Solicitation PMB201501

Program Management, Facility Construction Expansion and Renovation Projects

Bid designation: Public

State of California
Bid PMB201501
Program Management, Facility Construction Expansion and Renovation Projects

Bid Number: PMB201501
Bid Title: Program Management, Facility Construction Expansion and Renovation Projects
Expected Expenditure: $3,500,000.00 (This price is expected - not guaranteed)

Bid Start Date: Jan 5, 2015 12:54:53 PM PST
Bid End Date: Feb 23, 2015 4:00:00 PM PST
Question & Answer End Date: Jan 29, 2015 3:00:00 PM PST

Bid Contact: Pony Noujaim
916-255-3024
Pony.Noujaim@cdcr.ca.gov

Pre-Bid Conference: Jan 20, 2015 1:00:00 PM PST
Attendance is mandatory
Location: California Department of Corrections and Rehabilitation
10000 Goethe Road, Bldg A, Sacramento, CA
Timber Peak/Mount Whitney Rooms

Standard Disclaimer: The State of California advises that prospective bidders periodically check the websites, including but not limited to Bidsync, and/or other state department links for modifications to bid documents. The State of California is not responsible for a prospective bidder's misunderstanding of the bid solicitation or nonresponsive bid due to failure to check these websites for updates or amendments to bid documents, and/or other information regarding the bid solicitations. Failure to periodically check these websites will be at the bidder's sole risk. The information published and/or responded to on these websites is public information. Confidential questions/issues/concerns should be directed to the contact on the ad.

Addendum # 1
New Documents: 2015_PM_RFQ_AD_V2.pdf
Removed Documents: 2015_PM_RFQ_AD_V2.pdf

Addendum # 2
New Documents: 2015_PM_RFQ_V7_Final.pdf
Removed Documents: 2015_PM_RFQ_V7_Final.pdf

Description:
The California Department of Corrections and Rehabilitation (CDCR) intends to contract for architectural, engineering and construction management services as part of a Program Management Services contract to assist the CDCR in managing their Capital Outlay Program.

To be considered for selection and award of a contract, interested firms must submit a "Statement of Qualifications" including all information requested below.

The CDCR intends to enter into a 3 year contract (with extensions possible by mutual agreement of parties) for Program Management Services beginning July 1, 2015. The Program Manager (Consultant) will provide services as requested for projects currently
authorized by the Legislature and any projects authorized during the term of the contract.
California Department of Corrections and Rehabilitation

Invites Qualified Firms to Submit

Statements of Qualifications for

Program Management Services
Facility Construction, Expansion, and Renovation Projects

January 2015
RFQ No. PMB201501

The California Department of Corrections and Rehabilitation (CDCR) is requesting Statement of Qualifications from firms interested in providing Program Management Services to assist the CDCR in the planning, design, construction, expansion, and renovation of state prisons to meet its infrastructure, health care, inmate housing and rehabilitation/reentry needs. Over the last four years, the contract value for program services has ranged from approximately $2.6M to $3.5M dollars annually. The value for project services has ranged from $8M to $11.5M annually over the last two years. However, the amount of any future services may vary subject to Legislative approval. Projects may range from a single building to large correctional complexes and may also include security or infrastructure components such as lethal fence installations, water/wastewater upgrades and electrical system improvements.

CDCR’s authority for its design and construction Programs comes from Penal Code 7000 et seq., the Public Safety and Offender Rehabilitation Services Act of 2007 (AB 900), Senate Bill 1022 (2012), and the State Budget Act. Project delivery is by design-bid-build, design-build, or other authorized delivery method.

A Pre-Proposal Conference will be conducted at the time and place listed below:

Date: January 20, 2015
Time: 1:00 P.M. – 5:00 P.M.
Location: 10,000 Goethe Road, Building A
Timber Peak / Mount Whitney Rooms
Sacramento, CA 95827

ATTENDANCE FOR THIS CONFERENCE IS MANDATORY IN ORDER TO BE ELIGIBLE FOR CONSIDERATION AND AWARD OF THIS CONTRACT.

CDCR encourages DVBE and SB participation. The DVBE participation goal for this contract is 3%.

To be considered for selection, firms must submit Statements of Qualifications to:

California Department of Corrections and Rehabilitation
Project Management Branch
Attention: Lauren Yancey
9838 Old Placerville Road, Suite B
Sacramento, CA 95827

Submittal Deadline: 4:00 P.M. on February 23, 2015.
Statements of Qualifications are required to meet certain specifications as outlined in the Request for Qualifications (RFQ). You can obtain a copy of the RFQ via the Internet at [http://www.bidsync.com](http://www.bidsync.com). Enter the contract number RFQ No. PMB201501 and you will access the RFQ as an attachment to the advertisement.

To obtain a copy of the RFQ via email, contact:

Name: Lauren Yancey  
Phone No.: (916) 255-2180  
Fax No.: (916) 255-6062  
Email: Lauren.Yancey@cdcr.ca.gov

Mailing Address: 9838 Old Placerville Road, Suite B  
Sacramento, CA 95827

When you request a copy of the RFQ, please leave a message which includes your name, firm, mailing address, e-mail address, phone number, and the contract number.

*California Department of Corrections and Rehabilitation*
STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
FACILITY PLANNING, CONSTRUCTION AND MANAGEMENT DIVISION  
PROJECT MANAGEMENT BRANCH  
REQUEST FOR STATEMENT OF QUALIFICATIONS FOR  
PROGRAM MANAGEMENT SERVICES  
FACILITY CONSTRUCTION, EXPANSION, AND RENOVATION PROJECTS  
JANUARY 2015  
RFQ No. PMB201501

I. GENERAL INFORMATION  
The California Department of Corrections and Rehabilitation (CDCR) intends to contract for architectural, engineering and construction management services as part of a Program Management Services contract to assist the CDCR in managing their Capital Outlay Program.  

