



## **Request for Qualifications & Proposals (RFQP)**

### **GCC-009 PROGRAMMING ARCHITECT SERVICES**

**Issue Date: Friday, June 5, 2026**

**Due Date: Wednesday, June 24, 2026**

**Measure GCC Program Management Office**

**1500 North Verdugo Road**

**Glendale, CA 91208**



## NOTICE TO PROGRAMMING ARCHITECT SERVICES

### Request for Proposals (RFP) No. GCC-009

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 24, 2026**, responses to this **Programming Architect Services** Request for Qualifications (RFQ) / Proposal (RFP) **for the Glendale Community College District**.

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. The District reserves the right to accept or reject any or all proposals, negotiate with any or all responsible firms, and waive any informality in the proposal process.

Proposals should be clear, concise, and demonstrate the firm's ability to fulfill the RFP/RFQ requirements. All proposal preparation costs are the responsibility of the submitting firm. The contract will be awarded to the responsible firm whose proposal is most advantageous to the District. Cost will be considered but will not be the sole determining factor.

All interested firms may request a copy of this RFP by e-mailing [SSorkazian-cp@glendale.edu](mailto:SSorkazian-cp@glendale.edu) or by visiting [GCCD Current Bids & RFPs webpage](#). 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](mailto:ssorkazian-cp@glendale.edu) no later than 2:00 PM PST on June 12, 2026.

GLENDALE COMMUNITY COLLEGE DISTRICT ("District") requests that qualified firms ("Respondents") submit responses to this RFP to prepare Programming documents sufficient to guide and inform a future Progressive Design-Build procurement and design process to support the District's budgeting and planning efforts. The selected Programming Architect's services will inform but not include development of the project Basis of Design, which will be the responsibility of the future Progressive Design-Build team. To avoid any actual or perceived conflict of interest and to preserve the integrity of the competitive procurement process, the selected Programming Architect, and any affiliated entities or team members involved in the programming services, shall be prohibited from participating as a member, consultant, subconsultant, or partner of any future Progressive Design-Build team pursuing the same project(s) covered by this RFP.

## 1. About the District.

1.1. Glendale Community College District. 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 18 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. Follow this [link](#) to the **2025-2035 Facilities Strategic Plan** for reference and details outlined in the planned needs. A description of the projects that will be programmed by the awarded firm are listed below:

### A. Sound Stage Studio:

This project consists of the ground-up construction of a new Sound Stage Facility on Lot B of the Verdugo Campus. The facility will support Glendale Community College's performing arts, theater, film production, and related instructional programs.

The proposed facility will provide a professional, real-world production environment designed to support instruction across the full spectrum of contemporary film and media production disciplines. The facility will include an approximately 8,000-square-foot professional sound stage with supporting instructional, production, fabrication, storage, office, and outdoor workspaces totaling approximately 16,000 assignable square feet. Construction is anticipated to begin in 2028 with project completion targeted for 2030.

**Project Address:** 1500 N. Verdugo Road, Glendale, CA 91208

### B. Allied Health Physical & Occupational Therapy Building:

This project consists of the development of a new allied health building to train Physical Therapy Assistants (PTA) and Occupational Therapy Assistants (OTA) with support from USC. This innovative partnership will create streamlined career pathways for students while meeting a growing demand for physical and occupational therapy services in the Montrose, Glendale, and La Crescenta communities. The Allied Health building will house classroom, lecture and lab spaces for GCC's PTA and OTA programs, along with fully functional clinical spaces where students can earn their clinical fieldwork hours. Clinical spaces will be operated by USC and available to the community. Construction is anticipated to begin in 2031 with completion targeted for 2033.

**Project Address:** 2340 Honolulu Avenue, Montrose, California 91020

### C. Garfield Campus Improvements:

The Garfield Campus Improvement Project will enhance campus infrastructure, connectivity, parking, drainage, and outdoor gathering spaces in alignment with the Facilities Strategic Plan. The project will also include an Urban Garden adjacent to the Parent Support Center, supporting outdoor learning, community engagement, and student wellness while creating a more functional and welcoming campus environment.

**Project Address:** 1122 East Garfield Ave, Glendale, CA 91205

## 2. Request for Qualifications/Proposals.

### 2.1. General.

2.1.1. Purpose of RFQ/P. This RFQ/P is a part of the process for the District's selection of a Programming Architect for the projects listed in Section 1 to guide and inform a future Progressive Design-Build procurement and design process. Timely submitted RFQ/P Responses will be evaluated by the District in accordance with the criteria established in this RFQ/P. One or more Respondents may be requested to interview with the District as part of the process for the District's selection and retention for this Project.

2.1.2. Obtaining RFQ/P. This RFQ/P may be obtained from the District **Current Bids & RFPs** website or by contacting the District's Business Services Director whose contact information is noted herein. The RFQ/P is also available on the District website.

2.1.3. District RFQ/P Contacts. Questions or other communications relating to this RFQ/P shall be directed to the District's Program Management Office at:

Silva Sorkazian  
Contracts & Risk Manager  
Gafcon Program Management Office  
Glendale Community College District  
1500 North Verdugo Road, Glendale, California 91208  
Phone: (818) 561-0456

[SSorkazian-cp@glendale.edu](mailto:SSorkazian-cp@glendale.edu)

**Subject: "GCC-009 Programming Architect RFQ/P"**

2.2. District Modifications to RFQ/P. The District expressly reserves the right to modify any portion of this RFQ/P prior to the latest date/time for submission of RFQ/P Responses, including without limitation, the cancellation of this RFQ/P. Modifications, if any, made by the District to the RFQ/P will be in writing; potential Respondents who have obtained this RFQ/P from the District prior to any such modifications will be issued modifications to the RFQ/P by written addenda.

