



**REQUEST FOR QUALIFICATIONS /
PROPOSALS (RFQ/P)
GCC-006**

District Standards and Campus Guidelines

Issued on May 20, 2026

Measure GCC Program Management Office

1500 North Verdugo Road

Glendale, CA 91208



TABLE OF CONTENTS

NOTICE TO PROPOSERS.....3

RFP SCHEDULE4

1. DISTRICT OVERVIEW5

2. INSTRUCTIONS, INFORMATION AND GENERAL CONDITIONS.....5

3. EVALUATION OF PROPOSALS.....15

4. SCOPE OF SERVICES.....15

Required Information and Forms

- PROPOSAL FORM A – General Terms and Conditions24
- PROPOSAL FORM B – Addenda Acknowledgement.....26

APPENDIX A – NON-COLLUSION DECLARATION.....27

APPENDIX B – INSURANCE AFFIDAVIT28

APPENDIX C – CONTRACTOR’S CERTIFICATE REGARDING WORKERS’ COMPENSATION29

APPENDIX D – SAMPLE OF AGREEMENT30

APPENDIX E – SUBMISSION CHECKLIST37

Notice for Qualifications / Proposals (RFQ/P) GCC-006

Notice is hereby given by the Glendale Community College District of Los Angeles County, California, hereinafter referred to as the District, acting by and through its Governing Board, will receive up to, but not later than **2:00 PM on June 17, 2026** responses to this Request for Proposal (RFP) for **District Standards and Guidelines for the Glendale Community College District**.

The intent of the District Standards and Campus Guidelines is to establish a comprehensive framework that supports design teams in the successful planning and implementation of projects aligned with the District's goals, standards, and long-term vision. The guidebook will provide clear direction for achieving consistency in quality, functionality, and campus identity, while also addressing aesthetic considerations, including standardized college colors, finishes, and furniture fabric selections.

Responses shall be received electronically by the Measure GCC Program Management Office on the date and at the time stated above.

All responses to this RFP shall conform and be responsive to the RFP documents, including its attachments/addenda. Any Requests for Clarification may be directed to **Silva Sorkazian, Measure GCC, Contracts and Procurement Manager** for the District by e-mailing ssorkazian-cp@glendale.edu no later than **2:00 PM PST on May 28, 2026**.

The Contract that may be awarded following this Request for Qualifications/Proposals (RFQ/P) process will be based upon, without limitation, the District's authority pursuant to: Government Code sections 4526 and 53060; Education Code sections 81644 and 81656; applicable District policies regarding professional service procurements; and other applicable law.

RFP No. GCC-006 SCHEDULE

Submitting Firms will be expected to adhere to the required dates and times.

REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P):

DISTRICT STANDARDS AND CAMPUS GUIDELINES

RFQ/P TIMELINE	DATES
POSTED SOURCES	ARC Public Planroom GCCD Current Bids & RFPs
RFQ/P RELEASE	5/20/2026
REQUESTS FOR CLARIFICATION (RFC) DUE BY 2:00 PM PST Email to: SSORKAZIAN-CP@glendale.edu Subject: "GCC-006 RFC"	5/28/2026
DISTRICT RFC RESPONSES ISSUED BY	6/4/2026
SOQ'S & FEE PROPOSALS DUE BY 2:00 PM PST Email to: SSORKAZIAN-CP@glendale.edu Subject: "GCC-006 RFP"	6/17/2026
INVITATION TO FIRMS FOR INTERVIEWS, IF HELD	6/22/2026
INTERVIEWS DATES/TIMES, IF HELD 09:00 AM – 12:00 PM	6/24-6/26/2026
CONTRACT NEGOTIATION	6/29-7/1/2026
BOARD OF TRUSTEES' MEETING AND APPROVAL	7/14/2026
ANTICIPATED NOTICE TO PROCEED DATE	7/24/2026

1. Glendale Community College District Overview. Glendale Community College was founded in 1927 to serve the needs of the people in the Glendale Union High School District which included La Crescenta, Glendale, and Tujunga. The school was founded as Glendale Junior College and from 1927 to 1929 conducted classes in the buildings of Glendale Union High School at Broadway and Verdugo in the City of Glendale. In 1929 the junior college moved to the Harvard School plant of the Glendale Union High School District where it remained until 1937. In this year a new plant, part of the present one, was completed and occupied. The year before, in 1936, the Glendale Junior College District was dissolved as such and became a part of the new Glendale Unified School District. The name of the school was changed to Glendale College in 1944. On July 1, 1970 Glendale College became a part of the Glendale Junior College District. On April 20, 1971 the Board of Education adopted a resolution changing the District name to Glendale Community College District.

On November 3, 1980, Glendale voters approved a measure to establish separate Boards. In April 1981, the new members were added to the Board. The separation resulted in the creation of a Board of Trustees solely responsible for the governance of the Glendale Community College District. In 1936 twenty-five acres were acquired for the present site of the college. The campus now consists of 100 acres and 15 permanent buildings. It is beautifully located on the slopes of the San Rafael Mountains overlooking the valleys in the Glendale area.

In November 2024, voters passed the \$600 Million Measure GCC Bond. A significant portion of this work entails new construction, improvements and upgrades at all three (3) campuses: Verdugo, Garfield and Montrose. The **2025-2035 Facilities Strategic Plan is linked [here](#)** for reference and details outlined in the planned needs.

2. INSTRUCTIONS, INFORMATION AND GENERAL CONDITIONS

PURPOSE OF RFP

Glendale Community College District is seeking to retain a qualified consultant to provide **District Standards and Campus Guidelines** for the District. The District plans to select one consultant to assist the District as outlined in the **SCOPE OF SERVICES**. The entirety of this Request for Proposals (RFP) documents sets forth the District's requirements in detail.

DEFINITION OF TERMS

The designation of District refers to the Glendale Community College District.

The term "**Proposers**" refers to Firms that choose to submit proposals for Design Consultant Services for the District.

The terms "**Contract**" and "**Agreement**" shall be used interchangeably within this document.

Throughout this document, the term "**District**" shall be used to designate the rights and responsibilities of the Glendale Community College District.

The term “**Proposer**” shall be used to designate the rights and responsibilities of the successful firm responding to this RFP.

REQUESTS FOR INFORMATION

All requests for clarification (RFC) regarding this RFP may be directed to **Silva Sorkazian, Measure GCC, Contracts and Procurement Manager** for the District by e-mailing ssorkazian-cp@glendale.edu.

Questions will only be accepted until **May 28, 2026, 2:00 PM PST**. The e-mail subject line should read: “**GCC-006-RFI**” No direct responses will be sent to the company/firm asking the question. Questions we feel need responses will be answered in the form of an addendum and sent to all potential respondents on June 4, 2026.

PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to ensure that Proposals are received as follows: **Silva Sorkazian, Measure GCC, Contracts and Procurement Manager** for the District by e-mailing ssorkazian-cp@glendale.edu.