To be considered for selection and award of a contract, interested firms must submit a "Statement of Qualifications" including all information requested below.  

The CDCR intends to enter into a 3 year contract (with extensions possible by mutual agreement of parties) for Program Management Services beginning July 1, 2015. The Program Manager (Consultant) will provide services as requested for projects currently authorized by the Legislature and any projects authorized during the term of the contract.  

II. PRE-PROPOSAL CONFERENCE  
The CDCR's Project Management Branch (PMB) will conduct a Pre-Proposal Conference. Attendance for this Conference is mandatory in order to be eligible for consideration and award of this contract. The conference specifics are as follows:  

Date: January 20, 2015  
Time: 1:00 p.m. to 5:00 p.m.  
Location: 10000 Goethe Road, Building A  
Timber Peak / Mount Whitney Rooms  
Sacramento, CA 95827  

The Conference will provide information and answer questions on the following topics:  
- Program Overview and Description of Projects  
- CDCR Organization  
- Access to Program Information  
- Scope of Services
Questions regarding the Request for Statement of Qualifications must be posted on www.bidsync.com no later than January 29, 2015, at 3:00 PM. CDCR will not respond to any questions or inquiries other than those submitted directly to this website. Questions will be answered via an addendum, which will be posted on www.bidsync.com no later than February 10, 2015.

III. ELIGIBILITY

To be eligible for consideration and award for the Program Management Services, the firm, partnership, sole proprietorship, or corporation must have demonstrated expertise and experience in correctional facility planning, design and construction, including but not limited to: architectural programming; project design and review; value engineering; Leadership in Energy and Environmental Design (LEED); access compliance and commissioning; public works contracting; project delivery methods; project scheduling; bid evaluation; cost estimating and cost-benefit analysis; and general management and administration of multiple projects consisting of varying sizes, types and functions.

In addition, the firm, partnership, sole proprietorship, or corporation must establish and/or maintain a branch office in Sacramento, California, during the entire contract period and meet criteria A or B or C below.

A. An Engineer, presently registered in California, must be an owner, part owner, or an officer of the firm, and must be in responsible charge of the engineering practice of the business and an Architect, presently licensed in California, must be employed and charged with the performance of, or the immediate and responsible direction of the architectural practice of the business; or

B. An Architect, presently licensed in California, must be an owner, part owner, or an officer of the firm, and must be charged with performing, or with immediate responsible direction over performance of the architectural practice of the business, and an Engineer, presently registered in California, must be employed and in responsible charge of the engineering practice of the business; or,

C. A General Contractor, presently licensed in California with an A or B License, must be an owner, part owner, or an officer of the firm, and must be charged with performing, or with immediate responsible direction over the project construction management practice of the business, and an Architect, presently licensed in California as stated above.

IV. PROGRAM DESCRIPTION

A. OVERVIEW

The California Department of Corrections and Rehabilitation (CDCR) is requesting Statement of Qualifications from firms interested in providing Program Management Services to assist the CDCR in the planning, design, construction, expansion, and
renovation of state prisons to meet its infrastructure, health care, inmate housing and rehabilitation/reentry needs. Over the last four years, the contract value for program services has ranged from approximately $2.6M to $3.5M dollars annually. The value for project services has ranged from $8M to $11.5M annually over the last two years. However, the amount of any future services may vary subject to Legislative approval. Projects may range from a single building to large correctional complexes and may also include security or infrastructure components such as lethal fence installations, water/wastewater upgrades and electrical system improvements.

CDCR’s authority for its design and construction programs comes from Penal Code 7000 et seq., the Public Safety and Offender Rehabilitation Services Act of 2007 (AB 900), Senate Bill 1022 (2012), and the State Budget Act. Project delivery is by design-bid-build, design-build, or other authorized delivery method.

CDCR’s current construction program includes delivery of the Health Care Facility Improvement Program (HCFIP), Infill, and infrastructure projects. As the majority of these projects have completed the design phase, the Department will be managing the construction of these projects through 2018.

The HCFIP program includes renovation and new construction projects at all CDCR facilities statewide and with a budget of $800 million dollars established through AB 900.

The Infill program, which is scheduled to be ready for inmate occupancy by February of 2016, includes two design-build projects consisting of a 1,584 bed two-facility complex adjacent to Mule Creek State Prison, and a 792 bed single facility adjacent to Richard J. Donovan Correctional Facility. The construction budgets for these projects are $331M and $169M respectively.

With the large portfolio of facilities and assets managed by CDCR’s Facility Planning Construction and Management (FPCM), future work of the Program Manager will focus on addressing the needs of its existing aging facilities and addressing its ongoing issues with bed capacity and infrastructure. This work effort will be achieved through continued development of FPCM’s program systems and technology.
B. ORGANIZATION / ROLES

The Project Management Branch (PMB) of CDCR’s FPCM is responsible for the overall management and administration of the Capital Outlay Program. The PMB oversees the work of the Program Manager’s consultants, construction management firms, architectural and engineering design firms, construction contractors, and other related consultants.

