

ORIGINAL



Peralta Community College District
Response to RFQ No. 13-14 / 09
Request for Qualifications and Proposals
Projects Planning Review
MAAS Companies, Inc.



MAAS

November 13, 2013

Marie Hampton
Director of Purchasing Services
Peralta Community College District
501 5th Avenue
Oakland, CA 94606

Re: Response to Request for Qualifications No. 13-14/09
Projects Planning Review
Peralta Community College District

Dear Ms. Hampton:

Maas Companies, Inc. is pleased to submit this response to the aforementioned Request for Qualifications (RFQ) No. 13-14/09 for Project Planning Review for the Student Center Renovations, Library and LRC at Laney College, the Allied Health Building at Merritt College and Buildings C & D at the College of Alameda.

Should you have any questions regarding the information contained in this response, please contact Jeff Kellogg, Senior Educational Consultant for MAAS Companies, Inc. who is authorized to act on behalf of our Company in regards to the Request for Qualification and the following response from our Company. He may be reached at 562 500-5333 or by email at jeffkellogg@maasco.com.

Thank you for the opportunity to present our credentials in the following proposal. Additional information about MAAS Companies, Inc. may be found on our web site at www.maasco.com.

Sincerely,

A handwritten signature in cursive script that reads 'Lori O'Keefe'.

Lori O'Keefe
President
Maas Companies, Inc.

TABLE OF CONTENTS

TAB 1

4.2. Company Information / Executive Summary	1
Company Information	1
Executive Summary	1

TAB 2

4.3. Qualifications and Experience	2
4.3.1. Past 7 years of experience	3
4.3.2. List of Personnel – Resumes	7
4.3.3. Experience Furnishing goods or services	11
4.3.4. Professional license(s) relating to furnishing the goods or services	11

TAB 3

4.4. Client References	12
-------------------------------------	-----------

TAB 4

4.5. Plan and Approach	14
4.5.1. Approach/Methodology	14
4.5.2. Ability to Lead Stakeholder Groups	14
4.5.3. Approach to Minimizing Costs	15
4.5.4. Billing Methods and Distribution of Statements	15

TAB 5

4.6. Debarment	16
-----------------------------	-----------

TAB 6

4.7. Environmentally Sustainable Procurement	17
---	-----------

TAB 7

4.8. Required Forms	19
----------------------------------	-----------

TAB 8

4.9. Acceptance of Contract for Purchase of Goods or Services (“Contract”)	30
---	-----------

TAB 9

4.10. Fee Proposal	31
---------------------------------	-----------

TAB 10

4.11. Schedule	35
-----------------------------	-----------

TAB 1



4.2. Company Information / Executive Summary

Company Information

- Corporate Headquarters:
 - MAAS Companies, Inc.
 - 20280 Acacia Street, Suite 220
Newport Beach, CA 92660
Phone: 949.679.9439
Fax: 949.679.9238

- Federal Tax ID Number
 - 20-05522005

- Contact Person:
 - Jeff Kellogg
jeffkellogg@maasco.com
Mobile: 562.500.5333

- Website:
 - www.maasco.com

Executive Summary

MAAS Companies Inc. is a multi-faceted, planning, development and management company specializing in services to educational institutions, including community colleges, 4-year colleges and universities, elementary and secondary school districts, cities and counties. The Company is both known and highly regarded by the California Community Colleges Chancellors' Office, the State Department of Finance, the Legislative Analyst's Office, the California Post-Secondary Education Commission, and members of the California Legislature.

The staff of MAAS is recognized as having extensive experience in both planning and managing the construction of educational facilities throughout the State of California. The firm has been providing this service for the past 26 years.

Since 1987, MAAS has been the leader in educational master planning, facility development and project management for California community colleges. During that period of time, the firm has written more than 100 educational and facility master plans, successfully processed 520 planning requests (5-Year Capital Construction Plans, Space Inventories, Scheduled Maintenance Plans, Initial Project Proposals, and Final Project Proposals) for state funding, developed 23 new education centers/campuses and is currently managing the construction of over \$1 billion of facilities. Since its founding, the company has planned, developed and managed over \$4.6 billion in capital construction projects for its clients.

TAB 2

4.3. Qualifications and Experience

MAAS Companies Inc. expresses our sincere interest in providing services for the Peralta Community College District. MAAS brings to the District extensive experience in exactly this type of work and our strong commitment to the success of your district and colleges.

Our firm has been successfully providing similar services to as many as 45 of the Community Colleges throughout the State of California for over 26 years and has planned and managed the design and construction of over \$4.6 billion of facilities for California community colleges. Our Project Managers are highly experienced architects and engineers who are high on the learning curve in delivering professional services, not just in the construction phase but also in the design phase. Our advice is founded in firsthand experience with the decisions that need to be made in all phases of a project.

MAAS Companies longevity within the California community college system has provided our firm the unparalleled experience of working with colleges from the early stages of master planning through the completion of facilities. Our uniquely qualified team provides experts in every step of the process through planning, funding, design and construction. There are many firms who provide these services in isolation but MAAS Companies provides a comprehensive approach to planning and development specifically for community college campuses.

MAAS Companies brings strong existing relationships with key individuals at the State Chancellor's Office, as well as a full understanding of the concerns and goals of the students, faculty, staff, District leadership, community, local regulatory agencies and auditing bodies. All of whose concerns are not just of the finished facilities, but also of the planning, development and construction process itself. As Program Manager on a community college capital construction program, especially one funded by local bond proceeds, our firm considers itself a community member and values the requirement for transparency and strong communication in all aspects of the bond program and construction process.

MAAS Companies has the experience of previously working with the Peralta Community College District in various capacities including updating of the Educational and Facilities Master Plan, preparation of IPP's, FPP's, 5-Year Capital Construction Plans and the annual space inventory report. Members of our proposed team have a long history and understanding of the not only the district, but also the campus. Our firm's past experience with the district will provide for a seamless transition and result in saving both time and resources for the district.