Proposer must submit an electronic copy of the proposal. No proposal shall exceed (20) PDF pages **plus** any resumes, pricing schedule(s), exhibit(s), or attachment(s).

The electronic submittal Subject shall read “**GCC-006-RFP-Firm Name**”. All proposals must be received on or before the above-mentioned due date and time. Any proposal received after the scheduled closing time for receipt of proposal will be rejected.

RIGHT TO REJECT

This Request for Proposal does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informalities and to reject any or all proposals and/or to cancel the Request for Proposal. The award shall be made on the proposal(s) that serve(s) the best interest of the District and will not be evaluated solely on a monetary basis. Award will be based on proposer’s qualification and best fit as deemed by the District. No contract award shall exist until executed and approved by the District’s Governing Board.

PROPRIETARY INFORMATION

In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed due the Provisions of the California Public Records Act. The District shall have the right to use any or all information included in the proposals submitted unless the information is expressly restricted by the Proposer.

PROPOSAL FORM

Oral, telephone, facsimile (fax machine) proposals **will not** be accepted. Each proposal shall be prepared simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of contents. No proposal shall exceed twenty (20) PDF pages in length **plus** any pricing schedule(s), exhibit(s), or attachment(s).

MODIFICATIONS TO PROPOSALS

The proposal may be modified after its submission by written notice to the District of withdrawal and resubmission before the date and time specified for receipt of proposals. Modification will not be considered if offered in any other manner.

ORDINANCES, LAWS AND REGULATIONS

The Proposer shall comply with all ordinances, laws, and regulations pertaining to the operation contemplated hereby, including, but not limited to, the California Workers' Compensation Act, the Federal Equal Employment Opportunities Act, and the Americans with Disabilities Act. The Proposer shall apply for, obtain, and maintain in force all permits and licenses required by the various agencies of Federal, State, and local government having jurisdiction over the Proposer operations. All operations and materials shall be in accordance with all applicable Federal, State, County and City laws, statutes and requirements.

WITHDRAWAL OF PROPOSALS

Any Proposer may withdraw their proposal by written request via e-mail to ssorkazian-cp@glendale.edu at any time **prior** to the deadline set for receipt of proposals. The subject line of the e-mail should include and read: "your company name/withdrawal of RFP GCC-006." No proposal may be withdrawn or modified after that deadline. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals provided that they are then fully in conformance with the general terms and conditions of the RFP.

IRREVOCABLE OFFER

Proposals shall be considered irrevocable offers for a period of ninety (90) days from the date of receipt and may not be withdrawn during this period without consent of the District.

COST OF PREPARING PROPOSALS

Any and all costs associated with the preparation of responses to this Request for Proposal, including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by the District.

ORAL PRESENTATIONS

Proposers may, after opening and prior to award, be required to make oral and visual presentations at the request of the District and based on the availability of the review committee. The District

will schedule the date, time and location for any presentations as requested. Oral presentations will be evaluated and may be subjected to the selection criteria.

AWARD WITHOUT DISCUSSION

The District reserves the right to make an award without further discussion of the proposals received. Therefore, it is critical that, all proposals be submitted initially in the most favorable terms possible, both economically and technically.

CONTRACT COMMENCEMENT/TERM

It is the intent of the District to commence the resulting contract as soon as possible after evaluation of the proposals. A written Notice of Intent to Award will be made prior to commencement of performance. Initial performance period is anticipated to be from July 24, 2026 to July 24, 2027 and is subject to change based on award of RFP. The District and Proposer may mutually agree, in writing, to extend the term of this agreement for a two (2) year period prior to its expiration.

GCCD MODIFICATIONS TO PROPOSALS

Any interpretation, correction, or change of this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. Any changes or corrections will be issued by GCCD. Addenda will be e-mailed to all that are known to have received a copy of the RFP. **Since failure to acknowledge any addendum(s) may be cause for rejection, Proposers must return the addendum-completed acknowledgment(s) prior to or with the proposal. (Proposal Form G)**

Negotiation: District reserves the right to negotiate the final pricing before award of business.

AWARD OF CONTRACT

It is anticipated that a contract will be awarded by the Board of Trustees at a regularly scheduled meeting on July 14, 2026. The award will be made to one responsible firm judged to offer the most advantages for the District. At the time of the formal award, the apparent successful firms must have agreed to contract terms representing the understandings between the parties as to terms and conditions which will govern the relationship of District and Proposers and the obligation of each party for performance of the Agreement.

FINAL CONTRACT

The following documents are considered part of the final Agreement, in order of precedence:

- A. The final Agreement between GCCD and the Proposer;
- B. The Proposer's proposal in total, including all addenda and attachments;
- C. This RFP as originally released, with Appendices, Exhibits, and any addenda released prior to proposal opening;
- D. RFP Response.

All of the above documents are intended to cooperate and be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include all labor, materials, equipment and transportation necessary for the proper delivery of all services called for in any contract which may arise as a result of this RFP.

GCCD may terminate any resulting Agreement(s) for convenience at any time by giving the proposer written notice thereof. The effective date of termination shall be the date of Notice of Termination.

ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS

The Insurance Requirement Affidavit must be completed (please see Appendix B), notarized and returned with the proposal. The affidavit will determine compliance with the following insurance requirements. Failure to furnish the insurance Requirement Affidavit with returned proposal will result in proposal being declared non-responsive and Proposer will be ineligible for the award.

Proposer shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to District which will protect the Proposer and the District from claims which may arise out of or result from the Proposer's actions or inactions relating to the Agreement, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. The **Proposer** shall carry **Workers' Compensation and Employers Liability Insurance** in accordance with the laws of the State of California however; such **amount shall not be less than ONE MILLION DOLLARS (\$1,000,000)**.
- b. **Comprehensive general and auto liability insurance** with limits of not **less than TWO MILLION DOLLARS (\$2,000,000)** combined single limit, bodily injury and property damage liability per 5 occurrences, including:
 - 1. Owned, non-owned and hired vehicles
 - 2. Blanket contractual
 - 3. Broad from property damage
 - 4. Products/completed operations
 - 5. Personal injury

- c. Professional liability insurance, including contractual liability, with limits of \$1,000,000, per occurrence. Such insurance shall be maintained during the term of this agreement and renewed for a period of at least two (2) years thereafter and/or at rates consistent with the time of execution of this agreement adjusted for inflation. In the event that the Proposer subcontracts any portion of its duties, the Proposer shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph. Failure to maintain professional liability insurance is a material breach of this agreement and grounds for immediate termination.

- d. Each policy of insurance required in (b) above shall name District and its officers, agents and employees as additional insured; shall state that, with respect to the operations of the Proposer hereunder, such policy is primary and any insurance carried by District is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to District prior to cancellation; and, shall waive all rights of subrogation. The Proposer shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, the Proposer shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event the Proposer fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of the Proposer, and in such event the Proposer shall reimburse District upon demand for the cost thereof.

