ENTITY SELECTION PROCESS
The District will select the Design-Build Entity using a two-step process:

Step 1 – Prequalification
The District has established a Prequalification Rating System shown in Appendix A for evaluating the qualifications of DBEs. The District’s Selection Committee will review and assess the information provided in Prequalification Questionnaire, Appendix A, to determine if a DBE meets the minimum qualifications on a pass/fail basis. The list of DBEs that meet the minimum qualifications will be posted on the Sierra College Bid Opportunities web page, and will move to Step 2.

Step 2 – Selection
a. Request for Statements of Qualification (RFSOQ): The District’s Selection Committee will then review and score the SOQs and the information provided in the Project Experience Questionnaire, Appendix B. The three (3) highest ranked firms who confirm their willingness and ability to continue in the process will be shortlisted, and receive the Request for Proposal (RFP). The District reserves the right to reject all responses to this RFSOQ. The District will notify all Applicants of the outcome and post the shortlist on the Sierra College Bid Opportunities web page.

b. Requests for Proposals (RFP): The District will select a design-build entity based on qualifications and proposed fees (a design competition is not utilized). A mandatory pre-proposal conference will be held and optional confidential meetings may be held. The District’s Selection Committee will review the proposals from the finalists, conduct interviews, and perform reference checks. Selection of the successful DBE in Step 2 shall be based upon pre-established criteria set forth in the Request for Proposal, which include cost and other factors. Award of the design-build contract will be made to the DBE whose proposal is determined by the District to be the best value for the District. As the process does not include a design competition, stipends will not be awarded. The District reserves the right to reject all proposals.

ANTICIPATED SELECTION PROCESS SCHEDULE:

<table>
<thead>
<tr>
<th>Schedule Activities</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFSOQ Advertised</td>
<td>Monday, 8-20-18</td>
</tr>
<tr>
<td>Last day to submit questions about the RFSOQ</td>
<td>Thursday, 9-6-18 at 2:00 PM</td>
</tr>
<tr>
<td>Final RFSOQ Addendum issued (if required)</td>
<td>Tuesday, 9-11-18</td>
</tr>
<tr>
<td><strong>RFSOQ submittals due</strong></td>
<td>Friday, 9-14-18 before Noon</td>
</tr>
<tr>
<td>Qualified applicant list posted</td>
<td>Friday, 9-21-18</td>
</tr>
<tr>
<td>Shortlist posted</td>
<td>Monday, 10-1-18</td>
</tr>
<tr>
<td>RFP distributed to shortlist</td>
<td>Monday, 10-1-18</td>
</tr>
<tr>
<td>Pre-Proposal Mandatory Conference</td>
<td>Monday, 10-8-18</td>
</tr>
<tr>
<td>Confidential Meetings (optional)</td>
<td>Week of 10-8-18</td>
</tr>
<tr>
<td><strong>RFP Submittals due</strong></td>
<td>Friday, 11-9-18 before Noon</td>
</tr>
<tr>
<td>Proposing firms interviewed</td>
<td>Week of 11-12-18</td>
</tr>
<tr>
<td>Notice of Intent to Award</td>
<td>Friday, 11-16-18</td>
</tr>
<tr>
<td>Board of Trustees Approval</td>
<td>Tuesday, 12-10-18</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>Wednesday, 12-12-18</td>
</tr>
</tbody>
</table>
Notice to Proceed | January 2019

The District reserves the right to change any and/or all of the dates stated above. Any changes to the schedule for the RFSOQ/RFP process will be issued by addenda posted to the Bid and Opportunities page of the College website: https://www.sierracollege.edu/about-us/admin-services/finance-business-services/purchasing/bid.php

It is the sole responsibility of an Applicant to check the website for any and all addenda and to be completely familiar with the contents thereof.

6. **INSTRUCTIONS FOR PREPARING AND SUBMITTING A RFSOQ SUBMITTAL**

   RFSOQ submittals must be received in the District Facilities Office, Bldg Yt-1, on the Rocklin campus, per the Anticipated Selection Process Schedule above. If submittals are delivered by hand, Building Yt-1 is located in the Rocklin Campus Corporation Yard. Parking near Yt-1 is limited, but a parking pass is not needed.

   **Preparation instructions:**
   - Provide all information requested in this RFSOQ in the order specified in Section 9.
   - Provide information as it pertains to your team. When referencing projects that were joint ventures, or individual efforts, indicate such and explain each individual’s or firm’s role in the project.
   - The SOQ should be as concise as possible.
   - Where contact information is requested, include the company name, company representative’s name, current phone number and e-mail address.
   - The SOQ shall be printed not less than 11 point font, single spaced on letter-size (8 1/2 x 11) paper, double sided, and bound. The Questionnaires shall be filled in using the same sized font.