We will adapt our work protocol to your methods of operation and culture and integrate your functions into our operational structure. We will fully support and supplement your staff. Our efficiency is our ability to be a single point source for information gathering, storing, disseminating, organizing and executing the work; be it project management, construction oversight or financial accounting.

We, as a part of your team, embrace a philosophy that relies on effective process, clear communication and a commitment to education. We are enthusiastic about the opportunity to assist Peralta Community College District.

4.3.1. Past 7 years of experience

COLLEGE	CONTACT	PHONE
Cabrillo Community College District	Dr. Brian King	916 568-3021
	Joe Nugent	831-479-6140
Desert Community College District	Steve Renew	760 773-2552
Barstow Community College	Virgil Stanford	760-252-2411 x7290
El Camino Community College District	Dr. Tom Fallo	310 660-3593
Southwestern Community College District	John Brown	619 482-6573
State Center Community College District	Randy Vogt	559 244-5960

Recent Educational Master Planning Experience

- **2012-13 Cabrillo College Educational & Facility Master Plan**
A comprehensive Educational & Facility Master Plan for the College completed and approved by the Board of Trustees in 2013.

- Contacts:
 - Brian King, Superintendent/President
 - Victoria Lewis, V.P. Administrative Services



- **2011-12 Barstow College Educational & Facility Master Plan**
The development of a comprehensive Educational & Facility Master Plan including specific EMP for the College’s off site location at Fort Irwin and its extensive distance education programs.

- Contacts:
 - Thom Armstrong, Superintendent/President
 - Virgil Stanford, V.P. Administrative Services



- **2010 San Jose City College & Evergreen Valley College Educational Master Plan**
The creation of the original and updated Educational Master Plans for both Evergreen Valley and San Jose City Colleges, space inventories for each campus, 5-year Capital Construction plans, IPP’s, FPP’s, EIR’s and assistance with the management and implementation of the previous bond program.

- Contacts:
 - David Wain Coon, President
 - Kuni Hay, V.P. Instruction



- **2010 Fresno City College Educational Master Plan**
The development of a comprehensive Educational Master Plan for Reedley College and Fresno City College. Additional Plans were developed for the three Educational Centers in preparation for Willow International Center to apply for full college status as Clovis Community College.

- Contacts:
 - Cynthia Azari, President,
 - Tony Cantu, V.P. Instruction





- **2010 Reedley College Educational Master Plan**

The development of a comprehensive Educational Master Plan for Reedley College and Fresno City College. Additional Plans were developed for the three Educational Centers in preparation for Willow International Center to apply for full college status as Clovis Community College.

- Contact:
 - Mike White, Interim President



- **2010 North Centers (Willow, Madera, Oakhurst Centers) Educational Master Plans**

Willow International Center currently applying for full college status as Clovis Community College with the State Chancellor's Office

- Contact:
 - Deborah Ikeda, President



- **2009 Peralta Community College District Integrated Educational & Facility Master Plan.**

The development of an Integrated Educational Master and Facility Master Plan, based upon the internally generated Educational Master Plan for Laney College, Merritt College, Berkeley City College and College of Alameda.

- Contact:
 - Wise Allen, Chancellor (retired)



- **2009 Laney College Resource Allocation Plan / Integrated Educational Master Plan.**

(See above)

- Contact:
 - Frank Chong, President
 - Debbie Budd, Vice Chancellor



- **2009 Merritt College Resource Allocation Plan / Integrated Educational Master Plan**

(See above)

- Contact:
 - Robert Adams, President (retired)



- **2009 Berkeley City College Resource Allocation Plan / Integrated Educational Master Plan**

(See above)

- Contact:
 - Deborah Budd, President



- **2009 College of Alameda Resource Allocation Plan / Integrated Educational Master Plan**

(See above)

- Contact:
 - Jannett Jackson, President





• **2008 Canada College Educational Master Plan**

The development of a comprehensive Educational Master Plan for Canada College and the San Mateo County CCD.

- Contact:
 - Tom Mohr, President (retired)



• **2008 Riverside Community College Educational & Facility Master Plan**

The development of a comprehensive Educational and Facility Master Plan for Moreno Valley College and Riverside City College.



• **2008 Moreno Valley Educational & Facility Master Plan**

(See above)

- Contact:
 - Linda Lacy, President,
 - Lisa Conyers, V.P. Administrative Services



• **2007 Southwestern College Educational & Facility Master Plan**

The development of a comprehensive Educational Master Plan that also included a facility plan, a real estate management plan and a plan for the acquisition / donation of an additional educational center for the District at Otay Mesa.



References & Contact Information

- Brian King, Chancellor, Los Rios CCD
1919 Spanos Ct., Sacramento, CA
916 568-3021, kingb@losrios.edu
- Jannett Jackson, Chancellor, Chabot-Las Positas CCD
7600 Dublin Blvd., Dublin, CA 94568
925 485-5206, jjackson@clpccd.org
- David Wain-Coon, Superintendent/President, College of Marin
835 College Ave., Kentfield, CA 94904
415 485-9400, davidwain.coon@marin.edu
- Cynthia Azari, President Riverside Community College
4800 Magnolia Avenue, Riverside, CA 92506
951 222-8155, cynthia.azari@rcc.edu
- Thom Armstrong, Superintendent/President (Retired) Barstow College
2700 Barstow Rd, Barstow, CA 92311
760 252-2411, thomarm@gmail.com
- Deborah Budd, President, Berkeley City College
2050 Center Street, Berkeley, CA 94704
510 981-2850, dbudd@peralta.edu

4.3.2. List of Personnel – Resumes

Lori O’Keefe – President & Educational Consultant

HIGHLIGHTS OF QUALIFICATIONS:

- 16 years of experience in California Education
- Specializes in all aspects of the Chancellor’s office state reporting functions

She, in cooperation with faculty, staff and administrators has successfully written nine Educational Master Plans for community colleges in California. She has presented seminars on master planning as well as how to integrate the institution’s master planning activities with accreditation standards and strategic planning



EDUCATION & CREDENTIALS:

- M.A., Education – Grand Canyon University, Phoenix, AZ
- B.A., Liberal Studies – San Diego State University, San Diego, CA
- California Multiple Subject Teaching Credential and CLAD Certificate – Concordia University, Irvine, CA
- Professional Clear Credential – University of San Diego, San Diego, CA

PROFESSIONAL EXPERIENCE:

MAAS COMPANIES – Newport Beach, CA President & Educational Consultant

2009 - Present

Completion of Educational Master Plans at the following locations:

- Barstow Community College District
- Cabrillo College
- State Center Community College District
 - Fresno City College, Reedley College, The North Centers and District Plan
- San Jose-Evergreen Community College District
 - San Jose City College and Evergreen Valley College (update) and District Plan

Completion of Space Inventory Reporting at the Following Locations:

- San Bernardino Community College District
- Cabrillo Community College District

Mac McGinnis – Program Manager



HIGHLIGHTS OF QUALIFICATIONS:

- 30 years of experience in design and construction industry including 20 years with the University of California system and California community colleges
- Recent experience as Program Manager for multiple Bond funded capital improvement programs
- Directly managed scopes from inception to completion ranging from \$100k to \$100m
- Significant knowledge of DSA procedures in California
- Proven success with public agencies and community boards

EDUCATION & CREDENTIALS:

- Degree in Architecture - Construction Management – San Bernardino College, San Bernardino, CA
- Board of Directors, Service Plus Credit Union
- South Coast Air Quality Management Certification

PROFESSIONAL EXPERIENCE:

MAAS COMPANIES – Newport Beach, CA 2007 - Present
Program Manager – Desert Community College District

At the executive level, manage, monitor and control the scope, schedule and budget of projects ranging from \$8.4 to \$26.8m, in order to ensure project success and delivery on time and within budget for DCCD’s \$427m, multi-campus Bond Program.

- Oversee and monitor the work of 6 Project Managers and 6 Accounting and Administrative staff
- Prepare and present regular financial and status reports to the District and the Community
- Participate in District-wide Project Planning and Strategy development
- As Program Executive take responsibility for all aspects of the coordination of design, construction and close-out for each project
- Establish and enforce protocols, policies and procedures by which Program staff operate

Senior Project Manager – University of California Riverside 1998 - 2007

Oversee the development of Programming, Schematic Design, Design Development, Construction Documents, Bidding and Award, Construction Management and Site Observation of the Capital Construction Program, including coordination with the Division of the State Architects Office (DSA), Campus Fire Marshall and when needed, the State Department of Health. Managed the in-house CAD Department.

- | | |
|---|---------|
| • Rivera Library Seismic Upgrade and Renovation: | \$19.6M |
| • Undergraduate Student Housing: | \$28M |
| • Undergraduate Student Housing – Phase 2: | \$33M |
| • New Student Commons: | \$66M |
| • Glen Mor Student Housing: | \$52M |
| • Administration Building Seismic Upgrade: | \$9.6M |
| • Restoration of the Lothian Dining Facility: | \$5.3M |
| • Renovation of the Aberdeen/Inverness Dining Facility: | \$3.2M |

Steven Hubbard, R.A. – Senior Project Manager

HIGHLIGHTS OF QUALIFICATIONS:

A licensed architect, with more than 30 years of experience as designer, construction administrator, owner's representative for projects ranging from \$1m to \$30m for educational, industrial, commercial and institutional clients, and specifically for K-12 facilities in California. Mr. Hubbard is high on the learning curve related to the programmatic, budget, schedule and scope issues concerning California public schools.



EDUCATION & CREDENTIALS:

- B.A., Architectural Engineering – Cal Poly, San Luis Obispo, CA
- CA Licensed Architect (#C7525)

PROFESSIONAL EXPERIENCE:

MAAS COMPANIES – Newport Beach, CA

2009 - Present

Senior Project Manager – Various Community College Districts

- Review, determine and document the scope, schedule and budget of projects ranging from \$1.9 to \$27m, in order to ensure project scope and budget for Facilities Master Plans at Barstow Community College and Cabrillo Community College

KENWOOD PARTNERS – San Rafael, CA

Senior Project Manager – Various Projects including K-12

1997 - 2012

- Managed, monitored and controlled the scope, schedule and budget for major projects ranging from \$100k to \$20m in order to ensure project success and deliver the project on time and within budget
- Processed payment requests, RFIs, change orders, submittals, correspondences, emails; while keeping key stakeholders informed of the construction progress
- Prepared and issued punch lists and closed-out checklist based on the specifications for extra-stock materials, keys, certificates, warranties etc. in the Operation and Maintenance Binders submitted with the as-built drawings
- Intake, follow-up and change order management between DSA and field inspector. All changes were submitted and approved before the buildings were occupied
- Prepare and distribute budget and schedule reconciliation reports to the District including weekly construction photographs

Dr. Evangeline Meneses – Educational Planning Consultant



HIGHLIGHTS OF QUALIFICATIONS:

- 30+years in Higher Education with wide-ranging community college, four-year public, and proprietary school experience in California
- Served in various administrative positions including; Chief Academic Officer, Vice President of Student Services, Acting Vice President of Instruction, Acting Vice President of Administrative Services and Acting President
- Planned, organized, administered, and directed operations of Academic Affairs Division
- Coordinated college strategic planning, educational master planning processes
- Developed department/unit action plans
- Collaborated in development and communicated program priorities and program standards and assess operations using established criteria
- Provided technical assistance to institutions through various stages of regional and national accreditation
- Provided comprehensive consultation services for public, private, and proprietary higher education institutions