- e. In the event that the Proposer subcontracts any portion of the Proposer's duties, the Proposer shall require any such subcontractor to purchase and maintain insurance coverage in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence.

The certificate of insurance shall state that the Proposer agrees to waive subrogation against the District, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent same may be covered by the proceeds of insurance, including the deductible portions thereof. Certificates of insurance shall evidence the waivers of subrogation.

All provisions of this agreement concerning liability, duty, and standard of care together with the indemnification provision, shall be underwritten by contractual liability coverage sufficient to include such obligations within applicable policies.

Insurance certificates for the stated requirements must be furnished to **Silva Sorkazian, Measure GCC, Contracts and Procurement Manager** prior to commencement of work.

Insurance shall be written by companies acceptable to the District, licensed to transact business in the State of California.

The Proposer shall furnish the District certificates, evidencing the required insurance which shall not be cancelable unless thirty (30) calendar days advance notice is given to the certificate holder. When requested by the District, copies of any of the Proposer's policies must be furnished; otherwise, the District shall require certificates only.

It shall be the Proposer's responsibility to ensure that new and replacement certificates of insurance are submitted to **Sharlene Coleal, Vice President of Administrative Services**, as they are issued or changed; also, **Vice President of Administrative Services** shall be notified if a listed coverage will not be renewed at time of expiration. Certificates shall be mailed to the following address:

GLENDALE COMMUNITY COLLEGE DISTRICT
Sharlene Coleal, Vice President of Administrative Services
1500 N Verdugo Rd, Glendale, CA 91208
RE: Measure GCC, District Standards and Guidelines Services

Approval, disapproval, or failure to act by District regarding any insurance supplied by Proposer shall not relieve Proposer of full responsibility or liability for damages and accidents as set forth in the contract documents. Neither shall the bankruptcy, insolvency, or denial of liability by the insurance company exonerate Proposer from liability.

No special payment shall be made by the District for any insurance that the Proposer may be required to carry.

INDEMNIFICATION

"To the fullest extent permitted by law, Proposer agrees to indemnify, defend and hold District entirely harmless from all liability arising out of:

Any and all claims under workers' compensation acts and other employee benefit acts with respect to Proposer's employees or subcontractor's employees arising out of Proposer's work under this Agreement; and as to the acts, errors or omissions of Proposer in the performance of professional services, Proposer agrees to indemnify District, its officers and employees from and against any and all claims, losses, damages, including attorney's fees, to the extent caused by Proposer and/or its Consultants' negligence in the performance of such professional services.

As to all acts, errors or omissions which do not arise directly out of the performance of professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, Proposer agrees to indemnify, defend and hold harmless the District, its officers and employees from and against any claims, losses, damages, including attorney's fees, except for liability resulting from the sole or active negligence or willful misconduct of the District, its officers, employees, agents or independent contractors who are directly employed by the District.

The Proposer, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings arising under the above, that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

PROHIBITED INTEREST

No official of the District who is authorized in such capacity and on behalf of the District to take part in negotiations or to make, accept or approve this contract, shall have direct or indirect financial interest in the award or any part thereof. Proposer shall receive no compensation hereunder should bidder aid, abet or knowingly participate in violation or breaching of this Article., the District shall have the right to terminate the contract either in part or in whole and any loss or damage sustained by the District in procuring the services on the open market which the Proposer agreed to perform, shall be borne and paid for by the Proposer.

NON-COLLUSION DECLARATION

Declarations are required to be completed by the Proposer declaring that the proposal is in all respects fair and without collusion or fraud. Please see Appendix A.

QUALITY OF WORK

The Proposer shall be responsible for the performance of all work as specified herein and shall guarantee that work will meet or exceed the specifications as set forth herein. If it is determined by the District that such services and/or materials do not meet requirements of the District, the Proposer shall be required to correct the same at their own expense.

QUALITY OF PERSONNEL ASSIGNED TO THE WORK

The Proposer shall not employ on this account any unfit person or anyone not skilled in the work assigned to him/her and shall devote only its best qualified personnel to work under this contract. Should the District deem anyone employed under any contract which may arise as a result of this RFP to be incompetent or unfit for his/her duties and so inform the Proposer, the Proposer shall immediately remove such person from this work and he/she shall not again, without prior written permission of the District, be assigned to work under this contract.

FEES

The District agrees to pay and the Proposer agrees to accept for performance of all services rendered herein, exclusive of extra work and services, a fee as specified in the cost proposal included herein. The prices specified in the cost proposal shall be firm for the duration of the contract and shall include all of the Proposer's costs, taxes, duties, license fees, expenses, overhead, required bonds, and profit.

It is understood and agreed that said fee is the maximum fee and is subject to corresponding reduction in the event that the actual cost of performing the services proves to be less than is now estimated at the time of entering into the contract.

PAYMENT

Payment terms shall be "Net 30" from the date of acceptance of work or services, or the date of receipt of the invoice, whichever is later. All invoices shall be sent to District's address and marked Attention: Proposition R Program Manager

TERMINATION

The District hereby reserves the right to terminate this Agreement, with or without cause, at any time. In the event of such termination, the Proposer shall be paid the reasonable value of all services rendered up to the date of such termination as may be determined by the District, and the Proposer hereby expressly waives any and all claims for damages or compensation arising under this contract, except as set forth herein, in the event of such termination. Notwithstanding any of the foregoing provisions, if, for any reason, the Board of Trustees fails to appropriate or allocate funds for further payment under any contract derived as a result of this RFP, the District will not be obligated to pay remaining unpaid balances beyond those funds for services already received.

DEFAULT

The District shall hold the Proposer responsible for any damage which may be sustained because of the failure or neglect of the Proposer to comply with any term or condition listed herein, it being specifically provided and agreed that time shall be of the essence of the delivery requirement of any contract which may arise as a result of this RFP. If the Proposer fails or neglects to furnish or deliver any of the services, materials, or supplies listed herein at the prices named and at the time and place herein stated, or otherwise fails or neglects to comply with the terms of any contract which may arise as a result of this RFP, the District may, upon written notice to the Proposer, cancel the contract in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is canceled in whole or in part, purchase the services, materials, or supplies elsewhere without notice to the Proposer. The prices paid by the District at the time such purchases are made shall be considered the prevailing market prices. Any extra cost incurred by the Proposer's default may be collected by the District from the Proposer and/or from the surety on the performance bond, if any.

FORCE MAJEURE

The parties to any contract which may arise as a result of this RFP shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss or shortage of transportation facilities, lockout, or commandeering of materials, products, plant, or facilities by the government, when satisfactory evidence there of is presented to the other party, provided that it is also established that the non-performance is not due in part to the fault or neglect of the party not performing.

INTERVIEWS

Responses to this RFP may be so similar in quality that oral interviews may need to be conducted to assist in making the final selection. The decision to hold interviews and the scope or any limitations thereof shall be at the sole discretion of the District. In the event that an interview is prescribed, the District requires that the designated representatives identified in the proposals as being the **District & Campus Standards Consultants** who will be assigned to the District, be present and prepared to respond to District inquiries.

