

**REQUEST FOR PROPOSAL
OF
DESIGN/BUILD TEAMS
FOR AN

ENTERPRISE CONTENT MANAGEMENT SYSTEM

FOR

DESERT COMMUNITY COLLEGE DISTRICT

43-500 Monterey Avenue
PALM DESERT, CA**

January 15, 2012

DESERT COMMUNITY COLLEGE DISTRICT - COLLEGE OF THE DESERT
REQUEST FOR QUALIFICATIONS FROM DESIGN/BUILD TEAMS

ENTERPRISE CONTENT MANAGEMENT SYSTEM

I. INTRODUCTION

The Desert Community College District (District) is soliciting priced proposals to provide design services, as well as necessary software, equipment, installation and training for a complete and operating Enterprise Content Management System for its five- campus District.

The District currently manages a wide variety of documents across its campuses within the Business Affairs, Student Affairs, Academic Affairs and Information Services departments. Documents include paper documents, drawings, images, audio and video recordings, and other digital media. The District has identified the need for a system for the recording, storage, searching and retrieval of all existing and newly created documents.

The following scope description and outline shall be the basis for providing an outline of services and a cost proposal:

A. ASSESSMENT

1. Identify all procedures required within the educational and administrative environment for:
 - Recording
 - Storage
 - Searching
 - Retrieval
 - Other
2. Identify all functionality required within the educational and administrative environment for the:
 - Classrooms and Laboratories
 - Administration and Faculty
 - Testing and Learning Resources
 - Facilities and Security
 - Human Resources
 - Other

3. Identify all essential systems, components and interfaces for:
 - Business Affairs
 - Student Affairs
 - Academic Affairs
 - Information Services
 - Security
 - Other
4. Identify functional requirements of all data including:
 - Paper Documents
 - Digitized Documents
 - Drawings and Images
 - Audio and Video recordings
 - Digital camera media
 - Other
5. Quantify the work of existing scanning and future management. After...
6. How would you proceed...schedule?

B. DESIGN

1. Propose methodology, labor, software and equipment required to execute the design and set-up of the system, including:
 - Analyzing the requirements obtained in the Assessment phase of work
 - Identifying the elements of a system solution
 - Defining the steps to be taken to develop the system
 - Building the system appropriate to the District requirements

C. LAUNCH

- Install and test software and equipment for the system
- Train District personnel to various levels of use, as appropriate
- Support the initial launch of the system
- Define follow up period and provide support during learning curve

Depending on the type of delivery method selected by the campus, the A/E may need to interface with appropriate construction managers, developers, contractors, etc. in the development of design and construction administration approaches for the scope of work.

II. PROPOSAL FORMAT

The proposals shall be concise and shall contain the following sections in order as shown:

1. **Introduction** - Describe the philosophy of the proposed members of the DESIGN and INSTALLATION team and areas in which each member firm excels. Describe what is unique about the team, its goals and objectives.
2. **Approach** - Describe specific information gathering and documenting techniques to be employed. Outline anticipated work plan and schedule. Describe how the team will work with the campus committee, the project management team, staff, faculty, students, and participating college service department representatives.
3. **Statement of Qualifications/Team Member Descriptions and Relevant Professional Experience** - Provide names and relevant background of each team member, including sub-contractors. Describe experience and proposed role for each team member. Describe the specific skills, training and experience and its benefit to the College.
4. **Project Experience** - List related projects in chronological order in which team members were involved. Indicate whether the project was done by the firm, or by a team member when employed in another firm. Indicate how that experience will benefit the College.
5. **References** - Provide names, addresses, and telephone numbers of previous clients who can evaluate completed work.
6. **Statement of Litigation:** Provide litigation history for any claims filed by the firm(s) composing the team or against the firm(s) composing the team, related to the provision of Architectural, Engineering or specialty services in the last five (5) years.
7. **Insurance**

The selected Firm and its Consultants will be required to provide the following insurance requirements.

Required Policy of Insurance	Minimum Coverage Amount
Workers Compensation	In accordance with applicable law
Employer's Liability	\$1,000,000 (One Million Dollars)
Commercial General	\$2,000,000 per occurrence

Liability, including coverage for automobile liability, personal injury/death and property damage	\$4,000,000 aggregate
Professional Liability	\$2,000,000 (Two Million Dollars) per occurrence and in the aggregate

8. Declaration

Submit a declaration that the information provided in this Statement of Qualifications is true, correct, and complete for the period of time (months) that this Proposal of Services and Costs will be in effect. Use the following paragraph and sign as officer of firm or entity who is empowered to contractually bind your firm or association.

We have read the District's Request for Priced Proposals (RFP) for Enterprise Content Management System and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to provide the District with the services that we have indicated in our response that we can provide. We understand that our ability meet the criteria outlined in the RFP shall be judged solely by the District. As the signer of this proposal, I have full authority to bind _____ (Firm Name) _____ to all commitments made herein.