   **Submittal instructions (by mail or hand delivery):**
   - One signed (1) hard copy of the SOQ, Pre-Qualification Questionnaire, and D-B Project Experience Questionnaire (Appendices A and B). Each document separately bound.
   - One (1) digital version in PDF format on a permanently marked flash drive.
   - Ensure delivery of the SOQ and questionnaires before noon, on the due date, in a sealed package clearly marked on the outside as follows:

     **CONFIDENTIAL: SOQ for Rocklin Campus Parking Garage Project**
     **SJCCD RFSOQ 19-003**
     **Attn: Laura Doty**
     **5100 Sierra College Blvd**
     **Rocklin CA 95677**
     **From: Design-Build Entity Business Name**

   - If submittals are delivered by hand, Building Yt-1 is located in the Rocklin Campus Corporation Yard. Parking near Yt-1 is limited, but a parking pass is not needed.
   - Any submittal received after the deadline will not be considered and will be returned unopened. Faxed or emailed SOQ submittals will not be accepted.

7. **DISTRICT REPRESENTATIVE FOR THE SELECTION PROCESS**
The District Representative for the Design-Build Selection Process is:

<table>
<thead>
<tr>
<th>Name</th>
<th>Laura Doty</th>
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<tbody>
<tr>
<td></td>
<td>Director, Facilities and Construction</td>
</tr>
<tr>
<td></td>
<td>Sierra Joint Community College District</td>
</tr>
<tr>
<td>Address:</td>
<td>5100 Sierra College Blvd</td>
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<tr>
<td></td>
<td>Rocklin, CA 95677</td>
</tr>
<tr>
<td>Delivery:</td>
<td>Bldg Yt-1, Rocklin Campus</td>
</tr>
<tr>
<td>Telephone:</td>
<td>(916) 660-7655</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:bondprogress@sierracollege.edu">bondprogress@sierracollege.edu</a></td>
</tr>
</tbody>
</table>

Please note: Date/time will be noted upon submission of your Statement of Qualifications.

8. QUESTIONS
All questions and issues regarding this RFSOQ process, requirements, criteria, and/or information, must be submitted electronically by emailing Laura Doty at bondprogress@sierracollege.edu. All questions must be submitted no later than the due date indicated in the Anticipated Selection Process Schedule in Section 5. Questions received after the due date will not be considered.

9. SUBMITTAL REQUIREMENTS AND SCORING
If at any time during this RFSOQ process, or subsequently during the RFP process, any information submitted by a DBE becomes inaccurate, incomplete, misleading, and/or untrue, the DBE must immediately notify the District representative identified herein and immediately provide updated accurate information in writing, under penalty of perjury.

The RFSOQ submittal consists of three documents: The Statement of Qualifications (SOQ), the Prequalifications Questionnaire (Appendix A), and the Project Experience Questionnaire (Appendix B).

The Statement of Qualifications – 625 points possible
Following the Cover Page and Table of Contents, the SOQ should be organized with numbered tabs corresponding to Sections 1 through 8:

Section 1: Basic Information – 0 points
- Cover letter/Letter of Interest
  The letter will confirm that Applicant’s SOQ submittal is in response to this RFSOQ and agrees to enter into a design-build contract if selected. The letter must be no more than two (2) pages and must be signed by a representative(s) of the Applicant with authorization to bind the DBE.
- Organization Chart
  Provide a basic organization chart depicting the firms comprising the DBE and the individuals in key roles for each, if known

Section 2: Key Personnel – 100 points
- List the key personnel who the Applicant has committed to assigning to this project because they are considered to be integral to the delivery of the project.
- For each individual provide a resume which should be no more than 2 pages. It must present
the individual’s overall experience, education, licensing, and other general information relevant to this project including their design-build project design and/or construction experience. These individuals are to be committed to the roles indicated for the project and may not be subject to substitution without prior written approval of, and at the sole discretion of, the District.

Section 3: School Campus Project Approach – 100 points
- Describe your approach to site safety and logistics on an occupied campus.
- Describe your approach to maintaining pedestrian and vehicular access to adjoining facilities during normal operation of college and instructional activities.
- Explain how you will maintain continuous utility services and manage required utility interruptions/cutovers. Describe experience of team members with these conditions.
- Describe your strategies to minimize operational impacts.
- Describe your communication strategies.
- Explain your approach to implementing a design-build process in a participatory governance environment.