Short-listed finalists may be invited for the interview. The short-listed finalists are those who receive the highest scoring in response to the project-specific statement of qualifications. The interview length is approximately 60 minutes. The Interview may be conducted virtually or in-person. Details will be shared in advance of Interview date & time. The interview portion of this RFP will not be a scored section.

PROPOSER CONDUCT

During the RFP window (from release of this RFP to final award), proposer is not permitted to contact any GCCD employees or members of the Governing Board unless at the request of GCCD's designated contact person (**Contracts and Procurement Manager** for the District) or to fulfill pre-existing contractual obligations. No gratuities of any kind will be accepted, including meals, gifts, or trips. Violation of these conditions may constitute immediate disqualification.

ASSIGNMENT OF CONTRACT

The contract entered into for the performance of these specifications may not be, in whole or any part, assigned or transferred, directly or indirectly, without the prior written consent of the District.

CHANGES TO CONTRACT TERMS

If experience or special circumstances dictate the need for modifications in the level or variety of services at any location, it shall be specifically understood and agreed that such modifications may be implemented by mutual agreement without voiding in any manner the contract executed by the parties at the beginning of the contract term.

Any changes, additions, deletions, or modifications, which materially change the terms of the contract, shall be made by written amendment and signed by the District and the Proposer's.

AUDITABLE RECORDS

The Proposer shall maintain such account books and records in connection with its performance of the contract as may be reasonably required by the District. Such books and records shall be available locally or be made readily accessible with reasonable notice. The Proposer shall provide the District with notice in writing of the location, by address, of all such books and records and the name of the custodian thereof. The Proposer shall, at any reasonable time DURING THE CONTRACT TERM AND FOR A PERIOD OF NOT LESS THAN TWO YEARS FOLLOWING THE COMPLETION OF WORK UNDER THE CONTRACT, afford the "DISTRICT'S" agents and auditors reasonable facilities and access for the examination and audit of its records pertaining to the performance of the contract and shall, upon request by the District, produce and exhibit all such records.

3. EVALUATION OF PROPOSALS

The District will screen all proposals for compliance with this RFP and will select a group of finalists from among the proposals submitted based upon the criteria below. Proposals will be evaluated to assess the degree to which the proposed price accurately reflects proposed performance.

The selection is based on the pre-established scoring methodology:

STATEMENT OF QUALIFICATIONS (SOQ) (Maximum 500 Points)	MAXIMUM SCORING
1. LETTER OF INTEREST	<u>15</u>
2. FIRM PROFILE/PROJECT EXPERIENCE	<u>160</u>
A. PROPOSING FIRM	100
B. SUB-CONSULTANT FIRM(S)	30
C. PRIOR EXPERIENCE WITH GCCD (None - 0)	30
3. TEAM MEMBERS' EXPERIENCE & QUALIFICATIONS	<u>130</u>
1. PROPOSING FIRM	100
2. SUB-CONSULTANT FIRM(S)	30
4. PROJECT WORK PLAN AND METHODOLOGY	<u>60</u>
5. QUALITY CONTROL APPROACH/SERVICES	<u>30</u>
6. SCHEDULING CONTROL APPROACH/SERVICES	<u>30</u>
7. BUDGET CONTROL APPROACH/SERVICES	<u>30</u>
8. DOCUMENTS CONTROL APPROACH/SERVICES	<u>30</u>
9. TECHNOLOGY & INNOVATION APPROACH	<u>15</u>
MAXIMUM 500 POINTS	500

Firm personnel may be invited to participate in oral interviews; this should consist of the person who will be involved in the project work. Following the interview, District staff may choose to negotiate a contract with one or more selected firms. Negotiations will require the mandatory presence of the representative responsible for binding the contract of the proposal submitting firm. Contract will be awarded to the firm that best fit the District's needs.

The District reserves the right during the selection process to inspect the Proposer's activities and statements with respect to this RFP to ensure the Proposer's competence and ability to perform the specified services. The Proposer's proposal may be rejected if the above inspection discloses information demonstrating that the Proposer is not qualified or able to perform the specified services.

4. SCOPE OF SERVICES

The following best represent the anticipated purpose of the consultant, the features of the relationship with the district, and the work products that may be required:

Scope of Work Items - District Standards and Guidelines:

Develop the District Standards and Guidelines as distinct but related set of standards using the following format.

Section 1 – Standards Document Overview

- a. The consultant will provide an overarching Introduction, brief history of the District, and guidance on how to use the District Standards and Campus Guidelines as well as references to items such as the District Sustainability Plan and Utility Master Plans.

Section 2 - Campus Design Guidelines

- a. The campuses are different and it is important to maintain the architectural character of each, therefore the consultant will provide separately for each site a description of the planned design approach for future architectural and landscape projects on each campus, including:
 - a. Facilities Strategic Plan (provided by District)
 - b. Campus Setting & Character
 - c. Goals & Objectives
 - d. Specific Design Guidelines
 - e. Site Design
 - f. Architectural Design
 - g. Exterior Building Materials
 - h. Graphics & Signage
 - i. Campus Site Furniture
 - j. Parking & Circulation

Section 3 - Space Guidelines

- a. Develop diagrams and narratives for typical instructional, administrative and support spaces, including:
 - a. Classrooms
 - b. Hi-Flex Classrooms
 - c. Conference Rooms
 - d. Offices
 - e. Corridors + Collaborative
 - f. Spaces
 - g. Toilet Rooms
 - h. Custodial Rooms
 - i. Elevator Cabs
 - j. Technology Rooms
 - k. Mechanical Rooms
 - l. Electrical Rooms

Section 4 - Materials and Systems Standards

- a. Develop performance criteria for typical building and site systems and materials, items that can be standardized across the District with the intent of maximizing those building systems that can become a District-Wide Standard in order to gain the benefit of simplifying attic stock, vendors and other services required for the long-term maintenance of the District including:
 - a. Division 3 - Concrete
 - b. Division 4 - Masonry
 - c. Division 5 - Metals
 - d. Division 6 - Wood, Plastics, Composites
 - e. Division 7 - Thermal + Moisture Protection
 - f. Division 8 - Openings
 - g. Division 9 - Finishes
 - h. Division 10 - Specialties
 - i. Division 11 - Equipment
 - j. Division 12 - Furnishings
 - k. Division 14 - Conveying Equipment
 - l. Division 21 - Fire Suppression
 - m. Division 22 - Plumbing
 - n. Division 23 - HVAC
 - o. Division 26 - Electrical
 - p. Division 27 - Communications/Technology
 - q. Division 28 - Electronic Safety + Security
 - r. Division 32 - Exterior Improvements
 - s. Division 48 - Electrical Power Generation
 - t. Division 51 - Acoustical + Sound Isolation
- b. The consultant will also catalog any other building systems or trades that are unique to each campus and is not able to be incorporated into the District-wide Standards.