EDUCATION & CREDENTIALS:

- Doctor of Education – Fielding Graduate University, Santa Barbara, CA
- M.A., Social Work – California State University, Sacramento, CA
- B.A., Social Work – California State University, Sacramento, CA

PROFESSIONAL EXPERIENCE:

MAAS COMPANIES – Newport Beach, CA **2011 – Present**
Educational Planning Consultant

- Dr. Meneses role and responsibilities include the development of Educational Master Plans
- Specializes in the Accreditation Process and regulations as applicable to California Community Colleges and Private Colleges and Universities
- Internal and External Environmental Analysis for Colleges and Districts with respect to future growth of population and work force trends
- Develop and analyze surveys for Colleges and Districts for long range planning purposes
- Interview and College Administration, Faculty and Staff as part of the long range planning process

CLAREMONT GRADUATE UNIVERSITY – Claremont, CA **5/2013 – Present**
Instructor

- Community College Professional Leadership Certificate Program

FREMONT COLLEGE – Cerritos, CA **2010 – 2012**
Chief Academic Officer

COASTLINE COMMUNITY COLLEGE – Fountain Valley, CA **2006 – 2010**

Dr. Meneses served in the following positions at the college:

- Vice President Student Services & Economic Development
- Acting President
- Acting Vice President of Administration Services

Jeff Kellogg – Educational Consultant & Project Liason

HIGHLIGHTS OF QUALIFICATIONS:

- Completed over 19 Community College Educational & Master Plans
- Includes; Educational & Facility Master Plans, Resource Allocation Plans, Enrollment Management Plans and Space Inventory Master Plans
- Specializes in analysis; including demographic analysis, economic analysis, and enrollment management, Title 5, State Chancellor’s and facilities guidelines.



EDUCATION & CREDENTIALS

- B.S., History – University of Oregon, Eugene, OR

PROFESSIONAL EXPERIENCE:

**MAAS COMPANIES – Newport Beach, CA
Educational Consultant**

2007 - Present

Completion of Educational and Facilities Master Plans, Resource Allocation Plans, and/or Space Inventories in the following districts:

- Southwestern College
- Riverside Community College District
- San Mateo County Community College District
- State Center Community College District
- Peralta Community College District
- San Jose/Evergreen Community College District
- West Valley/Mission District
- Barstow Community College District
- Cabrillo College District

MEMBERSHIPS, ACCOMPLISHMENTS:

- | | |
|---|----------------|
| • Long Beach Community College Board of Trustees | 2002 - Present |
| • Vice Mayor of the City of Long Beach and Chairman of the State and Federal Legislative Committee and the Economic Development Finance Committee | 1990 - 1994 |
| • Long Beach City Council | 1988 - 1998 |

4.3.3. Experience Furnishing goods or services

See Sections 4.3.1 & 4.3.2 above.

4.3.4. Professional license(s) relating to furnishing the goods or services

See Sections 4.3.1 & 4.3.2 above.

TAB 3

4.4. Client References

Desert Community College



This \$427 Million bond program includes program management on all capital improvement projects related to the Measure B bond program such as a new Math, Science and Technology Center, Allied Health and Nursing Facility, a Public Safety Academy, Athletics complex, Child Care Development Center and Visual Arts building. In addition, many facilities and areas will be upgraded and renovated to improve safety and infrastructure; Liberal Arts, Administration Building, Board Meeting Room, Library and Learning Resource Center. Included in this bond measure will be other new campuses, currently being planned within the district; Palm Springs (self-sustainable campus), Mecca/Thermal and Indio, California. MAAS Companies was also involved with the Instructional Space Plan for the District. The use of integrated systems and procedures by our team are used during project design and construction.

Contact: Steve Renew
Director of Facilities & Planning
Desert CCD
43-500 Monterey Avenue
Palm Desert, CA 92260
760 773-2552
srenew@collegeofthedesert.com



El Camino Community College District

This bond program consisted of project management of all capital projects including the remodel of existing buildings and the construction of new bond projects. The larger projects included the Science Complex remodel, Humanities Building, Infrastructure Upgrade Phase 1, Learning Resource Building, and a 4 story Parking Lot Structure. The use of integrated systems and procedures by our team were used during project design and construction. Additional services that MAAS Companies provided for the District included the development of Educational & Facility Master Plans and State of California reporting and related documents.

Contact: Dr. Tom Fallo
President / Superintendent
El Camino CCD
16007 Crenshaw Blvd.
Torrance CA 90506
310 660-3593
tfallo@elcamino.edu



Southwestern Community College District

This bond program consisted of the construction of 120,000 square feet of college buildings which included three new Higher Education Centers at National City, Otay Mesa and San Ysidro; total renovation of two major buildings, that created a new One Stop Student Services Center and a new Student Academic Success Center which was a \$17 million dollar state-funded project. Included was modernization of 100 classrooms and labs with “smart technology”. Additional services that MAAS Companies provided for the District included a comprehensive Five (5) Year Capital Construction Plan for the District (including specific plans for the new Educational Center), the development of Initial Project Proposals (IPPs), Final Project Proposals (FPPs), Space Inventory Plan and State of California reporting and related documents. Educational & Facilities Master Plans were completed in 1992, 1996, 1999, 2003 and 2008.