2.3. No Oral Clarifications/Modifications. The District will not provide any oral clarifications or modifications to the RFQ/P or the requirements hereof; no employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFQ/P. No Respondent shall rely on any oral clarification or modification to the RFQ/P.

2.4. Public Records. Except for materials deemed Trade Secrets (as defined in California Civil Code §3426.1) and materials specifically marked "Confidential" or "Proprietary" all materials submitted in response to this RFQ/P are deemed property of the District and public records upon submission to the District. The foregoing notwithstanding, the District may reject for non-responsiveness the RFQ/P Response of a Respondent who indiscriminately notes that its RFQ/P Response or portions thereof are "Trade Secret" "Confidential" or "Proprietary" and exempt from disclosure as a public record. The District is not liable or responsible for the disclosure of RFQ/P Responses, or portions thereof, deemed to be public records, including those exempt from disclosure if disclosure is required by operation of law, or by an order of a court of competent jurisdiction, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a RFQ/P Response deemed exempt from disclosure hereunder, by submitting a response to this RFQ/P, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys' fees arising therefrom. The party submitting materials sought by any other party shall be solely responsible for the cost and defense of the District in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

- 2.5. Errors/Discrepancies/Clarifications to RFQ/P. If a Respondent encounters errors or discrepancies in this RFQ/P or portions hereof, the Respondent shall immediately notify the District of such error or discrepancy. Any Respondent seeking clarification of any portion of this RFQ/P shall submit the requested clarification in writing to the District. Responses of the District to any requested clarification will be in writing; if in the sole judgment of the District, any clarification response affects the RFQ/P or other Respondents, the District will issue the clarification response by a written addendum distributed to all potential Respondents who have theretofore obtained this RFQ/P from the District. All requests for clarification of this RFQ/P must be submitted and actually received by the District no later than 2:00 PM three (3) days prior to the latest date for submission of RFQ/P Responses; the District will not respond to clarification requests submitted thereafter. All communications to the District shall be as set forth in Paragraph 1.1.3 above.
- 2.6. RFQ/P Response Costs. All costs and expenses incurred by a Respondent to prepare and submit a response to this RFQ/P shall be borne solely and exclusively by the Respondent.
- 2.7. RFQ/P Documents. In addition to this RFQ/P, the following form a part of the RFQ/P:  
 Attachment A Agreement for **Programming Architect** Professional Services  
 Attachment B Qualifications Statement  
 Attachment C Pricing Proposal
- 2.8. RFQ/P Activities; Timeline. The District anticipates that the following activities relating to the RFQ/P will be completed at the times noted below. The foregoing notwithstanding, the District reserves the right to modify RFQ/P activities and/or the time for completion of an RFQ/P activity.

**REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P):**

<b>RFQ/P TIMELINE</b>	<b>GCCD</b>
RFQ/P RELEASE	6/5/2026
REQUESTS FOR CLARIFICATION (RFC) DUE BY 2:00 PM PST	6/12/2026
FINAL ADDENDA ISSUED	6/17/2026
<b>SOQ'S &amp; FEE PROPOSALS DUE BY 2:00 PM PST Email to:</b>	<b>6/24/2026</b>
<a href="mailto:SSORKAZIAN-CP@glendale.edu">SSORKAZIAN-CP@glendale.edu</a>	
INVITATION TO FIRMS FOR INTERVIEWS	6/26/2026
INTERVIEWS DATES/TIMES, IF HELD <b>09:00 AM – 12:00 PM</b>	6/29-6/30
CONTRACT NEGOTIATION, AS NEEDED	6/30-7/1/2026
BOARD OF TRUSTEES' MEETING AND APPROVAL	7/14/2026
ANTICIPATED NOTICE TO PROCEED DATE	7/24/2026

**3. Programming Architect Services.**

- 3.1. Consulting Agreement. Attached as Attachment A to this RFQ/P is a form of this Project Services Agreement (the Agreement) which the District anticipates executing with the individual or firm selected to provide Programming Architecture services for the Project through this RFQ/P. The scope of Services and other terms and conditions are set forth in the Agreement.
- 3.2. Respondents' Review of Professional Services Agreement. Each Respondent shall thoroughly review the Professional Services Agreement and indicate in the Respondent's RFQ/P Response acceptance of all terms and conditions of the Agreement or requested modifications to portions of the Agreement. If a Respondent requests modification to any portion of the Agreement, the Respondent must set forth, in its RFQ/P Response, the specific modification requested. No modification to the Agreement requested by a Respondent is binding on or enforceable against the District unless the District has accepted the requested modification and such modification is incorporated into the Agreement as awarded by the District's Board of Trustees.

#### 4. RFQ/P Response.

##### 4.1. Submission of RFQ/P Response.

4.1.1. Latest Date/Time for Submission of RFQ/P Response. The latest date/time for submission of RFQ/P Responses is 2:00 PM, **Wednesday, June 24, 2026**. Refer to Section 2.8 “RFQ/P Activities; Timeline”

4.1.2. Location for Submission of RFQ/P Response. RFQ/P Responses shall be submitted electronically as instructed below:

Silva Sorkazian  
Contracts & Risk Manager  
Gafcon Program Management Office  
Glendale Community College District  
1500 North Verdugo Road, Glendale, California 91208  
Phone: (818) 561-0456  
[SSorkazian-cp@glendale.edu](mailto:SSorkazian-cp@glendale.edu)

**Subject: “GCC-009 PROGRAMMING ARCHITECT SERVICES RFQ/P”**

RFQ/P Responses which are not received at the above-stated location at or prior to the latest date/time for submission of RFQ/P Responses will be rejected by the District for non-responsiveness. Respondents are responsible for the timely submission of RFQ/P Responses.