Section 5 - Appendices

- a. Include relevant appendices to support the District Standards and Campus Guidelines:
 - a. Appendix A - Roofing Guideline Drawings
 - b. Appendix B - Signage Guidelines Drawings
 - c. Appendix C - Lighting Guideline Matrix
 - d. Appendix D - IT and Cabling Information
 - e. Appendix E - Preferred AV Products/Details
 - f. Appendix F - Irrigation Zone Color Codes
* Subject to Change (Typical examples)

In order to complete the above District Standards and Campus Guidelines, the consultant will: **Develop District Standards and Campus Guidelines**

- a. Initial Review and Preparation
 1. Review current standards for relevance and other information provided by the District
 2. Meet with District and Campus facilities staff to discuss any current standards.
 3. Coordinate with Gafcon Program Management Office (PMO), District consultants
 4. Meetings – At least two (2) coordination meetings with facilities staff
- b. Research and Analyze
 1. Research best practices and analyze options for room space standards for spaces identified in Section 3 above.
 2. Research best practices and current sustainable cost-effective materials and systems
 3. Analyze concerns from District staff on current materials and systems and provide analysis and options to meet District needs
 4. Coordinate with District consultants
 5. Meetings - Two (2) coordination meetings with facilities staff
- c. Collect and Recommend
 1. Develop and send out surveys to District and Campus staff for specific systems and materials to collect initial input before detailed work sessions.
 2. Develop initial “standards” recommendations based on survey results.
 3. Hold follow-up meetings, take and distribute meeting notes, and obtain sign offs as they relate to those items that constitute the “standards”.
 4. Coordinate with District staff and consultants
 5. Meetings
 - a. Ten (10) detailed work sessions with appropriate staff focusing on material and systems standards (2 hours per session) in the following systems identified in Section 4 above.
 - b. Three (3) space standards work sessions with deans, faculty, and staff on instructional and office spaces (2 hours per session)
 - c. One (1) coordination meeting with facilities staff
 - d. Two (2) task force meetings with District leadership on Campus Design Guidelines (2 hours per session)

District and Campus Standards Deliverables

- a. Use District template – Section 1 – Section 5 above.
- b. Standards to be created either an InDesign or Word format file that can be printed in a PDF format
- c. Include illustrative photos, diagrams, and charts to supplement narrative and communicate design and space guidelines
- d. Coordinate with consultants
- e. Provide one (1) facilities management review and revision for each draft

- f. Collect District-consolidated comments and incorporate them into document
- g. Develop final draft for review and comment by District staff
- h. Collect District-consolidated comments and incorporate
- i. Finalize District and Campus Standards, bind, print, and deliver document
- j. Meetings:
 - a) One (1) coordination meeting with facilities staff (2 hours)
 - b) One (1) presentation to District leadership (1 hour)

District may request selected consultant to provide additional consultant services.

All three Campus are included in this scope:

- Verdugo Campus: 1500 N Verdugo Rd, Glendale, CA 91208
- Garfield Campus: 1122 East Garfield Ave, Glendale, CA 91205
- Montrose Campus: 2340 Honolulu Avenue, Montrose, CA 91020

PROJECT STATEMENT OF QUALIFICATION (SOQ):

To be considered for this selection, respondents to this RFQ/P must provide qualifications and supporting information demonstrating their Firm's/Team's ability to meet the project requirements. The selection committee will evaluate submissions based on the following criteria:

1. **Letter of Interest:** This letter should formally express interest in providing the aforementioned services and confirm the firm's availability to deliver the requested services as outlined in the scope of work and tentative schedules provided in this RFQ/P. It should include a summary of the firm's qualifications, introducing the proposed firm and its sub-consultant team (if any). The letter must be dated and signed by a Firm Principal and include: ownership, financial standing, licensing, major litigation, any other material aspects of the information provided at time of proposal. The letter of interest should be no more than two pages.

2. **Firm Profile/Project Experience:**

Provide the following:

- a. **Proposing Firm:** A brief overview of the Proposer firm, including its organizational chart, history, size, office location(s), and experience in successfully delivering College Utility Master Plans to various clients. Highlight relevant project experience and qualifications, including number of years in business. Describe/demonstrate your firm ability to complete the scope of work. Emphasize relevant experience with community colleges, public or private colleges, and university projects completed within the last five years.
- b. **Sub-Consultants:** A brief overview of the sub-consultant firm, including its history, size, office location(s), and experience in successfully delivering programs under various project delivery methods. Highlight relevant project

experience and qualifications, including number of years in business. Additionally, provide a concise description of the sub-consultant's ability to complete the scope of work. Emphasize relevant experience with community colleges, public or private colleges, and university projects completed within the last five years.

- c. Details about the Proposing Firm's and/or Subconsultant's prior experience with GCCD, if any.

3. Team Members Experience & Qualifications:

Provide the following:

- a. **Proposing Firm:** A list of proposed project personnel, including their roles, responsibilities, qualifications, and level of experience. Describe each team member's experience with general educational institutions and higher education projects, project size and complexity, and delivery methods utilized, including capital outlay funding projects for California Community Colleges System and local bond measures. Provide resumes of key proposed project personnel and indicate number of years employed by firm. Provide your proposed team's higher education degrees and professional certifications for these services.
- b. **Sub-Consultants:** Identify any parts of the services required that will be subcontracted. Provide a list of proposed project personnel, including their roles, responsibilities, qualifications, and level of experience. Describe each team member's experience with general educational institutions and higher education projects, project size and complexity, and delivery methods utilized, including capital outlay funding projects for California Community Colleges System and local bond measures. Provide resumes of key proposed project personnel and indicate number of years employed by firm. Provide your proposed team's higher education degrees and professional certifications for these services.
- c. For personnel resumes, a maximum one-page per person from the proposed team. Resumes will not count against page count.
- d. **Qualifications:** All personnel from all entities assigned to District projects must:
 - 1. Possess the minimum qualifications to perform the services provided.
 - 2. Have knowledge and understanding of terms and conditions, major services, and activities required to perform services
 - 3. Have a minimum of five (5) years of directly related experience.
 - 4. Provide a statement certifying that all proposed personnel meet the minimum qualifications to perform the services for which they will be assigned.