The Program Manager is responsible for management of CDCR’s design and construction program and assists other FPCM branches as needed. The Program Manager is also responsible for providing project management support to project teams and participates in and/or executes project support activities through all phases of the Capital Outlay process (budget package/conceptual estimates, preliminary plans, working drawings and construction). The PMB works closely with FPCM Branches, other professional services’ consultants, State Departments and control agencies involved in the delivery of projects. Attachment G outlines the organizational reporting structure. A brief discussion of their roles and responsibilities is provided below:

- FPCM’s Facility Asset Management Branch (FAMB) provides oversight and support of Department maintenance programs; facility telecommunications, infrastructure, and operating systems, energy efficiency practices, and manages the acquisition and use of CDCR’s leased space. FAMB reviews project plans and specifications for maintenance operational aspects, and supports commissioning and start-up of completed projects.

- FPCM’s Capital Planning and Project Services Branch (CPPS) provides capital planning, budgeting and fiscal support for projects. They are the primary liaison with the Department of Finance and are responsible for processing and administering consultant / construction contracts, and procurement activities.

- FPCM’s Design and Environmental Services and Standards Branch (DESS) provides project environmental services, including management of environmental consultants; and establishes and oversees the implementation of CDCR’s design standards by providing design and construction project reviews, as well as security evaluations of equipment and structures. The Design Services Section provides in-house design and consultant management for smaller projects.

- FPCM’s Facility Planning and Activation Management (FPAM) interfaces with project teams relative to: the establishment of staff positions, recruitment and hiring; coordination, delivery, and installation of Group II Equipment; network and information technology system coordination; transitional training of staff; coordination of inmate intake; and follow-up of operational issues.

- FPCM’s Construction Services Branch: Inmate Ward Labor (IWL) program and Inspection Services Section (ISS) are responsible for providing construction services. IWL performs construction of Special Repair, Minor and Major Capital Outlay Projects using inmate-ward labor. ISS manages and oversees the inspection of
CDCR’s construction projects using Department of General Services inspectors, contract inspectors, testing firms and staff inspectors.

- The Architectural/Engineering (A/E) consultants are responsible for project design and construction support.

- The Construction Manager (CM) consultants provide preconstruction and construction phase services, and acts as the onsite CDCR Representative in the administration of construction contracts.

- Other consultants include but are not limited to: health care peer review, access compliance, geotechnical services, environmental, commissioning, Computerized Maintenance Management System (CMMS) data, and claim consultant services.

- Other State Departments and Regulatory Agencies include but are not limited to:
  - The Real Estate Services Division of the Department of General Services provides design and construction services.
  - The California State Fire Marshal provides design review and final sign-off of all working drawings and construction inspections for staff occupancy.
  - The California Department of Public Health provides design reviews and inspections for licensed health care facilities and kitchens.
  - Regional Water Quality Control and Air Pollution Control Districts.

V. STATEMENT OF WORK

The Program Manager acts as a key professional and technical Consultant to CDCR for the overall program planning, design and construction of Department projects. These projects include but are not limited to the following: infrastructure, health care, inmate housing or rehabilitation/reentry functions with varied funding sources.

The Program Manager provides two levels of services to the CDCR, Program Services and Project Services. These services include but are not limited to:

A. PROGRAM SERVICES

Perform and/or assist the Department in the management of its program by:

1. Program Planning

   a. Developing and updating the Program Management Plan addressing:

      (1) Program Approach, including:
i. Implementation Strategy

ii. Risk Management

iii. Program Controls

(2) Roles and responsibilities of Program Manager’s staff.

b. Developing new design concepts, prototypes, project construction cost budget parameters, and project delivery strategies (delivery method, types of construction, number of design firms and bid packages, sequencing of design and construction, interfaces with existing institutions, etc.). New design concepts may be developed in 2D or Building Information Modeling (BIM).

c. Providing information for the development and updating of multi-year infrastructure master plans.

d. Preparing preliminary site evaluation reports and related California Environmental Quality Act (CEQA) information.

e. Preparing bond sale information and project due diligence, including but not limited to:

   (1) Legal descriptions;

   (2) Title reports and parcel maps;

   (3) Seismic surveys.

f. Preparing graphics and various displays (site plans, projections, etc.) for presentations.

2. Program Controls

a. Cost

   (1) Developing, managing and maintaining CDCR’s construction program construction cost estimate models for prototype projects. Provide unit cost data as directed, including cost per bed and square foot or other applicable unit of measure for use in reporting and/or planning.

   (2) Monitoring industry trends for design and construction, and report findings and provide recommendations to CDCR regarding adjustments to program and project construction cost budgets and cost estimates.
(3) Maintaining cost estimate templates for buildings and bid packages in approved formats.

i. Provide estimate templates to design consultants as the basis for design phase cost estimate submittals.

(4) Monitoring all design consultant construction cost estimates for trends, variances, consistency and format and report monthly on performance, findings and recommendations.

(5) Monitoring all construction consultant cost estimates for proposed change orders for variances, consistency and format and report monthly on performance, findings and recommendations.

(6) Monitoring project cost control report trends and make recommendations to CDCR regarding revisions and or actions required to manage projects within budgets.

(7) Developing use of BIM technology for scheduling and cost estimating.

b. Schedule

(1) Managing and maintaining CDCR’s Master Schedule based on the critical path method.

i. Apply resource loading and evaluate program impacts.

(2) Preparing and updating schedule templates for adaptation to new projects. Evaluate schedule for effectiveness; make recommendations, and implement revisions.

(3) Preparing and evaluating hypothetical (“what if”) schedules as needed.