4.2. RFQ/P Response Format and Organization. Each RFQ/P Response must conform to the following described organizational format and must include the contents described below. Failure of a Respondent to submit its RFQ/P Response in a format and with contents conforming to the following requirements will be a basis for the District’s rejection of such RFQ/P Response for non-responsiveness. There is a 15 page limit excluding forms, resumes, fee proposal, insurance certificates, W-9, and addenda acknowledgments.

4.2.1. Cover Sheet. Identify the submittal as the RFQ/P Response to this RFQ/P and an identification of the firm submitting the RFQ/P Response along with the firm’s address, telephone/fax numbers and email addresses of the firm’s principal contacts in connection with this RFQ/P or the RFQ/P Response.

**Must include the following statement: “[INSERT CONSULTANT SERVICES COMPANY’S NAME] received a copy of the District’s sample AGREEMENT FOR CONSULTANT SERVICES (“Agreement”). [INSERT COMPANY’S NAME] has reviewed the indemnification provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT COMPANY’S NAME] has no objections to the use of the Agreement.”**

Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District. Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.

4.2.2. Letter of Interest. Include a brief letter expressing the interest of the Respondent in providing **Programming Architect Services** for the Project and a brief statement of the qualifications of the Respondent to provide Project services, including projects that have undergone DSA oversight of similar size, scope, use and complexity. Provide contact information, including the telephone number, fax number and email address for the personnel of the Respondent who will be receiving notices and other communications from the District regarding the RFQ/P. The letter of interest should be bound with other materials responding to this RFQ/P. Provide additional information such as Federal Tax I.D. Number; License or Registration Number; Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). A brief description and history of the firm, including number of years the firm has been in business, and date firm was established under its given name. Total number of employees (licensed professionals, technical support, etc.). Location of office from which the bulk of services solicited will be managed.

- 4.2.3. Table of Contents. Include a Table of Contents reflecting the Respondent’s responses to each of the items set forth below.
- 4.2.4. Statement of Qualifications. Complete the Statement of Qualifications attached as Attachment B to this RFQ/P for the Respondent.
- 4.2.5. Relevant Project Experience. Provide additional details of the Projects identified in the Statement of Qualifications which reflect the skills, experience and other qualifications of the Respondent to successfully complete necessary **Programming Architect Services** for Project, including DSA projects of similar size, scope, use and complexity.
- 4.2.6. Insurance Certificates. Provide copies of Certificates of Insurance for the Respondent; required Certificates of Insurance and minimum coverage amounts for each policy of insurance are as set forth below. Same coverage limits apply to sub-consultants.

<b>Policy of Insurance</b>	<b>Minimum Coverage Amount</b>
Workers Compensation	In accordance with law
Employers Liability	Two Million Dollars (\$2,000,000)
Professional Liability	One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate
Commercial General Liability	Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate

- 4.2.7. Project Personnel Resumes. Provide current resume(s) for all team members.
- 4.2.8. Consultant Agreement Comments. Included with this RFQ/P, as Attachment A, is the Consultant Services Agreement. Respondents must indicate acceptance of all terms and conditions of the Consultant Agreement, without conditions, qualifications or reservations or identify any term or condition of the Consultant Agreement which the Respondent requests modification, by amendment to existing provisions, additional provisions or deletion of existing provisions. Where any requested modification consists of amendments to existing provisions or additional provisions, the RFQ/P Response must set forth the complete text of the requested amendment or addition. Any Respondent whose RFQ/P Response does not identify modifications to terms or conditions of the attached Consultant Agreement will be deemed to have agreed to and accepted all terms and conditions set forth therein, if the Respondent is awarded the Consultant Agreement.
- 4.2.9. Price Proposal. Provide a fee proposal for Consultant services for the Project on the form of Price Proposal included with this RFQ/P as Attachment C. A completed and signed **Form W-9** must also be submitted with the Price Proposal.
- 4.2.10. Acknowledgment of Addenda.

If the District issued Addenda to the RFQ/P, respondent must include the following statement on their cover letter:

The Respondent submitting this RFQ/P Response acknowledges receipt of Addenda Nos. \_\_\_\_\_. The Respondent confirms that requirements noted in the foregoing Addenda are incorporated into the RFQ/P Response.

If the District did not issue Addenda to the RFQ/P, respondent must include the following statement: “No Addenda issued.”

**4.3. Selection Criteria.**

- 4.3.1. General. Each timely submitted RFQ/P Response will be independently reviewed by each member of the selection committee. Any RFQ/P Response which does not comply with the requirements of this RFQ/P will be subject to rejection for non-responsiveness.
- 4.3.2. District Policy. It is the policy of the District that the selection of firms to provide professional services in connection with projects of the District be based on the demonstrated competence and qualifications to complete the required professional services at a fair and reasonable price to the District. Accordingly, award of the solicited Consulting Services

Agreement is not based solely on proposed pricing for completion of Project.