4. **Project Work Plan and Methodology:** Explain the proposed approach and methodology to complete the scope of work. Provide an implementation plan with milestones and lists of deliverables. Describe the firm's expertise in the subject areas necessary to complete the services described in the Work Assignment. Include firm's philosophy, approach(es), and preferred methods for meeting the requirements and/or the deliverables for this scope, attaching relevant examples or process documentation that is specific to the approach that will be used on this assignment.
5. **Quality Control Approach/Services:** Concisely describe/demonstrate the quality control procedures and methods proposed to ensure successful delivery and outcome of the scope of work and services rendered under this RFQ/P.
6. **Scheduling Control Approach/Services:** Concisely describe/demonstrate the scheduling strategy and any innovative, proactive measures that your team will adopt to adhere to the program master projects schedule for each campus, and how you keep project planning moving forward to meet schedule deadlines and deliverables. Provide a logical schedule of your strategy for completing this project and task.
7. **Budget Control Approach/Services:** Concisely describe/demonstrate your firm's project work strategy and methodology for completing projects and minimizing costs while maximizing economic and operational effectiveness. Describe your firm's methodology for developing project and construction cost estimating. What processes, procedures, and tools are used to ensure that accurate and complete cost estimates are produced? Describe your teams' abilities in estimating services, cost control, proposed change orders, and developing a master project budget for the overall program.
8. **Document Control Approach/Services:** Concisely describe/demonstrate the firm's and teams' abilities in the Document Management/Control; quality control review; Building Information Modeling Implementation (BIM) & Primavera (P6); etc.
9. **Technology & Innovation Approach:** Concisely describe/demonstrate your firm's offering different technological and project management tools and platforms to provide a comprehensive Project Management and Quality Control Plan for reporting, tracking, scheduling, budgeting, document control, etc. Provide examples of previous works and your Firm's abilities in using Blue Beams, Primavera scheduling, CAD, etc.
10. **Client References:** List three (3) references. This section of the proposal permits proposing firms to demonstrate their ability and competence to satisfactorily perform the required services by referencing clients who benefited from similar services, ongoing and/or recently completed program/projects for other clients. Information should be furnished by the

Educational Institutions/Owners and included in the proposal and shall include:

- a) Program name, location and description
- b) Client/District contact name
- c) Telephone number
- d) Email address
- e) Program/Project size and budget

11. Litigation Records: If you have been terminated from a project contract, for any reason, prior to the termination date of the contract within the last five (5) years, please explain in detail the reasons for said termination. Provide specific information on any civil litigation (including arbitrations) you have been involved in, within the last five (5) years related to your firm, joint venture partners or sub-consultants. Include whether you were a plaintiff or defendant, the reasons for the litigation, and whether or not each listed litigation was concluded by default, settlement, or judgment. Also, provide information relative to any judgments for filing false claims within the past 5 years.

12. Additional Information: Firm may incorporate the following information or provide the following services in its proposal:

- a) Any additional information or suggestions Firm believes would assist the District in consideration of your Firm for these services
- b) If your Firm has any additional recommendations, please provide a separate Cost Proposal for these services as it will not be considered in the evaluation.

13. Declaration: Submit a declaration that reasonable diligence has been used in preparation of the Statement of Qualifications (SOQ) submitted in response to the RFQ/P and that all information provided in response to Paragraphs (a) through (e) below is true, correct and complete.

- a) Type of organization or company structure.
- b) Number of years the firm has been in business.
- c) Location of principal office that will be responsible for the implementation of this contract, and where the project team is located.
- d) Certification that the firm is legally permitted to conduct business in the State of California.
- e) Capacity and capability of firm: The firm must demonstrate an ability to be able to deal with the multi-disciplinary services outlined in this RFQ/P.

Note: By virtue of submission, the proposing FIRM and their SUB-CONSULTANTS declare that all information provided in the Statement of Qualifications is true and correct.

FEES STRUCTURE

The Campus Infrastructure Plan Fees must be presented by college and phase:

- The Consultant shall propose a Not to Exceed (NTE) fee for all the services associated with the RFQ/P.
- The fee schedule shall outline the proposed number of hours by tasks and activities for each Section as described below.
- Consultant’s proposed fee should include and account for the direct labor, fringe benefits, insurance, overhead, profit, and all other expenses the consultant will incur in providing the services.
- The fee shall outline a not to exceed fee by task/activity and any other fee breakdown it deems appropriate for District consideration.
- The District reserves the right to authorize consultant to proceed on any section below regardless of other sections.

SCOPE	FEES
Section 1 - Standards Document Overview	
Section 2 - Campus Design Guidelines	
Section 3 - Space Guidelines	
Section 4 - Material & Building Systems Standards	
Section 5 - Appendices	
GRAND TOTAL	\$

PROPOSED TIMELINE

The District anticipates this effort to take **360 calendar days** once the contract is executed.

Provide the following information regarding the various fees and hourly rates to be charged to the District. Hourly rates shall be charged in quarter-hour intervals or greater. Please indicate the areas of specialization in the scope of services for which this Proposal is being submitted.

TYPE OF SERVICE: (District & Campus Standards Consultants for Public Construction)			
	2026-2027	2027 -2028	2028 -2029
Hourly Rate for	\$	\$	\$
Hourly Rate for	\$	\$	\$
Hourly Rate for	\$	\$	\$
Hourly Rate for	\$	\$	\$
Hourly Rate for	\$	\$	\$
Hourly Rate for	\$	\$	\$
Hourly Rate for	\$	\$	\$

PROPOSAL FORM A
GENERAL TERMS AND CONDITIONS

Offer Held Firm: The Proposer agrees that it will not withdraw its offer for a period of *ninety (90)* calendar days from the opening date.

Right to Reject: The Proposer understands that the District reserves the right to reject any or all proposals and to waive any informality in the evaluation of proposals. The District intends to verbally negotiate with the Proposers to reach a final agreement.

Bidder Certification: The Proposer certifies that this bid is made without previous understanding, agreement or connection with any person, firm, or corporation making a bid on the same services, and is in all respects fair and "without collusion or fraud."

Execution of a Contract: If awarded a contract, the Proposer agrees to execute a contract in accordance with this Proposal and the District's Instructions for Submittal of Proposals, Information for Proposers, General Conditions, and Service Requirements within twenty-one-(21) calendar days of receipt of written notice of acceptance of the Proposal by the District.

Assumption of Contract: The Proposer agrees to assume operations under the contract on July 24, 2026 or within ten (10) calendar days following the District's notification to proceed, as applicable.

Exceptions to Specifications: In submitting a proposal, the Proposer affirms acceptance of the complete Conditions Specifications and Requirements associated with the District's RFP document, unless otherwise stipulated. Any variances or exceptions which the Proposer wishes to note with respect to any of the Conditions, Specifications, or any District Service Requirements are to be stated herein or in an attachment to the bid submittal which is to be titled "Exceptions."

Conflicts of Interest: All Proposers must disclose the name of any Board of Trustees member, officer, director, or agent who is also an employee of the Glendale Community College District, which includes any District employee. Further, all Proposers must disclose the name of any District or District employee, or Board of Trustees member, who has, directly or indirectly, any financial interests in the Proposer's firm or any of its branches. Submit this information on an attachment to the proposal which is titled "Conflict of Interest" and include the person's name, interest or position, and percent of ownership, if applicable.

Required Submittals: The Proposer's detailed responses to the District's specifications and evaluation criteria must accompany this Proposal.

District's Right to Award: The signer hereby acknowledges that the District reserves the right to make the award to the Proposer which the District judges to have submitted the proposal most favorable to the District, with the District being the sole judge thereof.

Legally Binding it is further certified that the person whose signature appears below is legally empowered to bind the company in whose name the proposal is entered.