Contact: Mr. John Brown
Director of Facilities, Operations & Planning
Southwestern Community College District
900 Otay Lakes Road
Chula Vista, CA 91910
619 482-6573
jbrown@swccd.edu

TAB 4



4.5. Plan and Approach

4.5.1. Approach/Methodology

The basic approach to the prosecution of our services is to develop a logical, systematic plan that responds the goals and objectives of the study. The core element is templates that will be utilized in the evaluation of each of the four projects. That plan can best be characterized as follows:

- A. Data Gathering: Identify and procure all significant documentation relevant to each project. The documentation required can be segregated into two basic categories:
 - 1. Plan Documents & Standards, which may include, but not necessarily be limited to:
 - Educational Master Plan
 - Facilities Master Plan
 - Strategic Plan
 - 2. Project Documents, which may include, but not necessarily be limited to:
 - Project Needs Assessment or Program
 - Project Design Documents, including Drawings, Outline Specifications, Schedules, Budgets, Reports, Design Manuals and any other relevant project documentation.
 - Construction Contract Documents, including Construction Drawings, Specifications, Schedules, Budgets and any other relevant project documentation.

It is understood that each of these projects are in varying states of development, and the available documentation described above may not be fully developed at this time.

- B. Data Evaluation: Utilizing templates developed specifically to objectively evaluate the core data retrieved, each project will be evaluated on the basis of:
 - Project program’s competence and comprehensiveness.
 - Project program’s adherence to the goals and objectives set out in the Education Master Plan and the Facilities Master Plan
 - Design Documents fulfillment of the criteria set out in the Project Program.
 - Construction Documents fulfillment of the Design Documents.
 - The quality and completeness of Construction Documents, recognizing that these are critical elements to the probability of achieving schedule and budget.
- C. Project Report: Once all of the data has been compiled, collated and evaluated, a report for each project will be developed. The reports will draw conclusions and make observations relative to the goals and objectives of the study. The basic format of the report is as concise a document as possible utilizing bullet point narratives and matrices.

4.5.2. Ability to Lead Stakeholder Groups

The Maas team has consistently engaged in the collaborative approach, recognizing the importance of actively engaging with District/College stakeholders. The team has successfully facilitated educational stakeholder groups that have included faculty, staff, students, administrators and community representatives to accomplish the identified outcomes within the defined timelines.

4.5.3. Approach to Minimizing Costs

Utilizing a structured work plan and using standardized templates, each task will be completed in a systematic, timely and efficient manner. This approach minimizes inefficiency and redundancy thereby providing a quality product and a cost effective fee.

4.5.4. Billing Methods and Distribution of Statements

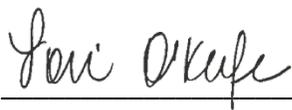
MAAS prepares invoices monthly, or as requested, and can expense the hours and/or costs by project and location if required.

TAB 5

4.6. Debarment

Provide a statement that your company has not been debarred from providing services to any State or Federal Agency within the last five (5) years. Sign and Date your statement. If your firm has been debarred, you will need to provide background information and reason for the debarment. Provide the name and contact information for the Agency that debarred your firm. The District must review the reason and duration for the debarment before it can determine if your firm can be consider for this project.

This is to acknowledge that MAAS Companies, Inc. has **not** been debarred from providing services to any State or Federal Agency within the past five (5) years.

A handwritten signature in cursive script that reads "Lori O'Keefe".

Lori O'Keefe
President
MAAS Companies, Inc

11/11/2013

Date

TAB 6

4.7. Environmentally Sustainable Procurement

ENVIRONMENTALLY SUSTAINABLE POLICY

It is the policy of the Peralta Community College District (Board Policy 2.40, Environmental Sustainability), to purchase products or services that help to minimize the adverse effects on human health and the environment, when compared to other products and services that serve the same purpose with comparable efficacy. The District recognizes that environmentally responsible purchasing will help create and sustain markets for environmentally sustainable products, and is committed to encouraging the procurement of environmentally sustainable products, such as products with high recycled content, remanufactured products, FSC certified lumber, Energy Star rated equipment, low and no VOC paints, low-toxicity cleaning supplies and Green Seal approved chemicals, locally sourced organic/sustainably grown foods, compostable utensils, non polystyrene food containers, non petroleum-based inks, and will promote contracting with businesses in close proximity, to reduce our carbon footprint and to promote the District's SLBE program.

The District's formal Environmental Sustainability Policy 2.40 is available for download at: http://www.peralta.edu/projects/4/Purchasing%20Procedures/BP_2_40_Environmental_Sustainability_Policy_FINAL_3-31-08.pdf click on the District Services Center tab and then Purchasing to view the environmentally sustainable purchasing policy.

Each Proposer must execute and submit the executed Statement of Compliance With Environmental Sustainability Policy with the Proposer's RFQ Response.

[END OF SECTION]



Proposer's Statement of Compliance with Environmental Sustainability Policy

Proposer: MAAS Companies, Inc.

The long-term goal of the District is to purchase products with zero waste, high recycled content, produced and delivered in an environmentally sustainable manner. Does your product or service promote the District's Environmentally Sustainable Procurement goal?

X Yes* No

*If Yes, you are required to describe in the following how your product or service that you are providing to the District will promote the District's Environmentally Sustainable Procurement goal.

The instruments of service are published reports that respond to the requirements of these studies. Those products will be delivered in two formats:

- 1. Bound hard copy reports produced on recyclable bond stock.*
- 2. Electronic files that can be posted on the District's website and archived for future reference. The only relevant issue in this instance is the recyclability of the host environment.*

It would be desirable and recommended to minimize the number of hardcopy reports and maximize the use of the electronic files.

I am authorized to execute this Statement of Compliance with Environmental Sustainability Policy on behalf of the above-identified Proposer. I declare under penalty of perjury under California law that the foregoing is true and correct.

By: *Lori O'Keefe*

Lori O'Keefe
(Typed or Printed Name)

Title President

Date 11/11/2013

TAB 7



4.8. Required Forms

RFQ No. 13-14/09

Projects Planning Review - Laney College, Student Center Renovations; Laney College, Library and LRC; Merritt College, Allied Health Building; Alameda College, Buildings C & D (Science)

VENDOR'S QUESTIONNAIRE AND CERTIFICATE BY COMPLIANCE

The following information is requested for information purposes only. It will not be used in determining bid award.