(4) Monitoring schedule performance of program and identify trends and indicators. Report monthly recommendations of revisions or actions required to improve performance.

c. Standard Systems and Documents

(1) Administering and maintaining Facility Records And Management Enterprise (FRAME). This SharePoint site is subject to further development, and includes but is not limited to:

i. CDCR FPCM: Evaluations Library, State Fire Marshal, Roundtable and Consultant Information, and Executive Dashboards.
ii. Projects: Project Dashboards, Calendar, Executive Reports, Program Documents, Quarterly Reports, etc.

iii. FPCM Library: Historical Data, Design Change Requests and Committee, Access Code Determinations, Alternate Methods of Compliance, Manuals and Supplements, Forms and Templates, etc.

iv. SDD Library: Specification library.

v. FPCM Branches.

vi. Lessons Learned.

(2) Providing quality control, oversight, technical support and guidance of standard documents maintained by FPCM.

(3) Providing oversight of design and construction consultants performing services on CDCR’s program ensuring all CDCR standards and procedures are being adhered to, and the quality of services provided meet industry standards.

(4) Providing training and guidance to consultants and FPCM stakeholders on standard systems.

B. PROJECT SERVICES
Performing and/or assisting the Department with project delivery, including but not limited to:

1. General Project Support Tasks

   a. Preparing studies and Budget Package reports utilizing CDCR formats.

   b. Supporting the development of the CEQA documents.

   c. Developing project funding and planning documents utilizing CDCR formats.

   d. Managing and implementing project design reviews for:

      (1) Accuracy; completeness; coordination of disciplines; incorporation of comments from reviews.

      (2) Compliance with Departmental policies, standards and directives.

      (3) Structural and ADA peer reviews.
(4) Secondary peer reviews for licensed health care facilities. These services include review of designs to ensure Building Codes and other applicable standards are met.

(5) Other regulatory reviews as required.

e. Performing Value Engineering reviews.

f. Administering change management and oversight:

(1) Implementing changes from prior or related projects to projects under design or construction.

(2) Providing technical support to CDCR’s Owner Change Request process.

(3) Providing technical support to CDCR’s product pre-qualification process by evaluating products for quality, durability, and maintainability in a correctional environment.

g. Maintaining and updating project schedules and providing schedule reports.

h. Developing project construction schedules including support and management of:

(1) Construction duration, milestone and liquidated damages.

(2) Construction risk assessment, phasing and swing space planning.

i. Providing reconciled design or construction cost estimates at each phase of the project for use in funding actions.

j. Preparing schematic design drawings, design development drawings, working drawing documents, and bid documents and preparing cost estimates at each phase of design in the standard formats used by CDCR. Such services will be limited.

k. Providing management and technical support of CDCR’s Group II Equipment procurement and database. Reviewing and coordinating CDCR-prepared equipment lists with project design consultants, CDCR procurement and end-users.

l. Preparing and evaluating utility and power demand studies and determining alternatives.

m. Providing management and technical support for sustainable design and construction initiatives based on Administration Executive Orders.
n. Developing bid and marketing strategies.

o. Marketing of projects with contractors, including preparation of advertisements and participation in workshops.

p. Reviewing construction contractors’ contract schedules with construction management consultants and providing analysis and recommendations regarding acceptance of contract schedules; updates; time impact analyses; time extensions and schedule revisions.

q. Performing independent estimates of proposed construction change orders.

r. Reviewing construction disputes and claims and providing analyses and recommendations as required.

s. Conducting post occupancy evaluations of existing and/or completed buildings and preparing a report of findings and recommendations.

t. Attending meetings at the request of the CDCR.

u. Preparing technical reports and cost estimates for special projects as required.

v. Preparing project cash flow estimates and reports as required.

2. Project Management Support. Provide dedicated Consultant staff to work with CDCR Project Directors (PD) in the management of projects, including but not limited to:

a. Developing and updating project management plans.

b. Maintaining and updating project cost control reports.

c. Participating in professional consultant selection including but not limited to:

   (1) The preparation of Request for Qualifications.

   (2) Conducting pre-proposal conferences.

   (3) Evaluation and selection of consultants.

d. Performing Contract Administration including but not limited to:

   (1) Developing scope and estimated value of services.

   (2) Conducting negotiations and preparing contract documents.

   (3) Tracking, reviewing and making recommendations on approval of invoices.
(4) Analyzing and providing support to PD for consultant amendment requests.


(6) Identifying, tracking, analyzing and resolving potential errors and omission issues with consultants.

(7) Conducting negotiations with firms for cost recovery due to errors and omissions.

e. Conducting and participating in project meetings, preparing agendas and recording minutes for each meeting.

f. Conducting and participating in design charrettes.

g. Coordinating the design process with other CDCR consultants, departmental entities, and other State or local entities, including but not limited to Office of the State Fire Marshal, Department of Public Health, city or county public works, etc.

h. Preparing and/or managing the preparation of applications, reports and/or plans for permits or approvals from regulatory agencies including but not limited to air quality, water, wastewater, storm water prevention plans, etc.

i. Developing utility service agreements.

j. Providing technical support for the resolution of design issues including but not limited to architectural, engineering, testing, and surveying etc.

k. Preparing and coordinating submittals to the Legislature, State Public Works Board, and other control agencies.

l. Preparing and processing proceed to bid packages, including the development of liquidated damages, project milestones, and project-specific Division 00 and 01 specification language.

m. Preparing bid packages and all related documents and addenda. Coordinating the production and distribution of bid documents.

n. Conducting and/or attending pre-bid conferences and developing responses to contractor questions.

o. Preparing analyses of construction bids versus the State’s estimate and providing recommendation for award.
p. Providing support during the construction phase including but not limited to participation in problem solving with design consultants, the construction manager, contractors, and CDCR management.

q. Reviewing and making recommendations regarding requests for information, submittals, substitutions, and proposed change orders.

r. Maintaining project files.