SUBMITTED BY.

Company Name

Mailing Address

City, State, and Zip Code

Telephone Number FAX Number

By: Signature (Manual)

By: Signature (Typed or Printed)

Title

PROPOSAL FORM B
Addenda Acknowledgement

Addenda: Changes or corrections to the proposal document will be issued via a numbered addendum format at the time of the pre-proposal conference or at least five (5) calendar days prior to submittal date. Record below the number(s) and date(s) of addenda received, if applicable.

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

APPENDIX B

INSURANCE AFFIDAVIT TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL

State of _____

)ss.

County of _____)

The undersigned, being first duly sworn, deposes that he/she is _____

Of _____

herein called the Proposer; that the Proposer has submitted a proposal to provide District Standards and Guidelines Consulting for the Glendale Community College District, herein called the District.

The Proposer agrees that he/she is familiar with the circumstances affecting the preparation and making of such proposal, and is properly qualified to make this affidavit; that he/she certifies the following.

Proposer is insured with policy limits not less than the following:

a. Commercial General Liability:

	Bodily Injury &	\$2,000,000	General Aggregate
	Property Damage	\$1,000,000	Products Aggregate
		\$1,000,000	Each Occurrence
\$ 50,000	Fire Damage Limit	\$ 5,000	Medical Expense

Limit

b. Auto Liability to include owned. Non - owned and hired:

Bodily Injury	\$1,000,000	each person
	\$1,000,000	each accident
Property Damage	\$1,000,000	each accident
or		
Combined Single Limit	\$1,000,000	each accident.

c. Worker's Compensation Coverage* Statutory for State of California

d. Professional Liability (Errors and Omissions)
\$1,000,000 Each Occurrence

*Alternatively, a State of California Certificate of Self- insurance may be furnished in lieu of a certificate evidencing Worker's Compensation Insurance.

Subscribed and sworn to before me

Firm _____

this _____ day of _____, 2026.

Signed _____

Type or print name of affiant.

Notary Public

Title _____

My commission expires _____ .

APPENDIX C

**CONTRACTOR'S CERTIFICATE REGARDING
WORKERS' COMPENSATION**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Name of individual, company or corporation.

By: _____

(Corporate Seal)

Title: _____

Address: _____

City State Zip Code

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

APPENDIX D

SAMPLE OF AGREEMENT FOR DISTRICT STANDARDS AND GUIDELINES CONSULTANT SERVICES

GLENDALE COMMUNITY COLLEGE DISTRICT

(For short or long term contracts with a value of \$3,001 and over)

WHEREAS, it is the desire of the Governing Board of the Glendale Community College District (hereinafter referred to as "District" or "Client") to contract with _____ as an Independent Contractor (hereinafter referred to as "Contractor" or "Engineer"); and whereas such service will assist the Governing Board in discharging its legal obligation to provide an adequate educational program; and whereas Government Code section 53060 authorizes the Governing Board to enter into contracts to obtain special services and advice in financial, economic, accounting, engineering, legal or administrative matters for the District; and

WHEREAS, Contractor has represented to the Governing Board that Contractor is knowledgeable and qualified in skills required for this project and covenants that Contractor is capable of performing the services required under this agreement; and

WHEREAS, the Governing Board recognizes that Contractor is acting as an independent contractor in the performance of work under this contract, and that Contractor, to the extent required by law, shall be solely responsible for the payment of any and all claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of its employees or agents in connection with the performance of work under this contract; and

WHEREAS, Contractor understands that, for purposes of this Agreement, Contractor is not an employee of the District and does not qualify for employee benefits, including workers' compensation benefits;

NOW THEREFORE, the following is agreed:

I. SERVICES AND WORK PRODUCT(S) TO BE RENDERED BY THE INDEPENDENT CONTRACTOR.

Contractor agrees to undertake, carry out and complete for the Governing Board, in a satisfactory and competent manner, the following services:

II. TYPE OF AGREEMENT

- a. This contract with the declared and acknowledged intention and meaning to provide District with the services described in Article I Paragraph B above for project sites located in the District on an "as needed" basis.

III. ORDERING PROCEDURES

- a. The District shall furnish the Consultant with a written Service Order Request. The request shall include:
 - i. A description of the specified work required.
 - ii. The anticipated performance period.
 - iii. Any other pertinent information
- b. The Consultant shall, in writing and within the time specified in the Purchase Order Request, provide to the District:
 - i. A detailed price estimate for the specified work required.
 - ii. Proposed date of completion of service for the required service order.

- c. Discussions/Negotiations – Upon receipt of the proposal, the District, as needed, will review the proposal to ensure acceptability to the District, enter into such discussions with the Consultant as may be necessary to revise the proposal estimate, and effect whatever internal processes are required.
- d. Execute Award – Upon completion of this process, the District shall execute a Purchase Order (PO) and forward it to the consultant. Only upon receipt of such executed PO, signed by the District, shall the Consultant commence work.
- e. Each PO shall include as a minimum:
 - i. Date of Issue
 - ii. Contract and Service Authorization Number
 - iii. Description of the work services and project site location.
 - iv. The delivery date or period of performance and milestones.
 - v. Any other information deemed necessary in performance of the order.
- f. The Consultant shall notify the District if apparent difficulties with regard to performance, according to the terms of the service authorization are anticipated or any difficulties in meeting milestones arise. The Consultant shall notify the District whenever it has reason to believe that the costs the Consultant expects to incur under the PO will exceed the fee included in the PO and will not proceed without direction from the District.

IV. COMPENSATION, MAXIMUM COST, AND PAYMENT.

- a. In consideration of the service to be rendered by Contractor as outlined in this agreement, the Governing Board agrees to pay Contractor a total amount Not to Exceed (NTE) \$_____ for services and product delivery and subsequent receipt of invoice for services rendered and products delivered by Contractor.
- b. Invoice shall be processed within thirty (30) days upon receipt and approval by Glendale Community College District of an invoice, in triplicate, showing services rendered for the period covered by the invoice.
- c. All invoices submitted must contain the following certification statement: “I certify that payment requested is for appropriate purposes and in accordance with the provisions of the Contract.” All invoices must be signed by Contractor’s Chief Financial Officer or designee.
 - d. Contractor certifies that Contractor has not and will not receive pay for the same services or days of Service by any other public agency.
- e. District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District, unless otherwise specifically stated in the Contract.

V. PERIOD OF PERFORMANCE.

- a. This period covered by this agreement shall commence on July 24, 2026 and shall terminate on July 24, 2027.
- b. This contract is for a “Base Period” of one (1) year and two (2) Option Periods. The Base period shall consist of 12 months as determined by the District above. The District has the option to extend the term of the contract for two (2) additional period consisting of 12 months each.
- c. The District may extend the term of this contract by giving written notice of it’s intent to exercise it’s option, at least 30 days before the contract Base Period expires.
- d. The total duration of this contract, including the exercise of the Option, shall not exceed 60 months.

