



Request for Qualifications (RFQ) No. 003

DESIGN-BUILD CONTRACTOR

INSTRUCTIONAL BUILDING CONFERENCE CENTER (IBCC)

Issue Date: Friday, March 13, 2026

Due Date: Friday, April 10, 2026



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Notice to Proposers

Request for Qualifications (RFQ) No. GCC-003

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 no later than 2:00 PM on **Friday, April 10, 2026**, responses to this Request for Qualifications (RFQ) for a **Design Build Contractor** for the Instructional Building Conference Center (IBCC) Project.

RFQ GCC-003 Documents will be available for review as of Friday, March 13, 2026 in the ARC Public Planroom at <https://customer.e-arc.com/>. You will need to log in under your company's name and password to download the documents. If you do not have a company login and/or password, register with the site first. Obtaining copies of the documents is the responsibility of the proposer and any costs (if applicable) are non-refundable. Proposers are also responsible for checking the website noted above for any addenda that may be posted.

All responses to this RFQ shall conform and be responsive to the RFQ documents, including its attachments/addenda.

Any requests for information may be directed to Silva Sorkazian by emailing ssorkazian-cp@glendale.edu no later than **Tuesday, March 31, 2026, at 4:00PM**.

RFQ No. 003 SCHEDULE

RFQ Schedule. The following is the anticipated schedule of events related to the Request for Qualification process and Award of the Design-Build Contractor:	
1. Issuance of Request for Qualifications:	Friday, March 13, 2026
2. Publication Sites	1. GCC Current Bids & RFP 2. Glendale News Press (3/21, 3/28) 3. ARC Public Planroom
3. Pre-Submittal Conference:	Friday, March 20, 2026 at 2:00PM
4. Requests for Clarification Deadline:	Tuesday, March 31, 2026 at 4:00PM
5. District Response to Request for Clarifications	Friday, April 3, 2026
6. Design-Build Qualification Due:	Friday, April 10, 2026 at 2:00PM
7. Evaluation of Design-Build Qualifications:	4/13-4/16/2026
8. Issuance of RFP documents to shortlisted firms	Friday, April 17, 2026

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

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

The **2025-2035 Facilities Strategic Plan is linked [here](#)** details Collegewide planned expansion needs including the Instructional Building Conference Center (IBCC) project scope.

2. INSTRUCTIONS, INFORMATION AND GENERAL CONDITIONS

PURPOSE OF RFQ

2.1.1 Project Description. A description of the Project is set forth in Attachment No. 1 to these Instructions to Proposers. There is one Design-Build project being submitted for consideration for this RFQ.

2.1.2 Project History. In 2021, the District originally let this project as a Design Build project using a competitive best-value selection and a progressive delivery process in conformance with the Education Code, awarding the Project to the PCL / Steinberg Hart team. This Design Build team fully designed the project and the District secured final DSA approval of the plans and specifications for the Project, but the Project had to be shelved and the original Design Build contract was terminated due to lack of available funding to potentially complete the construction phase of the Design Build project pursuant to the DSA approved plans. Since that time, the District passed Measure GCC, a \$600 million dollar general obligation bond measure, and is now able to potentially move forward with a Design Build process to complete the construction phase of this Project.

The District wishes to implement a Design Build project delivery approach that preserves the integrity of the Design Build services previously procured and provided for the Project that integrates people, systems, business structures, and practices into a process that collaboratively harnesses the talents and insights of all participants to optimize project results, increase value to the owner, reduce waste, and maximize efficiency through all phases of design, fabrication, and construction. To this end, the District has identified that the original Architect of Record selected pursuant to the original Design Build procurement, Steinberg Hart, remains available and committed to completion of the Project in accordance with the DSA approved plans and specifications and consistent with the originally intended Design Build process. Accordingly, through this RFQ, the District is solely seeking the replacement Builder team member for the final Design Build Entity (DBE) to partner with Steinberg Hart for the remainder of the Project.