VI. SUBMITTAL REQUIREMENTS

A. FORMAT AND DELIVERY INFORMATION

To be considered for selection for this contract, interested firms must submit one (1) original, six (6) copies, and one (1) PDF file copy (in color on a CD) of the “Statement of Qualifications” (SOQ) responsive to all criteria.

1. Format Requirements

The **Statement of Qualifications Narrative** must not exceed 50 pages. The 50-page limitation includes any written, photographic and graphic material contained in the body of the Narrative. Two-sided printed pages count as two pages.

The SOQ title page, table of contents, blank pages, Attachments A, B, C and D and the SOQ Appendix documents will *not* be counted toward the page limitation.

**Statement of Qualifications Narratives exceeding the 50-page limitation will be considered non-responsive and will be not evaluated.**

Graphics, including tables, schedules, and diagrams may be on 11 by 17 inch paper.

All other materials must be two-sided on 8 ½ by 11 inch paper and have a minimum font size of 12 point.

2. Content Organization

The SOQ must be organized as follows:

a. Table of Contents;

b. The General Information Sheet (Attachment A);

c. The Statement of Compliance with Nondiscrimination Policy (Attachment B);
d. The List of Legal Judgments Involving the Respondent Firm and Proposed Subconsultants (Attachment C);

e. Statement of Qualification Narrative;

f. SOQ Appendix.

Complete the General Information Sheet (Attachment A), Statement of Compliance (Attachment B), and the List of Legal Judgments (Attachment C), and place them immediately following the Table of Contents. Statement of Qualifications failing to provide the requested information on legal judgments (Attachment C) will be considered non-responsive and will be not evaluated. Responses to Attachment C which assert attorney client privilege or fail to provide the requested information will also be considered non-responsive and will be disqualified from the selection process.

Statement of Qualifications must not include proposed fee(s) or compensation amount(s). Statements containing proposed fee or compensation amounts will be considered non-responsive and will not be evaluated.

3. Delivery Requirements

All SOQ’s must be separately packaged in one (1) envelope or other container. The envelope/container and covers of the SOQ’s must be clearly marked with the following:

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
FACILITY PLANNING, CONSTRUCTION AND MANAGEMENT DIVISION
PROJECT MANAGEMENT BRANCH

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR

“PROGRAM MANAGEMENT SERVICES”
FACILITY CONSTRUCTION, EXPANSION, AND RENOVATION PROJECTS

RFQ No. PMB[XXXXXX]
One (1) original, six (6) copies, and one (1) PDF file copy (in color on a CD) of the Statement of Qualifications (SOQ) must be received in the Project Management Branch by **4:00 p.m. on February 23, 2015** by mail, courier, or hand delivered to:

California Department of Corrections and Rehabilitations  
Facility Planning, Construction and Management  
Project Management Branch  
9838 Old Placerville Road, Suite B  
Sacramento, CA  95827  
Attention: Lauren Yancey

SOQ’s received after the stated time will not be considered and will be returned unopened. It is the responsibility of the respondent to ensure that the response is received at the office by the specified deadline. All SOQ’s will be date and time-stamped upon receipt. CDCR will not be responsible for late or incomplete responses due to mistakes or delays of the respondent or carrier used by the respondent or weather delays.

**E-MAIL DOCUMENTS OR FACSIMILE COPIES ARE NOT ACCEPTABLE.**  
**A POSTMARK IS NOT SUFFICIENT.**

**B. COSTS AND OWNERSHIP OF SUBMITTAL**

SOQ submittal preparation costs and participation in the selection process by interested Consultants are at no cost or obligation to the State. Award of these contracts are subject to budgetary authorization(s). Prior to award of contact, all submitted SOQ’s and materials will be designated confidential to the extent permitted by the California Public Records Act. CDCR reserves the right to, at any time, abandon or terminate efforts to contract for any, or all, of said services without obligation to any firm which responds to this announcement. SOQ’s and other materials submitted and accepted will become property of the CDCR and will not be returned.

**C. CONTENT OF STATEMENT OF QUALIFICATIONS**

The Consultant’s submittal and narrative must address the areas listed below in the order given. The responses provided will be the basis for evaluation of each Consultant and the ability to integrate Disabled Veteran Business Enterprise (DVBE), and Small Business (SB) participation into your plan for accomplishing the services described in this RFQ. Note: This Scope of Services encourages but does not require DVBE or SB participation.

The following information shown below must be included within your **STATEMENT OF QUALIFICATIONS NARRATIVE:**

1. Describe Consultant’s overall approach to providing CDCR Program and Project Services as described in the Statement of Work above. Consultant’s narrative
must address each element of services listed in the Statement of Work in section V. above. Approach must take into consideration resource constraints as follows:

a. Program Services resources are limited to the annual budget described above;

b. Project Services supporting the current FPCM projects funded for design and construction.

2. Describe Consultant’s proposed implementation strategy, risk management and program controls that would be part of their Program Management Plan for CDCR’s program. Include with the plan:

a. A diagram of the Consultant’s proposed organization delineating each staff position, with position title, reporting structure and program and/or project responsibility;

b. Provide names of proposed staff for each position and describe their qualifications, skills and experience in providing the proposed services they will be responsible for;

c. Identify all subconsultants to be used. Specify the work and percentage of the total Program and/or Project Services to be performed by each;

d. Identify Consultant’s participation of DVBE and SB to meet Department’s minimum participation goals. State percentage goals to be achieved and provide firm names and their certifying agency and identification number.