VI. CONFLICT OF INTEREST.

If the District determines that Contractor is a “Consultant” under Political Reform Act of 1974, Contractor shall comply with all applicable Conflict of Interest laws, including the filing of a Statement of Economic Interest, pursuant to the District’s Conflict Code, under a disclosure category or categories as determined by the District’s Superintendent/President.

VII. INDEPENDENT CONTRACTOR.

Contractor, in the performance of this Contract, shall be and act as an independent contractor. Contractor understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the service to be provided under this Contract. Contractor shall perform all Services under this Agreement in a skillful, competent and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all of Contractor's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Contractor further represents that it, its employees and subcontractors or sub-consultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Contractor's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Contractor's employees who fail or refuse to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by the Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

VIII. TAXES.

Contractor acknowledges and agrees that it is the sole responsibility of Contractor to report as income its compensation received from District and to make the requisite tax filings and payments to the appropriate federal, state or local tax authority. No part of Contractor's compensation shall be subject to withholding by District for the payment of social security, unemployment, or disability insurance or any other similar state or federal tax obligation.

IX. MATERIALS.

Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Contract unless otherwise specifically stated in the Contract. Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

X. AUDIT AND INSPECTION OF RECORDS.

At any time during the normal business hours and as often as District may deem necessary, Contractor shall make available to District for examination at District's place of business as specified herein, all data, records, investigation reports and all other materials respecting matters covered by this Contract and Contractor will permit the District to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Contract.

XI. CONFIDENTIALITY AND USE OF INFORMATION.

- a. Contractor shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the District's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
- b. Contractor shall advise the District of any and all materials used, or recommended for use by consultant to achieve the project goals, that are subject to any copyright restrictions or requirements. In the event Contractor shall fail to so advise the District and as a result of the use of any programs or materials developed by Contractor under this Contract the District should be found in violation of any copyright restrictions or requirements, or the District should be alleged to be in violation of any copyright restrictions or requirements, Contractor agrees to indemnify, defend and hold harmless, District against any action or claim brought by the copyright holder.

- c. Notwithstanding the above requirements, to the extent any records or documents associated with the Contractor's services and/or the project are or become public records, they shall be subject to disclosure pursuant to the Public Records Act and applicable California law.

XII. EQUAL OPPORTUNITY/NON-DISCRIMINATION.

Contractor shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, or marital status.

Contractor shall ensure that services and benefits are provided without regard to race, color, religion, sex, age, or national origin. Contractor shall comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

XIII. HOLD HARMLESS.

To the fullest extent permitted by law, Contractor shall defend (with counsel of District's choosing), indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Contractor's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Contractor shall reimburse District and its officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its directors, officials officers, employees, agents, or volunteers. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. Contractor agrees to waive all rights of subrogation against the District.

XIV. TERMINATION.

- a. Grounds for Termination. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been adequately rendered to District, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.
- b. Effect of Termination. If this Agreement is terminated as provided in this Section, District may require Contractor to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such documents and other information within fifteen (15) days of the request.
- c. Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

XV. INSURANCE

Contractor agrees to carry comprehensive or commercial general liability insurance with limits of one-million dollars (\$1,000,000) per occurrence and \$2,000,000 aggregate combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect Contractor and District against liability or claims of liability which may arise out of this Contract. Contractor also agrees to carry Automobile Liability Insurance to include owned, non owned or hired with limits of one-million dollars (\$1,000,000) per occurrence. Contractor will also carry Professional Liability Insurance (Errors and Omissions) with limits of one-million dollars (\$1,000,000) per occurrence. In addition, Contractor agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." Prior to commencing the performance of services hereunder, Contractor shall provide District with certificates of insurance evidencing all coverage and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. Contractor agrees to name District and its officers, agents and employees as additional insured under said policy.

XVI. WORKER'S COMPENSATION INSURANCE.

Contractor agrees to procure and maintain in full force and effect Worker's Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against District by a bona fide employee of Contractor participating under this Contract, Contractor agrees to defend and hold harmless the District from such claim.

XVII. ORIGINALITY.

Contractor agrees that all material produced by the Contractor and delivered to Glendale Community College District hereunder shall be original, except for such portion as is included with permission of the copyright owners thereof, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark, patent, statutory or other proprietary rights of others and that it will hold harmless the Governing Board from any costs, expenses and damages resulting from any breach of this representation.

XVIII. WORKS FOR HIRE.

Contractor understands and agrees that all matters produced under this Contract shall be works for hire and shall become the sole property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District.

Contractor consents to use of Contractor name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

XIX. RIGHTS IN DATA.

Contractor grants to the Governing Board the right to publish, translate, reproduce, deliver, use and dispose of, and to authorize others to do so, all data, including reports, drawings, blueprints, and technical information resulting from the performance of work under this Contract.

XX. COMPLIANCE WITH APPLICABLE LAWS.

The service completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Contract or accruing out of the performance of such operations.

XXI. PERMITS/LICENSES.

Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Contract.

XXII. NON-WAIVER.

The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Contract shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

XXIII. SEVERABILITY.

If any term, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.

XXIV. ASSIGNMENT.

This Contract is not assignable by Contractor either in whole or in part, nor shall the Contractor further contract for the performance of any of its obligations hereunder, without the prior written consent of the Governing Board.

XXV. LAWS GOVERNING.

This Contract shall be governed by and construed in accordance with the laws of the State of California.

XXVI. ENTIRE AGREEMENT/MODIFICATION.

This Contract and the Attachments hereto contain the entire agreement of the parties, and no representation, provision, warranty, term, condition, promise, duty or liability, expressed or implied, shall be binding upon or applied to either party, except as herein stated. No amendment or modification of any term, provision or condition of this Contract shall be binding or enforceable unless in writing and signed by each of the parties.

XXVII. NOTICES.

All notices to any party hereunder shall be in writing, signed by the party giving it, and shall be sufficiently given or served, if personally served or if sent by registered mail addressed to the parties at their address indicated in this Contract.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date thereof.

INSERT FIRM NAME HERE

Glendale Community College District

Name: Sharlene Coleal
SS#/Federal Tax ID: Vice President of Administrative Services
Address: 1500 N Verdugo Rd
Glendale, CA 91208
City/State/Zip: Telephone: 818-240-1000

Telephone:

Fax:

Signature: _____

Date: _____

Are you a District employee? Yes No

Is a Credential or Special License required for
this consultancy? Yes No

If yes, please specify and attach a copy of **Originator:**
current License. _____

Account No.:

Signature: _____

Date: _____

APPENDIX E
District Standards and Guidelines Services Submission Checklist

Item	Included in RFP Response
Proposal Form A: General Terms and Conditions	
Proposal Form B: Addenda Acknowledgement	
Appendix A: Non-Collusion Declaration	
Appendix B: Insurance Affidavit	
Appendix C: Contractor’s Certificate Regarding Workers’ Compensation	
Appendix D: Sample Agreement for District Legal Services	
Appendix E: Submission Checklist	