1. **Proposer Information.** Complete the following for the Proposer.

Proposer Name	MAAS Companies, Inc.
Physical Office Address	20280 Acacia Street, Suite 220 Newport Beach, California 92660
Mailing Address (if different from physical office address)	
Phone/Fax	(<u>949</u>) <u>679-9439</u> Phone (<u>949</u>) <u>679-9438</u> Fax
Website	www.maasco.com
Name of Proposer's Principal Contact	Lori O'Keefe (President)
Email Address for Proposer's Principal Contact	loriokeefe@maasco.com
Federal Tax ID Number	# 20-05522005

Demographics of Proposer's Workforce and Equity Owners	Demographic Description	Number of Employees or Officers of Proposer	Percentage Equity Ownership
	Asian American (Chinese, Japanese, Korean, Vietnamese)		
	African American		
	Filipino		
	Latino (Other than Mexican or Mexican-American)		
	Native American		
	Pacific Islander; Other Asian		
	White		
	Disabled Veteran		
	Women	4	62.51

3. **Workforce Ethnic/Racial Proportionality.** Explain how the Proposer's current workforce is racially and ethnically proportionate to the area from which the workforce is drawn (national, state or local). Attach additional sheet(s) as necessary for a complete and comprehensive explanation.

MAAS Companies workforce represent diverse backgrounds and ethnicities. Our firm hires from within the local areas where our offices and projects are located.

4. **Non-Discriminatory Employment Practices.** Detail steps taken by the Proposer since inception of the Proposer's business to assure non-discriminatory recruiting, hiring, apprenticeship, placement, promotion, demotion, lay-off and termination practices. Attach additional sheet(s) as necessary for a complete and comprehensive explanation.

MAAS Companies utilizes the services of an outside Human Resources firm, Sierra HR Partners, which assures the Company follows non-discriminatory recruiting, hiring, apprenticeship, placement, promotion, demotion, lay-off and termination practices.

[END OF SECTION]



RFQ No. 13-14/09

Projects Planning Review - Laney College, Student Center Renovations; Laney College, Library and LRC; Merritt College, Allied Health Building; Alameda College, Buildings C & D (Science)

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) Be 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 and will require all subcontractors to do the same.

MAAS Companies, Inc.

Proposer Name

By: Lori O'Keefe

Lori O'Keefe

(Typed or Printed Name)

(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.)



RFQ No. 13-14/09

Projects Planning Review - Laney College, Student Center Renovations; Laney College, Library and LRC; Merritt College, Allied Health Building; Alameda College, Buildings C & D (Science)

STATEMENT OF NON-DISCRIMINATORY EMPLOYMENT PRACTICES

PROPOSER NAME: MAAS Companies, Inc.

I hereby certify that the above-identified Proposer will maintain a work environment free from discrimination, where employees are treated with dignity and respect. The Proposer does not discriminate against any employee or applicant for employment because of gender, color, race, ethnicity, national origin, religion, age, marital status, sexual orientation, gender identity and expression, disability, pregnancy, covered veteran status, protected genetic information and political affiliation. The Proposer will at all times comply with all provisions of Executive Order No. 11246 (as amended by Executive order No.11375).

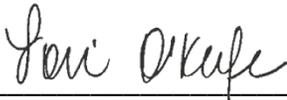
The Proposer acknowledges that the Vendor's Questionnaire requests demographic information for record keeping purposes only. The information requested will not be used as a basis for contract award.

The Proposer further acknowledges that if the Proposer is awarded the Contract, the Proposer will comply with District requirements for reporting the Proposer to submit quarterly reports to the District's Department of General Services which identifies:

- a. Actual racial, gender and residential workforce composition of your company for the contract work.
- b. Actual racial, gender and residential workforce composition of subcontractors for the contract work.
- c. Number of apprenticeship workforce for the contract work.

I am authorized to execute this Statement of Non-Discriminatory Employment Practices on behalf of the Proposer. I have personal knowledge of all of the foregoing. I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct.

Dated: 11/11/13

By: 
(signature)

Lori O'Keefe
(print name)

RFQ No. 13-14/09

Projects Planning Review - Laney College, Student Center Renovations; Laney College, Library and LRC; Merritt College, Allied Health Building; Alameda College, Buildings C & D (Science)

SMALL LOCAL BUSINESS ENTERPRISE and SMALL EMERGING LOCAL BUSINESS ENTERPRISE PROGRAM

The District is committed to ensure equal opportunity and equitable treatment in awarding and managing its public contracts and has established an annual overall program goal of twenty-five percent participation for small local businesses. To facilitate opportunities for small local business, the District will use a maximum 5% bidding preference for SLBE and SELBE firms. The preference is only used for purposes of determining the pricing proposed by a SLBE or SELBE, the contract is awarded at the actual bid amount. Please review the following guidelines to see if your firm qualifies for the preference.

The 5% bidding preference for an SLBE and SELBE firms are for construction, personal and professional services, goods and services, maintenance, repairs, and operations where responsibility and quality are equal. The preference will be 5% of the bid amount of the lowest responsive responsible bidder, and may not exceed \$50,000.00 for any bid.

A Non-SLBE/SELBE Prime Contractor who utilizes 25% of total bid amount, with SLBE or SELBE subcontractors (who meet the District's Definition of an SLBE and SELBE), can also receive a maximum of 4% bidding preference, not to exceed \$50,000.00 for any bid. (See below Subcontractor section.)

Definitions:

SLBE: A Small Local Business Enterprise is a business that has not exceeded gross annual revenue of 8.5 million dollars for a construction firm, or 6 million dollars for goods and non-professional services firm, or 3 million dollars for architecture, engineering and professional services firm, for the past three consecutive years and meets the below geographic location requirements.

SELBE: A Small Local Emerging Business Enterprise is a business that has not exceeded gross annual revenue of 1.5 million dollars for the past three consecutive years and meets the below geographic location requirements.