3. Describe the firm’s approach to implementing a transition plan with CDCR’s current Program Management Consultant. The transition of the program is anticipated to occur within two to three months of the contract Notice to Proceed (on or about July 1, 2015), and the projects will transition at the end of project phases, or when deemed necessary by CDCR. Describe how the transition will be executed and when critical program and project management functions and systems will be assumed by the selected Consultant to maintain program and project continuity and performance. Identify any potential conflicts of interest and propose plan for addressing conflict(s) (See Section VIII, E. Conflict of Interest).

The following information must be included in the **SOQ APPENDIX** to your Statement of Qualifications:

1. Provide resumes for proposed staff identified in 2.b. above. At a minimum, the resume must provide the following information:

a. Name of person and firm;

b. Program and/or project specific responsibilities;
c. Estimated percentage of the person’s time that will be devoted to the program and/or project;

d. Years with the firm;

e. Comparable services provided in the past;

f. Position(s) held and responsibilities for work listed above;

g. Education;

h. Registration/license(s) number(s).

2. Past and Present Program/Project Experience (Attachment D)

a. Provide the following information and “Attachment D” for comparable programs as stated in the Program Description Overview above, managed by the Consultant within the last five years:

(1) Program name;

(2) Project name;

(3) Design and construction budget and actual costs;

(4) Dollar amount of claims filed and resolution;

(5) Original and actual scheduled design and completion dates;

(6) Consultant’s role (Prime/Sub);

(7) Consultant’s responsibility on program and/or project (indicate what services the Consultant provided, e.g. Program Manager, Construction Manager, etc.);

(8) Value of Consultant’s portion of the total program services budget;

(9) If a joint venture, identify co-ventures in the program, roles and responsibilities of each venture, and division of responsibility;

(10) Indicate by asterisk the program(s) with projects that have multiple contracting and/or phased construction;

(11) Reference contact person and telephone number.
3. Provide one sample of Consultant’s work product listed below from their services provided in the management of either programs or projects. Identify the client for which the document was provided; Consultant or subconsultant that created the document; and provide a brief narrative describing the document’s purpose and use. Where Consultant does not have a sample of a document listed below, insert a sheet with “NO SAMPLE AVAILABLE” typed after the document description.

   a. Program Cost Control Document;
   b. Trend Analyses for Program Design and/or Construction metric(s);
   c. Report from resource loaded Program Master Schedule;
   d. Project Design Review Report;
   e. Project Value Engineering Report;

VII. SELECTION PROCESS

A. CONSULTANT SELECTION PROCESS

1. All SOQ’s meeting the submittal requirements will be evaluated by a review committee and scored using the SOQ Rating Sheet (Attachment E).

2. Members of the review committee will review the SOQ’s to determine which Consultants to invite to qualifying interviews.

3. The review committee will develop a list of finalists. The finalists will be notified by telephone and by letter about the interview date.

4. The names of the review committee members will not be revealed prior to the interviews. Individual or composite ratings by the review committee members will not be revealed.

5. A minimum of three (3) firms will be interviewed for two (2) hours by a selection panel. The selection panel interview will consist of a one (1) hour oral presentation. This time will be followed by one (1) hour for questions by the selection panel. Key personnel must participate in the interview. The proposed lead for Program Management Services must direct the presentation. The oral presentation must address:

   a. Approach to providing services outlined in the Statement of Work;
   b. Program Management Plan;
   c. Organization, resources, qualifications, and roles and responsibilities;
d. Proposed changes to current CDCR program controls;

e. Transition Plan;

f. Panel Questions.

6. After the interviews, using the Interview Evaluation Criteria (Attachment F), the selection panel will score the Consultant firms. The first ranked firm will be the firm the selection panel scored with the highest score.

7. The interview is the method used to select the PM services Consultant(s). CDCR may choose to hold two (2) qualifying interviews prior to final rankings.

8. The selection panel will select and rank up to three (3) Consultants that best meet CDCR’s requirements. The State reserves the right to select one (1) Consultant to provide services.

9. Fee negotiations will commence with the top ranked Consultant. If a fee cannot be agreed upon; negotiations will cease with that Consultant and will commence with the second ranked Consultant and so on.

10. If the original proposed personnel are not available at the time of commencement of services, Consultant must provide equally qualified personnel for approval by CDCR. If substitute personnel cannot be agreed upon, negotiations will cease and commence with another Consultant.

VIII. GENERAL GUIDELINES AND RESTRICTIONS

A. QUALIFICATION OF FIRMS

California Government Code Sections 4525-4529.5 require that the selection of the firm(s) to provide the required services shall be on the basis of demonstrated competence and the professional qualifications necessary for the satisfactory performance of the services.

B. DVBE AND SB PARTICIPATION

The State of California acknowledges the contributions of disabled veteran and small businesses to California’s economy, in part, through the DVBE and Small Business SB Participation Programs. In accordance with the Governor’s Executive Order D-37-01, and Public Contract Code Section 10115 et. seq., the State is committed to promoting and facilitating full participation in these programs.
The Consultant should strive to meet the DVBE and SB participation goals throughout the contract. For the Program Management Service contract, CDCR has established the DVBE participation goal as a three percent (3%) minimum of the contract value and the SB participation goal as a twenty-five percent (25%) minimum of the contract value.