Section 4: DSA Experience – 100 points
- Describe your experience with a collaborative process (informal or formal).
- Describe any strategies that you have used to facilitate timely DSA review, certification and closeout; provide examples of innovative approaches used to expedite DSA review.

Section 5: Schedule – 50 points
- In general terms, describe successful strategies to compress design and construction schedules.
- In general terms, describe your approach to recovery schedules.
- Describe techniques you have employed to ensure that design services, construction management, materials and labor are available to meet the project schedule. Describe specific experience with phased design and construction.

Section 6: Project Specific Requirements – 100 points
- In general terms, describe the DBE’s approach to design and permitting of parking structures, and any lessons learned from like projects

Section 7: Applicant’s unique qualifications to perform on this project - 50 points
- DBE Configuration - What differentiates the firms that comprise your team making it uniquely qualified for this project.
- DBE Personnel - What differentiates the personnel that comprise your team making it uniquely qualified for this project.

Section 8: Local preference – 75 points
- For this solicitation, “a Tier I local firm” is defined as a firm with at least one physical location within the boundaries of the School Facilities Improvement District No. 4 (see Attachment 1).
- For this solicitation, “a Tier II local firm” is defined as a firm with at least one physical location outside the boundaries of the School Facilities Improvement District No. 4 but within the counties of Placer, Yolo, El Dorado, Nevada or Sacramento.
• General Contractor:
  Tier I local firm  40 points
  Tier II local firm  30 points

• Architect/Engineer:
  Tier I local firm  25 points
  Tier II local firm  19 points

• General Contractor’s concrete subcontractor:
  Tier I local firm  10 points
  Tier II local firm  8 points

Section 9: Additional Points Possible – 50 points
• Response to the RFSOQ was clear, concise and responsive.

The Pre-Qualification Questionnaire - Pass/Fail score

The Prequalification Questionnaire must be filled out and submitted as a separately bound document along with the SOQ. The additional documents and information requested by the Prequalification Questionnaire (except for the Financial Statements) should be inserted immediately following the completed Prequalification Questionnaire. In addition to the Questionnaire, a copy of the General Contractor’s Financial Statements is required and shall be placed in a separate sealed envelope labeled “Confidential”. Additionally, the additional documents and/or information you provide (in response to the Prequalification Questionnaire form) should be identified using the same question number that corresponds with the Prequalification Questionnaire question number. Further instructions are included in the Questionnaire.

The Design-Build Team Project Experience Questionnaire – 160 points possible

The Design-Build Team Project Experience Questionnaire must be filled out and submitted as a separately bound document along with the SOQ.