Commercially Useful Function: Shall mean a business is directly responsible for providing the materials, equipment, supplies or services to the District as required by the contract solicitation. The business performs work that is normal for its business services and carries out its obligation by actually performing, managing, or supervising the work involved. The business is **not** Commercially Useful if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of SLBE or SELBE participation.

Geographic Location Requirements:

- The business must be located at a fixed, established commercial address located in the District's market area of Albany, Alameda, Berkeley, Emeryville, Oakland, or Piedmont, and not a temporary or movable office, a post office box, or a telephone answering service.

- If the business has an office outside of the District's market area as well as an office within the market area, the office within the District's market area must be staffed on a full time permanent basis with employees of the Proposer.
- If requested, the business that has an office outside of the District's market area must provide proof of one or more past contracts citing the business address (such as contracts to perform work, to rent space or equipment, or for other business services) was within the District's market area at least one (1) year prior to the date of contract award. The one-year requirement does not apply to businesses whose sole establishment is located within the District's market area.

Subcontractors:

Non-SLBE/SELBE Prime Contractors who use subcontractors, who meet the District definitions of SLBE and SELBE, may receive a maximum of 4% bidding preference if the following conditions are met:

1. 25% of total bid amount is with Subcontractors who meet the District's definition of an SLBE and SELBE. The Prime Contractor must list each Subcontractor on the Subcontractor List form, clearly identifying the SLBE and SELBE status and the Dollar Amount of work each subcontractor will perform.
2. The Subcontractors must provide a Commercially Useful Function.
3. The Prime Contractor must maintain the Subcontractor percentages (based on the quoted dollar amounts) indicated in the Subcontractor List form at the time the Contract is awarded and throughout the term of the Contract.
4. The Prime Contractor must fill out sign the SLBE/SELBE Self Certification Affidavit and return it with the bid documents, and 48 hours after the bid opening the Prime Contractor must submit signed SLBE/SELBE Self Certification Affidavit from each of the SLBE and SELBE subcontractors listed in the Subcontractor form. The Subcontractor must agree to provide the requested documentation to verify the SLBE/SEBLE status.
5. No Substitutions can be made to the SLBE and SELBE subcontractor without the prior written approval of the District. The District will approve a subcontractor substitution on the following conditions:
 - a. A written statement from the subcontractor agreeing to the substitution.
 - b. When the subcontractor has been given a reasonable opportunity to execute the subcontract, yet fails to, or refuses to execute the subcontract, or refuses to satisfy contractual obligations.
 - c. When the subcontractor becomes insolvent.
 - d. When the District determines the work performed by the subcontractor is not in accordance with the contact agreement, or the subcontractor is substantially and unduly delaying or disrupting the progress of work.

[END OF SECTION]

SLBE/SELBE SELF CERTIFICATION AFFIDAVIT

Proposers that meet the District criteria for an SLBE and SELBE must complete and submit the accompanying SLBE/SELBE Self Certification Affidavit signed under penalty of perjury by an authorized employee of the Proposer with the RFQ Response of the Proposer. Firms claiming SLBE and SELBE status in the SLBE/SELBE Self Certification Affidavit will be required to submit proof of residency and revenue 48 hours after bid opening. Such proof shall consist of a copy of a contract to perform work, to rent space or equipment, or for other business services, executed from their local address, and the firm's tax returns for the past three consecutive years.

Proposers that do not meet the District's criteria for SLBE or SELBE status are not required to submit the SLBE/SELBE Self Certification Affidavit with their RFQ Responses.



**RFQ No. 13-14/09
 Projects Planning Review
 Laney College, Student Center Renovations
 Laney College, Library and LRC
 Merritt College, Allied Health Building
 Alameda College, Buildings C & D (Science)**

SLBE/SELBE SELF CERTIFICATION AFFIDAVIT

I certify under penalty of perjury that my firm meets the District’s definition of a Small Local Business Enterprise or a Small Emerging Local Business Enterprise and resides in the geographic location of the District’s market area and qualifies for the below preference. The maximum preference will be five percent of the bid amount of the lowest responsible bidder, and may not exceed \$50,000.00 for any bid. The preference is only used for computation purposes to determine the winning bidder; the contract is awarded at the actual bid amount. The District’s Contract Compliance Office will determine whether this requirement has been fulfilled. Bidders may only claim one of the below preferences.

Certification Status	Preference	Preference Claimed (check only one)
SLBE	5% of lowest bid	
SELBE	5% of lowest bid	
25% of Subcontractors are SLBE/SELBE	4% of lowest bid	
Not Applicable	None	X

1. I acknowledge and am hereby advised that upon a finding of perjury with the claims made in this self certification affidavit the District is authorized to impose penalties which may include any of the following:
 - a) Refusal to certify the award of a contract
 - b) Suspension of a contract
 - c) Withholding of funds
 - d) Revision of a contract for material breach of contract
 - e) Disqualification of my firm from eligibility for providing goods and services to the Peralta Community College District for a period not to exceed five (5) years.

2. I acknowledge and have been advised and hereby agree that my firm will be required to provide proof (and if applicable, my SLBE and SELBE Subcontractors will provide proof) of the status claimed on this self-certification affidavit 48 hours after bid opening. Proof of status claimed includes tax returns from the previous three years and past contracts to determine the size and geographical location of my firm.