During contract negotiations, the CDCR will review and evaluate the DVBE and SB participation of the selected Consultant to determine that the Consultant is making every effort to meet the Department’s goals. The CDCR will continue to monitor the participation of DVBE and SB to ensure that they are:

1. Being utilized;

2. Performing a commercially-useful function that is related to the Program Manager’s Scope of Services.

The CDCR will monitor the participation of DVBE and SB’s through mandatory reports that will be filed by the prime Consultant within seven (7) days after completion of negotiations of the original contract and subsequent amendments. If the prime Consultant does not submit the required report within the time specified, CDCR may, at their discretion, withhold payment.

For a listing of firms that have been certified as DVBE, contact the Department of General Services, Office of Small Business Certification and Resources, at (916) 322-5060, or you may visit their web site at http://www.osmb.dgs.ca.gov. For further information and assistance regarding the DVBE requirements, please call Nina Martinez, CDCR DVBE Advocate, at (916) 255-3029.

C. EQUAL EMPLOYMENT OPPORTUNITY

CDCR is committed to equal employment opportunity principles and demands such commitment from its consultants. Firms are expected to emphasize nondiscriminatory personnel practices with respect to race, color, ancestry/ethnicity, creed, religion, age, sex, national origin, sexual orientation, physical or mental disability, or political affiliation. All prospective Consultants, prime and subconsultants, must agree to and sign the Statement of Compliance with Nondiscrimination Policy, which has been attached to this package as Attachment B.
D. DRUG-FREE WORKPLACE

The Consultant will, by signing any future contract agreement, swear under penalty of perjury under the laws of the State of California that the Consultant is in compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace.

Consultant will:

Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specify actions to be taken against employees for violations, as required by Government Code Section 8355(a).

1. Establish a Drug-Free Awareness Program, as required by Government Code Section 8355(b), to inform employees about all of the following:
   a. The dangers of drug abuse in the workplace;
   b. The person’s or organization’s policy of maintaining a drug-free workplace;
   c. Any available counseling, rehabilitation and employee assistance programs;
   d. Penalties that may be imposed upon employees for drug abuse violations.

2. Provide as required by Government Code Section 8355(c) that every employee who works on the proposed agreement:
   a. Will receive a copy of the company’s drug-free policy statement
   b. Will agree to abide by the terms of the company’s statement as a condition of employment on the agreement.

E. CONFLICT OF INTEREST

The State and the Consultant must avoid any real or apparent conflict of interest on the part of the Consultant, its employees, or officers and directors of the Consultant firm or any of its subconsultants in performing Program and Project Services as CDCR’s Program Manager. CDCR reserves the right to determine, in its reasonable discretion, if a conflict is found to exist, to require the Consultant to submit additional information or a plan for resolving the conflict.

1. Conflicts of interest include, but are not limited to:
   a. An instance where the Consultant or any of its subconsultants providing program or project Services for a project, or any employee, officer, or director of the Consultant or any subcontractor of the Consultant has an interest,
financial or otherwise, in any other contractor/consultant on the project, or whereby the use or disclosure of information obtained by the Consultant while performing Program or Project Services would allow for private or personal benefit or for any purpose.

b. An instance where the Consultant or any of its subconsultant’s employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.

2. Conflict with services being provided as a contractor on current CDCR project(s).

a. Consultant or any of its subconsultants performing services on CDCR project(s) are prohibited from providing Program or Project Services for the same project as CDCR’s Program Manager where such services create a conflict of interest as described in 1. above.

b. Consultants or any of its subconsultants must identify all potential conflicts of interest and provide their proposed plan to address how the conflict of interest will be resolved. Consultant must provide sufficient information in disclosing the terms of the relationship of the potential conflict for CDCR to determine and insure that there will not be a conflict of interest while performing all other services.
ATTACHMENT A

PROGRAM MANAGEMENT SERVICES FOR
FACILITY CONSTRUCTION, EXPANSION, AND RENOVATION PROJECTS

GENERAL INFORMATION SHEET

To be completed by the proposer and placed after the Table of Contents:

______________________________________________________
Legal Name of Firm                                      Date

______________________________________________________
Corporation Identification Number, and Federal Employer Identification Number

______________________________________________________
Firm’s Address                                          Firm’s Telephone #

_____________________________________________________________________
Type of Organization (Partnership, Corporation, etc.)

_____________________________________________________________________
Name of Owner, Title, California License Number

_____________________________________________________________________
Name of Project Manager and Title

_____________________________________________________________________
Name, Title and Telephone Number of Person to Who Project Correspondence
Should be Directed

_____________________________________________________________________
Address Where Correspondence Should be Sent
ATTACHMENT B

PROGRAM MANAGEMENT SERVICES FOR
FACILITY CONSTRUCTION, EXPANSION, AND RENOVATION PROJECTS

STATEMENT OF COMPLIANCE WITH NONDISCRIMINATION POLICY

(Hereinafter referred to as Company Name)

“Prospective Consultant” hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code, Title II, Division 4, Chapter 5 in matters relating to the development, implementation and maintenance of a nondiscrimination program. Prospective contractor agrees not to lawfully discriminate against any employee or applicants for employment because of race, color, ancestry/ethnicity, creed, religion, age, sex, national origin, sexual orientation, physical or mental disability or political affiliation.

I, ________________________________, hereby swear that I am duly authorized to legally bind (Name of the Official)
the prospective contractor to the above described certification. I am fully aware that this certification executed on __________________ in the County of ________________________ is (Date) (County)
made under penalty of perjury under the laws of the State of California.