- 4.3.3. **Evaluation Criteria.** The following set forth the criteria by which each RFQ/P Response will be evaluated. The District and the selection committee reserve the right to exercise discretion in the weight and priority of the evaluation criteria. **100 Total possible points.**
- 4.3.3.1. **Relevant Experience and Ability.** The Respondent and its proposed Programming Services will be evaluated based on their experience providing Consultant services on recent DSA projects that are similar in size, scope, use, and complexity to the Project. Minimum 10 years' experience in architectural design of technical/ education spaces, specifically entertainment sound stage studios and OT/PT facilities. Experience in planning/designing educational spaces for maximum space efficiency and for higher education use. Demonstrable experience with the Progressive Design-Build delivery method. Knowledge of California Building Codes, ADA, Title 24, and DSA processes. Provide resumes for key team members evidencing project leadership commitment and methodology. **25 Total possible points.**
- 4.3.3.2. **Proposal Quality.** The District will evaluate the overall quality, completeness, organization, and clarity of the Respondent's Proposal, including the Respondent's demonstrated understanding of the Project's objectives, constraints, and programming requirements. Particular consideration will be given to the Respondent's ability to accurately portray the size, scope, technical complexity, stakeholder coordination requirements, and unique challenges of the Project, as well as its proposed approach to addressing those complexities and delivering a successful Programming Criteria document. **25 Total possible points.**
- 4.3.3.3. **Client Responsiveness.** The District will evaluate the prior experience and success of the Respondent and its proposed Programming Architect services to establish effective working relationships within the setting of a higher education institution, including the relationships with management, administrative, technical and end-user staff of prior clients, relationships with other project consultants and participants on prior projects. **20 Total possible points.**
- 4.3.3.4. **Proposed Pricing.** The District will evaluate the pricing proposed for completion of Programming Architect Services separately for each project in Section 1. Fee structure by phase and milestone; proposed billing process; standard rate sheet for additional services, as needed. **15 Total possible points.**
- 4.3.3.5. **Proposed Schedule.** Provide a proposed schedule for completing obligations under the Consultant Agreement, as outlined in **EXHIBIT "A"** of the Sample Agreement to this RFP. Provide a separately for each project in Section 1 in such detail as necessary to incorporate all actions necessary to complete the programming requirements. Timeline commitment, including final programming documents, shall be completed by October 30, 2026. For activities which require consideration or action of the District Board of Trustees, incorporate the Board of Trustees meeting dates in the proposed schedule. The current Board of Trustees 2026 meeting schedule is: July 14, 2026. **15 Total possible points.**

Item	4.3.3. Evaluation Criteria	Points
1	Relevant Experience and Ability	25
2	Proposal Quality	25
3	Client Responsiveness / References	20
4	Pricing Proposal	15
5	Proposed Schedule	15
<b>100 Total Possible Points</b>		<b>100</b>

- 4.4. Interviews. At the sole discretion of the selection committee, one or more of the Respondents deemed qualified for the Project by the selection committee may be invited to participate in an interview with the selection committee. Interviews, if conducted by the selection committee, will generally consist of no more than thirty (30) minutes with questions posed by the selection committee. If requested by the selection committee, any Respondent invited to participate in the interview process shall be present at the interview with its proposed **Programming Architect**.
- 4.5. Selection Committee Recommendation. Based upon evaluation of RFQ/P Responses in accordance with the selection criteria described above, the selection committee will make a recommendation to the District's Board of Trustees for award of the **Programming Architect Services** Agreement. The foregoing notwithstanding authority to award the Agreement is vested solely in the District's Board of Trustees.
- 4.6. Rejection of RFQ/P Responses; Waiver of Irregularities. The District reserves the right to reject all RFQ/P Responses or to waive any immaterial irregularities or informalities in any RFP Response. A RFQ/P Response which does not conform to requirements set forth herein is subject to rejection by the District for non-responsiveness.
- 4.7. Award of Contract. The Programming Architect Services Agreement, if awarded, will be by action of the District's Board of Trustees.

[END OF SECTION]

Attachment A

AGREEMENT FOR  
PROGRAMMING ARCHITECT SERVICES  
BETWEEN  
GLENDALE COMMUNITY COLLEGE DISTRICT  
AND  
[INSERT NAME OF CONSULTANT]

1. Parties and Date.

This Agreement ("Agreement") is made and entered into this \_\_\_ day of \_\_\_\_\_, 2026 ("Effective Date"), by and between the GLENDALE COMMUNITY COLLEGE DISTRICT ("District") and [INSERT NAME OF CONSULTANT] ("Consultant"), (collectively referred to as the "Parties" and each individually as "Party").

2. Recitals.

2.1 **Consultant.** Consultant is a professional consultant, experienced and properly certified/licensed to provide Programming Architect Services to public clients and is familiar with the plans of the District.

2.2 **Project.** The District desires to engage Consultant to render services, as needed, for construction of projects listed in the 2025-2035 Facilities Strategic Plan: Sound Stage Studio; Allied Health and Garfield Campus Improvements.

3. Terms.

3.1 **Scope of Services, Qualifications and Term.** Include in "Exhibit A" for a complete task list.

3.2 **Term.** The term of this Agreement shall be from [July 15, 2026] until [July 15, 2027], unless earlier terminated as provided herein. The Parties may mutually agree to extend this term by written amendment.

3.3 **Responsibilities of Consultant.**

(a) Control and Payment of Consultants and its Subordinates. The District retains Consultant on an independent contractor basis, and Consultant is not an employee of the District. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law including, but not limited to, the payment of prevailing wage, as applicable, and in accordance with Labor Code sections 1720 et seq. and 1770 et seq. Consultant shall obtain a copy of the prevailing rates of per diem wages applicable to the work to be performed under this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at [www.dir.ca.gov/dlsr/](http://www.dir.ca.gov/dlsr/). In the alternative, the District shall provide Consultant with a copy of the prevailing rates of per diem wages. Consultant shall be responsible for all reports and obligations respecting such employees, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

If the District is utilizing state funding subject to oversight by the Department of Industrial Relations Compliance Monitoring Unit ("CMU"), Consultant shall abide by the CMU requirements, including the submission of certified payroll records, as required by the CMU at no additional cost to District.