10. OTHER TERMS AND CONDITIONS OF THE RFSOQ PROCESS

The District expressly reserves the right to undertake any of the following if advantageous to the District:
1. Accept or reject any or all of the submitted SOQs;
2. Waive or decline to waive any and all defects as to form, content, informalities, minor technical inconsistencies and/or irregularities in any SOQ or the RFSOQ process;
3. Terminate the RFSOQ process at any time;
4. Modify and/or suspend any and all aspects of the RFSOQ;
5. Re-issue the RFSOQ;
6. Extend the time frame for submission of the SOQs to the parties known to District to have received a copy of the RFSOQ. Any deadlines, if extended, will be done by the issuing of Addenda posted to the District’s website. It is solely an Applicant’s obligation to check the website for any and all Addenda and the contents thereof;
7. Request clarification of information submitted, or to request additional information, from any or all submitting Applicants;
8. Hold all SOQs for a period of sixty (60) days after the deadline for receipt of SOQs;
9. Conduct personal interviews of any or all Applicants during the RFSOQ process before making selection of the three finalists in this RFSOQ process;
10. The SOQs submitted in response to this RFSOQ will become the property of the District and may be used by the District in any way it deems appropriate;
11. While the information submitted in your SOQ will become a public record after award of a contract, the reviewed and audited financial information submitted by an Applicant will remain confidential and not disclosed in response to any Public Record Act Request or similar request for information. District will use these documents as part of the basis of rating Applicants for the Project. District reserves the right to verify and check information submitted from all other sources available to District. District’s decision will be based on objective evaluation criteria as set forth in the RFSOQ and its Attachments;
12. Acceptance of any SOQ will take into consideration the reliability of the Applicant, past documented performance of the Applicant, and all of its proposed team members and sub-consultants, and the appropriateness of the information provided. The District will, in the exercise of its discretion, be the sole judge in the determination of the quality and appropriateness of the SOQ. The District’s decision will be final;
13. All costs for preparation, submission and/or delivery incurred by the Applicant is the sole responsibility of the Applicant and will not be paid by the District. The District will not be liable for any costs incurred in the preparation of SOQs or incidental to the preparation and presentation of qualifications either orally or in writing. Any costs incurred in the preparation of the SOQ, in the submission of additional information, and/or in any other aspect of the SOQ before the award of a contract will be borne by the Applicant;
14. SOQs that are submitted with conditional clauses, alterations, items not called for in the RFSOQ, or irregularities of any kind are subject to rejection by the District, at its option;
15. By submitting a SOQ the Applicant acknowledges that they have investigated and satisfied itself as to the conditions affecting the work. The District shall not be responsible for any conclusions or interpretations made by an Applicant of the information made available by the District;
16. The District reserves the right to require that the Applicant demonstrate that it has the skills, equipment, and other resources necessary to satisfactorily perform the nature and magnitude of work and services necessary to complete the Project within the proposed contract schedule;
17. The Applicant shall furnish the District with such additional information as the District may reasonably require and request;
18. The District will require the selected DBE to have a valid California Architect’s License and a valid Contractor’s B License issued by the state of California, appropriate valid professional licenses, and to provide evidence of appropriate insurance and bonding coverage/capacity;
19. At the end of the RFP process, the District will require the selected DBE to enter into a contract prepared by the District, a sample of which will be included in the RFP;
20. Unless and except requested to do so in writing either in response to a written request for clarification from District or as otherwise permitted by the RFSOQ/RFP Documents, Applicants/Proposers and their Design Team Members, Sub-consultants and Subcontractors shall not communicate, either verbally or in writing, with: (1) any member of the Selection
Committee; (2) any consultant or professional retained by the District for the purpose of providing the District or College advice or professional services in respect to the Project, the Request for Proposal process or the Award of the Design-Build contracts; or (3) any trustee, officer, employee or representative of the District or College with respect to any matter relating to the Project;

22. Statements of Qualifications and/or Financial Statements received after the time and date specified, whether delivered or mailed, may not be considered and may be returned to the Applicant unopened, at the sole discretion of the District. It is the sole responsibility of each Applicant to ensure that their Statement of Qualifications and Financial Statements arrive at the required locations before or at the time and date specified;

23. No individual or firm responding to this RFSOQ shall obtain any claim or cause of action against the District by reason of any aspect of the RFSOQ, defects or abnormalities contained herein, defects or abnormalities in the selection process, the rejection of any SOQ, the acceptance of any SOQ, any statements, representation, acts or omissions of the District, the exercise of any discretion by the District in connection with any of the foregoing, or any and all other matters arising out of all or any of the foregoing;

24. No contract will be awarded in response to this RFSOQ. A contract may be awarded to one of the Finalists selected through the RFP process, but only after a subsequent Request for Proposal process takes place involving the Finalists. The District reserves the right to increase the number of Finalists at any time before the award of a contract if the District determines it is in its best interest to do so;

25. Dispute Process: Any Applicant that submits a Prequalification Questionnaire and does not receive qualified status can appeal that decision to the Appeal Panel formed by the District for this RFSOQ process. If such an Applicant wishes to appeal the determination and has good grounds for doing so, such an Applicant must submit a Request for Review within three (3) business days of the District posting the Qualification results on its website. It is an Applicant’s sole responsibility to check the District’s website for such a posting. The Request for Review must be sent via email only to TBD with attached documentation supporting the appeal. The Request for Review must specifically state why the District’s determination is not correct by referencing in the Request for Review the applicable part or parts of the Applicant’s Statement of Qualifications and then the Pre-qualification Questionnaire (Attachment 1). Information not set forth in an Applicant’s Statement of Qualifications will not be considered as part of the appeal process, unless such information was specifically requested by the District and the Applicant had previously provided it to the District. No new information, data or documents, can or will be considered during the appeal process. An appeal shall in no way suspend or delay the RFSOQ or RFP process from proceeding. The Appeal Panel’s decision on an appeal is final. There is no appeal for not being ranked in the “Finalist” group. The fact that an Applicant does not achieve prequalified status for this procurement does not mean that the Applicant is “non-responsible” and it does not mean that an Applicant is precluded from submitting qualifications and/or bids or proposals for other District procurements.

-End of Request for Statement of Qualifications-