__________________________________________
Signature

__________________________________________
Title
ATTACHMENT C

PROGRAM MANAGEMENT SERVICES
FACILITY CONSTRUCTION, EXPANSION, AND RENOVATION PROJECTS

LIST OF LEGAL JUDGMENTS INVOLVING THE RESPONDENT FIRM AND
PROPOSED SUBCONSULTANTS

Provide information below regarding California Legal Judgments involving firm over $25,000
within the past seven (7) years.

FIRM NAME: 

<table>
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<tr>
<th>County</th>
<th>Case Caption (with all parties)</th>
<th>Date of Entry</th>
<th>Amount</th>
<th>Notes</th>
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PROGRAM MANAGEMENT SERVICES
FACILITY CONSTRUCTION, EXPANSION, AND RENOVATION PROJECTS

PAST AND PRESENT PROGRAM / PROJECT EXPERIENCE

CONSULTANT NAME: ________________________________

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Program Name</td>
</tr>
<tr>
<td>2</td>
<td>Project Name</td>
</tr>
<tr>
<td>3</td>
<td>Design and Construction Budget and Actual Costs</td>
</tr>
<tr>
<td>4</td>
<td>Dollar Amount of Claims Filed and Resolution</td>
</tr>
<tr>
<td>5</td>
<td>Original and Actual Scheduled Design and Completion Dates</td>
</tr>
<tr>
<td>6</td>
<td>Consultant’s Role (Prime/Sub)</td>
</tr>
<tr>
<td>7</td>
<td>Consultant’s Responsibility on Program and/or Project (Indicate what Services the Consultant provided, e.g. Program Manager, Construction Manager, etc.)</td>
</tr>
<tr>
<td>8</td>
<td>Value of Consultant’s Portion of the Total Program Services Budget</td>
</tr>
<tr>
<td>9</td>
<td>If a Joint Venture, Identify Co-Ventures in the Program, Roles and Responsibilities of each Venture, and Division of Responsibility</td>
</tr>
<tr>
<td>10</td>
<td>Indicate by Asterisk the Program(s) with Projects that have Multiple Contracting and/or Phased Construction</td>
</tr>
<tr>
<td>11</td>
<td>Reference Contact Person and Telephone Number</td>
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ATTACHMENT E

PROGRAM MANAGEMENT SERVICES
FACILITY CONSTRUCTION, EXPANSION, AND RENOVATION PROJECTS

STATEMENT OF QUALIFICATIONS RATING SHEET

<table>
<thead>
<tr>
<th>FIRM:</th>
<th>MAXIMUM POINTS</th>
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<tr>
<td>DATE:</td>
<td></td>
</tr>
<tr>
<td>EVALUATOR:</td>
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</table>

**PERFORMANCE OF PROGRAM MANAGEMENT SERVICES**

| 1. | Overall approach for providing Program and Project Services as described in the Statement of Work. | 50 |
| 2. | Description of Consultant’s proposed implementation strategy, risk management and program controls that would be part of their Program Management Plan for CDCR’s program: | 40 |
| | a. Consultant’s proposed organizational and reporting structure in regards to program responsibility; | 15 |
| | b. Consultant’s proposed organizational and reporting structure in regards to project responsibility; | 15 |
| | c. Sub consultants identified; work and percentages | 10 |
| | d. DVBE / SB Participation | 10 |
| 3. | Transition Plan. | 10 |
| 4. | Appendix: | |
| | a. Resumes of Proposed Personnel; | 50 |
| | b. Past and Present Program / Project Experience (Attachment D); | 50 |
| | c. Sample of Program Cost Control Document; | 10 |
| | d. Sample of Trend Analyses for Program Design and/or Construction metric(s); | 10 |
| | e. Sample report from resource loaded Program Master Schedule; | 10 |
| | f. Sample of Project Design Review Report; | 10 |
| | g. Sample of Project Value Engineering Report; | 10 |
| | TOTAL POINTS | 300 |
ATTACHMENT F

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
FACILITY PLANNING, CONSTRUCTION AND MANAGEMENT DIVISION
PROJECT MANAGEMENT BRANCH

REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR

PROGRAM MANAGEMENT SERVICES
FACILITY CONSTRUCTION, EXPANSION, AND RENOVATION PROJECTS

RFQ No. PMB[XX]XXXX

INTERVIEW EVALUATION CRITERIA

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<tr>
<td>1. Approach to providing services outlined in the Statement of Work.</td>
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<td>2. Program Management Plan.</td>
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<tr>
<td>3. Organization, resources, qualifications, and roles and responsibilities.</td>
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<tr>
<td>4. Proposed changes and management of program controls.</td>
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<tr>
<td>5. Transition Plan;</td>
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<td>6. Panel Questions.</td>
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<td>TOTAL POINTS</td>
<td>200</td>
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ATTACHMENT G

PROGRAM MANAGEMENT SERVICES
FACILITY CONSTRUCTION, EXPANSION, AND RENOVATION PROJECTS

ORGANIZATIONAL REPORTING STRUCTURE

- Design and Environmental Services and Standards (DESS)
- Facility Asset Management Branch (FAMB)
- Capital Planning & Project Services Branch (CPPS)
- Project Management Branch (PMB)
- Facility Planning and Activation Management (FPAM)
- Construction Services Branch (CSB)
- State Agencies & Other Control Entities

Program Manager (PM)

- Architect / Engineer (AE)
- Peer Reviewer; Commissioning Consultant; Other Consultants
- Construction Manager (CM)

Subcontractors
Suppliers
### OVERALL BID QUESTIONS

<table>
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<th>Question</th>
<th>Answer</th>
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</thead>
<tbody>
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<tr>
<td>Question Deadline: Jan 29, 2015 3:00:00 PM PST</td>
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