(b) Conformance to Applicable Requirements. All work prepared by Consultant is subject to the approval of the District, DSA and any and all applicable regulatory State agencies, and shall be the property of the District.

(c) Reports. Consultant shall provide the District with copies of all reports required to be submitted to applicable regulatory State agencies to the District, including but not limited to, all required DSA reports, whether or not such reports must be submitted to the District.

(d) Work Authorization. Consultant shall obtain from the District a work authorization for the Project. Such work authorization shall reiterate Consultant's duties outlined herein. The work authorization shall be written in the amount set forth in **Exhibit "B."**

(e) Maintenance of Construction Records. Consultant shall maintain complete and accurate construction records with respect to DSA-required records and all records related to the Project. These records shall be maintained by Consultant and made available at all reasonable times during any period which services are provided for the Project and for five (5) years from the date of the Notice of Completion for the Project.

(f) Coordination of Services. Consultant agrees to work closely with the District staff in the performance of Services and shall be available to the District's staff, consultants and other staff at all reasonable times.

(g) Standard of Care. Consultant 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. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all of Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and subcontractors or subconsultants 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 Consultant's employees who are determined by the 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 Consultant's employees who fail or refuse to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project by Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

(h) Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all California Code of Regulations, Title 24 and Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services.

(i) Insurance. Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the District that it has secured all insurance required under this Section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this Section.

(i) Minimum Requirements and Limits. Consultant shall, at its expense, procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(1) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); (3) *Workers' Compensation and Employers' Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance; and (4) *Professional Liability*: Coverage which is appropriate to the Consultant's profession, or that of its consultants or subcontractors.

(2) Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) *General Liability*: \$2,000,000 per occurrence and \$4,000,000 aggregate for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; (3) *Workers' Compensation and Employer's Liability*: Workers' compensation limits as required by the California Labor Code. Employer's Liability limits of \$2,000,000 per accident for bodily injury or disease; and (4) *Professional Liability*: Not less than \$1,000,000 per claim/ \$2,000,000 aggregate.

(3) Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

a. General Liability. The general liability policy shall be endorsed to state that: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insured with respect to the Work or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not be called upon to contribute with it in any way.

b. Automobile Liability. The automobile liability policy shall be endorsed to state that: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by Consultant or for which Consultant is responsible; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not be called upon to contribute with it in any way.

c. Workers' Compensation and Employers Liability Coverage. The insurer waives all rights of subrogation against the District, its governing board, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by Consultant.

d. Professional Liability. Consultant and its sub-consultants and subcontractors shall procure and maintain, for a period of five (5) years following completion of the Project, errors and omissions liability insurance with limits discussed in this Section. This insurance shall be endorsed to include contractual liability.

(4) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its directors, officials, officers, employees, agents and volunteers.

(ii) Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents and volunteers.

(iii) Acceptability of Insurers. With the exception of Workers' Compensation Insurance, all insurance required hereunder is to be placed with insurers with a current A.M. Best's rating no less than A-: VII, which are licensed to do business in California, and which maintain an agent for process within the state. Workers' Compensation insurance required under this Agreement must be offered by an insurer meeting the above standards with the exception that the A.M. Best's rating condition is waived at the discretion of the District.

(iv) Verification of Coverage. Consultant shall furnish the District with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the District if requested. The District reserves the right to require complete, certified copies of all required insurance policies, at any time.

(j) Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of its employees and subcontractors appropriate to the nature of the Services and the conditions under which the Services are to be performed. Safety precautions as applicable shall include, but shall not be limited to: (1) adequate life protection and lifesaving equipment and procedures; (2) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (3) adequate facilities for the proper Consultant and maintenance of all safety measures.

(k) Project Staffing. Consultant shall provide adequate staff and resources to facilitate all contractor's activity. Should Consultant fail to adequately staff a project, the District may, at its sole discretion, retain third-party Consulting services and back charge Consultant for all third party fees.

**3.4 Fees and Payments.**

(a) Compensation. Consultant shall receive compensation, including reimbursements, for all Services rendered under this Agreement at the rates set forth in **Exhibit "B"** attached hereto and incorporated herein by reference. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

(b) Reimbursement of Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by the District.

(c) Payment of Compensation. Consultant shall submit to the District an itemized monthly statement which indicates work completed and hours of Services rendered by Consultant. The District shall pay Consultant within a reasonable time and in accordance with this Agreement.

(d) Withholding of Payments. If any required reports are not received within fifteen (15) days of due dates described below, the District retains the express contractual right to withhold monthly payments to the Consultant until all outstanding reports are submitted to the District.

(e) Extra Work. At any time during the term of this Agreement, the District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any Services which are determined by the District to be necessary, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written supplemental work authorization from the District.

**3.5 Maintenance of Accounting Records.** Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of the District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

**3.6 General Provisions.**

(a) Suspension of Services. The District may, in its sole discretion, suspend all or any part of Services provided hereunder without cost; provided, however, that if the District shall suspend Services for a period of ninety (90) consecutive days or more and in addition such suspension is not caused by Consultant or the acts or omissions of Consultant, upon recession of such suspension, the compensation will be subject to adjustment to provide for actual costs and expenses incurred by Consultant as a direct result of the suspension and resumption of Services under this Agreement. Consultant may not suspend its service without the District's express written consent.