3. I am authorized to execute and deliver this SLBE/SELBE Self Certification Affidavit on behalf of the Proposer. I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

MAAS Companies, Inc.
(Proposer Name)

Dated: 11/11/13

By: *Lori O'Keefe*
(Signature)

Lori O'Keefe
(Typed or Printed Name)



RFQ No. 13-14/09

Projects Planning Review - Laney College, Student Center Renovations; Laney College, Library and LRC; Merritt College, Allied Health Building; Alameda College, Buildings C & D (Science)

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Lori O'Keefe, being first duly sworn, deposes and says that I am the President of MAAS Companies, Inc, the party submitting a Response to the above-identified RFQ. In connection with the RFQ Response of the Proposer, the undersigned declares, states and certifies that:

- 1. The RFQ Response is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The RFQ Response is genuine and not collusive or sham.
3. The Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in sham bid, or to refrain from submitting a RFQ Response.
4. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other Proposer, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the RFQ Response and related documents are true.
6. The Proposer has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this 11 day of November, 2013 at Newport Beach, Orange County California

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

By: [Signature]
(Signature of Bidder's Authorized Officer or Representative)

Lori O'Keefe
(Typed or Printed Name)

Title: President

TAB 8



4.9. Acceptance of Contract for Purchase of Goods or Services (“Contract”)

Each Proposer must review the Contract attached to this RFQ and indicate in Tab 8: (i) the Proposer’s acceptance of all terms and conditions set forth in the Contract for Purchase of Goods or Services (“Contract”) attached to this RFQ; or (ii) the Proposer’s request to amend specific terms and conditions of the Contract. If a Proposer requests amendment(s) to the Contract, the Proposer must set forth the specific amendment requested.

This is to acknowledge that MAAS Companies, Inc. has reviewed the Contract attached to this RFQ and is in acceptance of all terms and conditions set forth in the Contract for Purchase of Goods and Services (“Contract”) attached to this RFQ.

Lori O’Keefe

11/11/13

Lori O’Keefe
President
MAAS Companies, Inc.

Date

TAB 9



If an hourly rate is charged for LOR personnel travel to an Off-Site Location, the billings are for:

- Round Trip Travel
- One Way Travel
- Not Applicable, no travel charge proposed for personnel travel time.

2.1.7. Communications.

- 2.1.7.1. Phone/Fax Charges: _____
- 2.1.7.2. United States Mail Charges: _____
- 2.1.7.3. Private Courier/Overnight Service: _____
- 2.1.7.4. Other Communications Charges: _____

2.1.8. Production.

- 2.1.8.1. CAD/Plotting: _____
- 2.1.8.2. Reproduction.
 - Up to 11" x 14" size reproductions: _____
 - Quarter sheet reproductions: _____
 - Half-sheet reproductions: _____
 - Full sheet reproductions: _____

2.2. Additional Services. Set forth below the proposed hourly billing rates for Additional Consultant Services if the District and the Respondent are unable to reach mutual agreement to establish a lump sum fixed price for District authorized Additional Consultant Services.

Respondent Personnel Proposed Additional Services Hourly Billing Rates		
Name	Position/Title	Proposed Hourly Rate
Mac McGinnis	Program Manager	\$ 175.00
Steven Hubbard	Senior Project Manager	\$ 175.00
Jeff Kellogg	Educational Consultant	\$ 150.00
Evangeline Meneses	Educational Consultant	\$ 150.00
Lori O'Keefe	Educational Consultant	\$ 150.00

(Duplicate as necessary for additional proposed personnel)



Sub-Consultant Personnel Proposed Additional Services Hourly Billing Rates		Sub-Consultant Name: <u>N/A</u>
Name	Position/Title	Proposed Hourly Rate
N/A	N/A	N/A

(Duplicate as necessary for additional Sub-Consultants and/or additional proposed personnel)

3. Acknowledgment and Confirmation. The Respondent has a full and complete understanding of the Planning Review Services. The Respondent certifies that all proposed personnel are duly certified, licensed, approved and otherwise qualified to complete obligations under the Contract and the Planning Review Services assigned to such personnel, if the Contract 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: *Lori O'Keefe*
 (Signature of Respondent's Authorized Officer
 or Representative)

Lori O'Keefe
 (Typed or Printed Name)

Title: President

TAB 10



4.11. Schedule

The following outline describes a conceptual project schedule, including milestones that characterize the tasking required to complete the Project Planning Review. The sequence of tasks may be moved per college’s directive. **Schedule is based on a starting date TBD by Peralta CCD.**

WEEKS ONE, TWO & THREE

Orientation

1. Obtain documentation from District for review and analysis
2. Site Visits to locations deemed necessary
3. Interview individuals deemed necessary as a result of the documentation review
4. Establish parameters and develop standardized template to be utilized for report

WEEKS FOUR & FIVE

Laney College

1. Prepare Draft Report

WEEKS SIX & SEVEN

Laney College and College of Alameda

1. Prepare Draft Report

WEEKS EIGHT & NINE

College of Alameda and Merritt College

1. Prepare Draft Report

WEEKS TEN & ELEVEN

Review

1. District/Chancellor to review Draft Reports and provide comments and recommend edits to MAAS.

WEEKS TWELVE & THIRTEEN

Final Report

1. Final Report developed

WEEK FOURTEEN

Completion

1. Final Report Presented and delivered to District. One hard copy of report to be delivered with a PDF file for electronic version.

MARKETS SERVED:

- Education
- Business
- Industry
- Healthcare

SERVICES:

- Program Management
- Project Management
- Bond Management
- Existing Conditions Assessments
- Scheduling
- Project Accounting
- Project Review
- Relocation Management
- Project Closeout - DSA

TECHNOLOGY AND SUPPORT SOLUTIONS:

- Financial Management Tools
(Prompt.ed™ MAAS proprietary software)
- Staff Augmentation
- Contract Administration
- Document Control

PLANNING AND CONSULTING:

- Master Planning
- Space Planning
- Facility Planning
- Implementation Planning
- Sequence Planning/Logistics
- Sustainability Consulting

The logo for MAAS, consisting of the letters "MAAS" in a bold, white, sans-serif font, set against a dark grey square background.

20280 Acacia Street, Suite 220
Newport Beach, CA 92660

Phone: 949.679.9439

Fax: 949.679.9438

www.maasco.com