III. SELECTION CRITERIA

The selection committee will be seeking comprehensive design and installation teams that exhibit strong demonstrated experience in comparable projects similar to a College in scale and scope. Applicants shall clearly highlight such projects and their similarities with the proposed project. Major considerations in the selection of the team will be based on the following:

1. Experience of the firm
2. Experience of the team members
3. Management plan/quality control
4. Demonstrated on-going success with other similar projects
5. Price of design, equipment, installation and training
6. References

IV. QUALIFICATIONS

Highest consideration will be given to consultants with a demonstrated detailed understanding of LEED, project programming, planning and architectural data gathering; analytical methodologies; understanding and successful design in consideration of severe desert environments; reliable cost plans; familiarity with the California Community College process; familiarity with DSA and its process and regulations; and responsiveness to the needs of College of the Desert.

All identified team members shall be prepared to appear and to present at the Firm Interview of short-listed teams. All identified team members shall actually perform the services on the project as described in the submittal.

V. CAMPUS PROJECT MANAGEMENT RESPONSIBILITY

Offices with lead responsibility over respective portions of the project are as follows:

- Office of the Vice President of Administrative Services
- Office of the Director of Fiscal Services
- EIS Professionals - Program Management Offices

Note: All project related documents, questions, issues shall go through the Owner's Representative: EIS Professionals.

VI. SCHEDULE FOR FIRM SELECTION

First Advertisement	Date: 01/17/2012
Second Advertisement	Date: 01/24/2012
Final Questions due	Date: 02/10/2012
Proposal due to District (by 5pm)	Date: 02/28/2012
Issue Selection Notice to Firms	Date: 02/29/2012
Issue Notice of Intent to Award to Selected Firm	Date: 03/01/2012
Board Confirmation of Award	Date: 03/16/2012
Issue Notice to Proceed	Date: 03/19/2012

VII. SUBMITTAL INSTRUCTIONS

1. Submittals shall be clearly marked with "**COD - Enterprise Content Management System**".
2. Provide **Five (5) Bound Submittals** which will be due by 5:00 PM on the date indicated in the schedule above **at the College of the Desert, Palm Desert Campus**, EIS Professionals Program Management Office, Attention: Mac McGinnis, Program Manager; 43-500 Monterey Avenue, Palm Desert, CA 92260, Telephone: (760) 776-7219, Facsimile: (760) 776-7263; E-mail: mmcginnis@collegeofthedesert.edu.

3. District Modifications to the RFP. The District expressly reserves the right to modify any portion of this RFP or these instructions prior to the latest date/time for submission of responses to the RFP. Modifications, if any, made by the District to the RFP will be in writing. Firms that have obtained the RFP from the District prior to any such modifications will be issued modifications to the RFP by written addenda.
4. No Oral Clarifications/Modifications. The District will not provide any oral clarifications or modifications to these instructions, the RFP or the requirements thereof. No employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFP. No firm responding to the RFP shall rely on any oral clarification or modification to the RFP or these instructions. Clarifications or modifications to these instructions or the RFP will be effectuated only by written addendum duly issued by or on behalf of the District.
5. RFP Errors/Discrepancies/Clarifications. If a firm responding to the RFP encounters errors or discrepancies in these instructions or in the RFP or portions thereof, such firm shall immediately notify Mac McGinnis, Program Manager, EIS Professionals, in writing, of such error or discrepancy. Any Firm seeking clarification of any portion of the RFP shall submit the requested clarification in writing to Mac McGinnis of EIS Professionals. Responses of the District to any requested clarification will be in writing. If, in the sole judgment of the District, any clarification response materially affects the RFP or responses to the RFP, the District will issue the clarification response by a written correction to the RFP on the College website, annotating such correction by date on the title page and in the body of the RFP, in red to identify it so that any firms who have theretofore obtained the RFP from the District may have access to such correction. All requests for clarification of the RFP must be submitted and actually received by Mac McGinnis of EIS Professionals no later than 5 pm on the date indicated in the schedule above; the District will not respond to clarification requests submitted thereafter. Inquiries, clarifications or other communications relating to this RFP or responses hereto shall be submitted to Mac McGinnis at address, telephone, fax or email addresses set forth in the Submittal Instructions section of this RFP.
6. District Verification. By submitting a Response to this RFP, the firm submitting the same acknowledges and agrees that the District may: (i) verify and research all information submitted; (ii) conduct an independent investigation of the firm's qualifications; or (iii) check other sources of information about the firm.
7. Application of the California Public Records Act. The responses to this RFP and all information obtained by the District to verify or supplement the information provided in a response to this RFP are deemed public record at such time that the District has completed its evaluation of those responses and a determination has been made as to the firm(s) to be retained for A/E services. At such time, responses shall be subject to disclosure under the Public Records Act, except to

the extent of confidential or proprietary information contained therein. The District is not liable or responsible for the disclosure of information provided in a response to this RFP, including those exempt from disclosure if disclosure is deemed required by law, by an order of the Court, or which occurs through inadvertence, mistake or negligence on the part of the District or its employees, 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 response to this RFP, the firm submitting the materials sought by such action or proceeding 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 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.

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