(b) Termination of Agreement. The District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

(i) Effect of Termination. If this Agreement is terminated as provided in this Section, the District may require Consultant to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by Consultant in connection with the

performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

(ii) Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, the District may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

(c) Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective Parties may provide in writing for this purpose:

**CONSULTANT: Gafcon Program Management Office (PMO)**

**Attn:** Joe Jackson, Program Manager

[JJackson-cp@glendale.edu](mailto:JJackson-cp@glendale.edu)

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**DISTRICT: GLENDALE COMMUNITY COLLEGE DISTRICT**

1500 N. Verdugo Road

Glendale, CA 91208

**Attn: Sharlene Coleal, Vice President of Administrative Services**

---

**CONSULTANT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

(d) Mediation. Disputes arising from this Agreement may be submitted to mediation if mutually agreeable to the Parties hereto. The type and process of mediation to be utilized shall be subject to the mutual agreement of the Parties.

(e) Ownership of Materials and Confidentiality.

(i) All materials and data, including but not limited to, data on magnetic media and any materials and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by Consultant pursuant to this Agreement, shall be the sole property of the District, except that Consultant shall have the right to retain copies of all such documents and data for its records. The District shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at the District's sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.

(ii) All such materials and data shall be provided to the District, or such other agency or entity as directed by the District or required by law, rule or regulation, immediately upon completion of the term of this Agreement as directed by the District. Should the District wish to obtain possession of any such materials or data during the term of this Agreement, it shall make its request in writing. Such information shall be provided to the District within forty-eight (48) hours of its request.

(f) Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

(g) Indemnification. To the fullest extent permitted by law, Consultant 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 Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant'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. Consultant shall reimburse the 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. Consultant'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 Consultant'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 Consultant. Consultant agrees to waive all rights of subrogation against the District.

(h) Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.

(i) Governing Law. This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a state or federal court located in the County of Los Angeles, State of California.

(j) Time of Essence. Time is of the essence for each and every provision of this Agreement.

(k) District's Right to Employ Other Consultants. The District reserves right to employ other consultants in connection with this Project. However, Consultant shall be the exclusive consultant for purposes of the Services as noted within this Agreement, unless terminated as provided herein.

(l) Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties, and shall not be assigned by Consultant without the prior written consent of the District.

(m) Amendments. This Agreement may not be amended except by a writing signed by the District and Consultant.

(n) Severability. If any section, subsection, sentence, clause or phrases of this Agreement, or the application thereof to any of the Parties, is for any reason held invalid or unenforceable, the validity of the remainder of the Agreement shall not be affected thereby and may be enforced by the Parties to this Agreement.

(o) Interpretation. In interpreting this Agreement, it shall be deemed that it was prepared jointly by the Parties with full access to legal counsel of their own. No ambiguity shall be

resolved against any party on the premise that it or its attorneys were solely responsible for drafting this Agreement or any provision thereof.

(p) Conflict of Interest. For the term of this Agreement, no member, officer or employee of the District, during the term of his or her service with the District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

(q) Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

Glendale Community College District does not discriminate with regard to race, religious creed, marital status, age, color, sex, national origin, mental or physical disability in the award of contracts. Glendale Community College District encourages responses from minority, small business, disadvantaged business, disabled veteran, and women contractors, consultants and suppliers.

(r) Non-Waiver. None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is expressly specified in writing.

(s) Drugs and Tobacco. All the District's facilities are drug and tobacco-free facilities. Any drug and/or tobacco use (smoked or smokeless) is prohibited at all times on all areas of the District's facilities.

(t) Board Approval Required. This Agreement shall not be binding nor take effect unless approved or ratified by the District Board of Education. Any amendments to this Agreement shall require Board approval or ratification.

(u) Exhibits and Recitals. All Exhibits and Recitals contained herein are hereby incorporated into this Agreement by this reference.

(v) Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement.

(w) Authority to Execute. The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

**ARTICLE 1** **IN WITNESS HEREOF**, the Parties have executed this Agreement as of the date set forth above.

**GLENDALE COMMUNITY COLLEGE DISTRICT**

**[INSERT NAME OF CONSULTANT]**

By: \_\_\_\_\_  
**Sharlene Coleal,**  
**Vice President,**  
**Administrative Services**

By: \_\_\_\_\_  
**[INSERT NAME]**  
**[INSERT TITLE]**

**EXHIBIT “A”**

**SCOPE OF SERVICES**

The Programming Architect will provide comprehensive services to define and document the functional, spatial, and operational requirements for **GCC’s Sound Stage Studio, Allied Health Physical & Occupational Therapy Building and Garfield Campus Improvements.**

Services include stakeholder engagement to establish project goals, educational objectives, and community needs; detailed space programming and functional analysis to determine room sizes, capacities, adjacencies, and specialized equipment requirements; and development of conceptual site layouts, circulation diagrams, and preliminary feasibility assessments to ensure program fit and flexibility for future growth. The architect will prepare comprehensive program documentation, including final space programs, functional relationships, equipment lists, adjacency diagrams, and design basis materials to guide the design team and support board approvals.

Additional tasks include, and are not limited to, coordination with industry experts, evaluation of technical and regulatory requirements, and preparation of presentation materials for stakeholders. The deliverables collectively ensure that both facilities meet GCC’s instructional and community engagement goals while providing professional, real-world environments for students in media production and allied health programs.

**Summary Deliverables Table**

<b>Phase</b>	<b>Scope of Services</b>	<b>Deliverables</b>
<b>Phase 1 – Project Initiation &amp; Stakeholder Engagement</b>	Project kickoff meetings, stakeholder interviews, workshops, project goals development, site and constraints review. Programming Architect to define the expected number of meetings, workshops, interviews, and review cycles so proposers can price the work consistently.	Stakeholder Engagement Summary Report; Project Goals & Objectives Document; Preliminary Site Assessment
<b>Phase 2 – Space Programming &amp; Functional Analysis</b>	Space needs assessment, program development, capacity analysis, technical requirements identification, room data sheets, cost-planning support.	Detailed Space Program; Functional Relationship Diagrams; Equipment & Infrastructure List; Preliminary Capacity Analysis, Room data sheets; Adjacency diagrams; Equipment lists, Infrastructure assumptions; and Presentation materials.
<b>Phase 3 – Conceptual Design Guidance &amp; Validation</b>	Program validation, conceptual layouts, circulation studies, flexibility analysis, feasibility review	Program-Driven Conceptual Plans; Adjacency & Circulation Report; Preliminary Cost & Feasibility Assessment; Future Expansion Plan
<b>Phase 4 – Documentation &amp; Approval Support</b>	Final Owner’s Project Requirements / Programming Criteria Document, presentations, stakeholder review support, coordination with design team procurement	Final Owner’s Project Requirements / Programming Criteria Document; Stakeholder Review Package; Design Basis Document

[END OF SECTION]

**EXHIBIT "B"**

**COMPENSATION FOR SERVICES  
GCC-009 RFQ/P FOR PROGRAMMING ARCHITECT SERVICES**

1. **Services Contract Price**

<b>Phase</b>	<b>Not-to-Exceed Fee</b>
<b>Phase 1 – Project Initiation &amp; Stakeholder Engagement</b>	<b>\$</b>
<b>Phase 2 – Space Programming &amp; Functional Analysis</b>	<b>\$</b>
<b>Phase 3 – Conceptual Design Guidance &amp; Validation</b>	<b>\$</b>
<b>Phase 4 – Documentation &amp; Approval Support</b>	<b>\$</b>
<b>Total Not-to-Exceed Fee</b>	<b>\$</b>

2. **Reimbursable Expenses.**

The **Programming Architect Services** Contract Price set forth in Paragraph 3 is inclusive of all costs, fees, expenses or other charges incurred by the Consultant to complete the Consultant Services. No payment will be made for any such costs, fees, expenses or other charges unless approved in advance by the District as a Reimbursable Expense pursuant to the terms of the Agreement.

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

[END OF SECTION]

**Attachment B**  
**GLENDALE COMMUNITY COLLEGE DISTRICT**  
**GCC-009 RFQ/P FOR PROGRAMMING ARCHITECT SERVICES**  
**QUALIFICATIONS STATEMENT**

**1. Respondent Information.**

1.1. Respondent Name:

\_\_\_\_\_

1.2. Address:

Physical Office Location:

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Mailing Address (if different than address above):

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

1.3. Phone:

(\_\_\_\_\_) \_\_\_\_\_

1.4. Fax:

(\_\_\_\_\_) \_\_\_\_\_

1.5. Respondent's principal contacts:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

1.6. Length of time Respondent has been in business providing Project Programming Architect Services:  
\_\_\_\_\_ years

1.7. Respondent Federal Tax ID No.: \_\_\_\_\_

2. **Respondent Annual Revenue.** Complete the following for each of the calendar years/fiscal years noted below. If any portion of the annual gross revenue or dollar value of contracts, as disclosed below, are generated by services including DSA Project Consulting Services.

Calendar Year/ Fiscal Year	Annual Gross Revenue	Average Dollar Value of all Contracts	Dollar Value of Largest Contract
2025/2024-2025			
2024/2023-2024			
2023/2022-2024			

3. **Insurance.**

3.1. Commercial General Liability Insurance.

Insurer: \_\_\_\_\_  
 Current Policy No.: \_\_\_\_\_  
 General Liability Insurance Broker:  
 Address: \_\_\_\_\_  
 Telephone No.: (\_\_\_\_) \_\_\_\_\_  
 Fax No.: (\_\_\_\_) \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

3.2. Workers' Compensation Insurance.

Insurer: \_\_\_\_\_  
 Current Policy No.: \_\_\_\_\_  
 Workers' Compensation Insurance Broker:  
 Address: \_\_\_\_\_  
 Telephone No.: (\_\_\_\_) \_\_\_\_\_  
 Fax No.: (\_\_\_\_) \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

[CONTINUED NEXT PAGE]

4. **References.** Provide a summary of PROGRAMMING ARCHITECT SERVICES provided by the Respondent to (i) owner references who are California public K-14 School Districts, preferably California Community College Districts (ii) Industry Specific Clients. A minimum of three (3) references are required.

Public School Owners (California K-12 public school districts or California Community College Districts only)			
Owner Name	Address	Telephone No.	Contact Name

Industry Specific Clients			
Firm Name	Address	Telephone No.	Contact Name

[CONTINUED NEXT PAGE]

**5. Essential Minimum Qualifications.** Any response of a Respondent indicating “not qualified” to the following minimum qualifications criteria will result in rejection of the Respondent’s RFQ Response for failure to meet minimum qualifications criteria. Circle your response.

5.1. Respondent has a current Commercial General Liability policy of insurance with coverage limits of at least One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.

- Yes
- No (not qualified)

5.2. Respondent has a current professional liability policy of insurance with coverage limits of at least One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate.

- Yes
- No (not qualified)

5.3. Respondent has obtained a current Workers Compensation policy of insurance with coverage limits in accordance with applicable law.

- Yes
- No (not qualified)

5.4. Respondent is ineligible for award of public works contracts pursuant to Labor Code §1777.1 or 1777.7.

- Yes (not qualified)
- No

5.5. Has any public agency, within the past ten (10) years conducted proceedings that resulted in a finding that the Respondent or any predecessor to the Respondent is not a “responsible” bidder?

- Yes (not qualified)
- No

5.6. At any time during the last ten (10) years, has Respondent or any predecessor to the Respondent been convicted of a crime involving any federal, state, or local law related to a private or public construction project?

- Yes (not qualified)
- No

5.7. At any time during the last ten (10) years, has the Respondent or any predecessor to the Respondent been convicted of a federal or state crime involving fraud, theft, or any other act of dishonesty?

- Yes (not qualified)
- No

5.8. Within the past ten (10) years, one or more contract(s) to provide work, labor, materials or services to which the Respondent was a party to have been terminated for default of the Respondent.

- Yes (not qualified)
- No

5.9. Within the past ten (10) years, has the Respondent or any predecessor in interest to the Respondent agreed with any public agency, whether by written instrument or verbally, that the Respondent will not submit bids, proposals or other responses to any request of the public agency for bids or proposals relating to public works, equipment service/maintenance contracts or other similar services?

Yes (not qualified)

No

**6. Claims and Disputes.**

6.1. Respondent Claims and Disputes. The Respondent is presently engaged in a claim, dispute or other disagreement relating to or arising out of a construction contract or equipment Consultant Services contract in which the Respondent is seeking additional compensation.

Yes

No

If "Yes" on a separate attachment, provide details of each such pending claim, dispute or other disagreement.

6.2. Judgments and Arbitration Awards. Within the past ten (10) years, the Respondent is a party to a judgment entered in a civil proceeding or an arbitration award issued by an arbitrator in a binding arbitration proceeding.

Yes

No

If "Yes" on a separate attachment, provide details of each such judgment or arbitration award including: (i) parties; (ii) summary of dispute; (iii) summary of judgment or arbitration award.

6.3. General Liability/Automobile Liability Insurance. Within the past ten (10) have claims been made under the Respondent's general liability insurance policy (whether for personal injury, death, property damage or automobile liability)?

Yes

No

If "Yes" on a separate attachment, provide details of each such judgment or arbitration award including: (i) parties; (ii) summary of dispute; (iii) summary of judgment or arbitration award.

6.4. Professional Liability Insurance. Within the past ten (10) have claims been made under the Respondent's professional liability insurance policy (whether for personal injury, death, property damage or automobile liability)?

Yes

No

If "Yes" on a separate attachment, provide details of each such judgment or arbitration award including: (i) parties; (ii) summary of dispute; (iii) summary of judgment or arbitration award.

**7. Accuracy and Authority.**

The undersigned is duly authorized to execute this Qualifications Statement under penalty of perjury on behalf of the above-identified Respondent. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Qualifications Statement and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Qualifications Statement.

The undersigned declares and certifies that the responses to this Qualifications Statement are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Respondent acknowledge and agree that if the District determines that any response herein is false or misleading or contains misstatements of fact, the Respondent's RFQ/P Response may be rejected by the District.

Executed this \_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_  
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or written name)

**ATTACHMENT C; PRICE PROPOSAL  
GCC-009 RFQ/P FOR PROGRAMMING ARCHITECT SERVICES**

Respondent: \_\_\_\_\_

The above-identified Respondent proposes the following pricing for Consultant Services as described in this RFP and in the Consultant Agreement as follows:

1. Proposed Not to Exceed Contract Price. For completion of the Consulting Services and other obligations for the Programming Architect Services Firm under the Consultant Agreement, the Respondent proposes a not to exceed Contract Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_) for Project Programming Services during normal working hours.

Services Contract Price by Phase	Sound Stage Studio	Allied Health OT/PT	Garfield Campus Improvements
Phase 1 – Project Initiation & Stakeholder Engagement	\$		
Phase 2 – Space Programming & Functional Analysis	\$		
Phase 3 – Conceptual Design Guidance & Validation	\$		
Phase 4 – Documentation & Approval Support	\$		
<b>Total Not-to-Exceed Fee</b>	\$		

**2. Reimbursable Expenses.**

The Consultant Services Contract Price set forth in Paragraph 3 is inclusive of all costs, fees, expenses or other charges incurred by the Consultant to complete the Consultant Services. No payment will be made for any such costs, fees, expenses or other charges unless approved in advance by the District as a Reimbursable Expense pursuant to the terms of the Agreement.

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_)

3. Fully Burdened and All-Inclusive Labor Rates; Prevailing Wage Rates. The Respondent confirms that the foregoing proposed hourly billing rate for each proposed Project Consultant services is inclusive of all labor burdens, general administrative and other overhead costs, charges or expenses and profit. The Respondent also confirms that if prevailing wage rates are applicable to any of the Consultant Services, the hourly billing rate for each proposed Consultant is equal to or greater than the prevailing wage rate. If it is subsequently determined that the proposed hourly rate for employed Consultant is less than the applicable prevailing wage rate, the Respondent is solely responsible for any such difference without adjustment of the Contract Price.

4. Acknowledgment and Confirmation. The Respondent has a full and complete understanding of the Consultant Services required for the Project. The Respondent certifies that its personnel are duly certified, licensed, approved and otherwise qualified to complete the Consulting Services required for the Project and other obligations under the Consultant Services Agreement, if the Consultant Services Agreement is awarded to Respondent. The undersigned: (i) has reviewed and verified the accuracy and completeness of the foregoing Price Proposal and (ii) is authorized to bind and commit Respondent to the foregoing Price Proposal.

By: \_\_\_\_\_  
(Signature of Respondent's Authorized Officer  
or Representative)

\_\_\_\_\_  
(Typed or Printed Name)

Title: \_\_\_\_\_