In order to accomplish such a collaborative delivery approach, the final selected Design-Build proposer pursuant to this RFQ and the planned RFP will enter undertake a substantial Constructability Review/Pre-Construction Phase upon selection. During this phase, the Design Builder will work in close collaboration with Steinberg Hart and the District PMO team to perform a detailed constructability review of the Plans in order to establish a mutually agreed upon final guaranteed maximum price ("Final GMP") and schedule based on the final DSA approved plans subject to any refinements and/or revisions agreed to by the parties during the Constructability Phase. Once the Constructability Phase is complete, recommended design changes will be made, and Final GMP amendment will potentially be approved by the District's

Board of Trustees allowing the Design Build Entity to move forward with completion of the construction of the Project.

Project Criteria. It is the intent of the District that the Work to be performed by Design-Builder as part of the Project shall be constructed in accordance with the DSA Approved Plans and Specifications which are attached herein as **G. Exhibit** and is hereafter referred to as the Plans.

2.1.3 After the short list process resulting from this RFQ is completed and the final RFP responses are evaluated, the selected Proposer shall be publicly announced, along with its overall combined rating on the Request for Proposal evaluation, the District's ranking of the successful Proposer in relation to the other Proposers and their respective price proposals, and a summary of the District's rationale for the Award. **Procurement Schedule.** The details below are the proposed procurement schedule. The proposed schedule may change at District's discretion.

2.1.4 RFQ Schedule. The following is the anticipated schedule of events related to the Request for Qualification process and Award of the Design-Build Contractor:

.1 Issuance of Request for Qualifications:	Friday, March 13, 2026
.2 Pre-Submittal Conference:	Friday, March 20, 2026 at 2:00PM
.3 Requests for Clarification Deadline:	Tuesday, March 31, 2026 at 4:00PM
.4 District Response to Request for Clarifications	Friday, April 3, 2026
.5 Design-Build Qualification Due:	Friday, April 10, 2026 at 2:00PM
.6 Evaluation of Design-Build Qualifications:	4/13-4/16/2026
.7 Issuance of RFP documents to (3-5) shortlisted firms	Friday, April 17, 2026
RFP Schedule. The following is the anticipated schedule of events relative to the Request for Proposal process and Award of the Design-Build Contractor:	
.1 Issuance of RFP documents to shortlisted firms	Friday, April 17, 2026
.2 Mandatory Pre-submittal Conference & Job Walk	April 30, 2026, at 10:00 AM
.3 RFP Requests for clarification deadline	May 5, 2026 by 4:00 PM
.4 District Response to Request for Clarifications	Friday, May 8, 2026
.5 RFP Proposals due	May 15, 2026 by 2:00 PM
.6 Evaluation of RFP Proposals (approximate)	May 18-22, 2026
.7 Notify firms of interviews, if held (approximate)	Wednesday, May 20, 2026
.8 Interviews, if held (approximate)	May 26-28, 2026
.9 Notice of Intent to Award (approximate)	Friday, May 29, 2026
.10 Board of Trustees Approval (approximate)	Tuesday, June 9, 2026
.11 Notice to Proceed (approximate)	Monday, June 15, 2026
.12 Debriefings:	By Appointment after award of contract

DEFINITION OF TERMS

The designation of District refers to the Glendale Community College District, a political subdivision of the State of California.

The term "**Proposers**" refers to Firms that choose to submit statement of qualifications proposals for Design-Build Contractors for the Design-Build INSTRUCTIONAL BUILDING CONFERENCE CENTER (IBCC).

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

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

The term "**Proposer**" shall be used to designate the rights and responsibilities of the successful firm responding to this RFQ.

PROPOSAL QUESTIONS

All questions regarding this RFQ should be sent, via e-mail to Silva Sorkazian, Contract and Risk Manager at ssorkazian-cp@glendale.edu at the Measure GCC Bond Program Office. RFI questions will only be accepted until 3/31/2026 no later than 4:00. The e-mail subject line should read: "IBCC RFQ No. GCC-003: Your company name/Questions regarding[Subject]. No direct responses will be sent to the company/firm asking the question. Questions will be answered in the form of an addendum and sent to all potential respondents on April 3, 2026.

PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to ensure that Proposals are received in the following way: Each proposal shall be prepared simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFQ. Proposer must submit their proposal digitally, submitted via email to Silva Sorkazian, Contract and Risk Manager at ssorkazian-cp@glendale.edu. Hardcopy, oral, telephone, facsimile (fax machine) proposals **will not** be accepted. Emphasis should be on completeness and clarity of contents. No proposal shall exceed 60 pages in length **including** all exhibit(s), attachment(s), but **excluding** covers and resumes. Proposals submitted in response to this RFQ shall be in the following order and shall include:

- A. **General Information and Essential Requirements For The Design-Build Entity** - Provide a cover letter per the requirements of PROPOSAL FORM A.1. In addition, fill out the required information on the form provided (or a reasonable reproduction thereof) in PROPOSAL FORM A.2.
- B. **Mandatory Responses** - Provide answers to the questions listed in section 1 of PROPOSAL FORM B. Limit responses to no more than one page per question. Provide descriptions of recent similar projects your firm has completed, following the guidelines in Section 2 of PROPOSAL FORM B. Provide at a minimum five (5) recent projects.

- C. **Personnel Experience** – Provide resumes for each individual being proposed including name(s), title(s), qualification(s), license information, availability and location of key staff members and supervisory personnel expected to work on this project. Please include an organizational chart for the proposed staff and indicate who will be the District’s contact person for this Project. These resumes will not be included in the overall page count limits.
- D. **General Terms and Conditions** – PROPOSAL FORM D.
- E. **References** – Provide four [two (2) current and two (2) previous] references using the format outlined in PROPOSAL FORM E.
- F. **Addenda Acknowledgement** – PROPOSAL FORM F
- G. **Exhibits**
- H. **Reference Documents**
- I. **Appendix (return these documents with response)**
 - 1. Noncollusion Declaration – Must be notarized
 - 2. Insurance Affidavit – Must be notarized
 - 3. Equal Opportunity Affirmative Action Statement (requires Corporate Seal)
 - 4. Certificate Regarding Worker’s Compensation (requires Corporate Seal)
 - 5. Submission Checklist

All proposals must be received on or before the above-mentioned due date and time. Any proposal received after the scheduled closing time for receipt of proposal will be returned to the proposer unopened or rejected.

RIGHT TO REJECT

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

PROPRIETARY INFORMATION

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

ORDINANCES, LAWS AND REGULATIONS

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

WITHDRAWAL OF PROPOSALS

Any Proposer may withdraw their proposal by written request via e-mail to Silva Sorkazian, Contract and Risk Manager at ssorkazian-cp@glendale.edu at any time **prior** to the deadline set for receipt of proposals. The subject line of the e-mail should include and read: "IBCC RFQ No. GCC-003: Your company name/withdrawal of RFQ GCC-003. No proposal may be withdrawn or modified after that deadline. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals provided that they are then fully in conformance with the general terms and conditions of the RFQ.

IRREVOCABLE OFFER

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

COST OF PREPARING PROPOSALS

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

MODIFICATIONS TO PROPOSALS

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

NON-COLLUSION DECLARATION

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

ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS

The Insurance Requirement Affidavit must be completed (Appendix B), notarized and returned with the proposal.

EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT

Proposer must accept and sign the Equal Opportunity and Affirmative Action Statement set forth in Appendix C.

PROHIBITED INTEREST

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

QUALITY OF WORK

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

QUALITY OF PERSONNEL ASSIGNED TO THE WORK

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

PROPOSER CONDUCT

During the RFQ window (from release of this RFQ to final award), proposer is not permitted to contact any GCCD employees, members of the Governing Board nor Employees of Steinberg Hart unless at the request of GCCD's designated contact person (Silva Sorkazian, Procurement Manager) to fulfill pre-existing contractual obligations. No gratuities of any kind will be accepted, including meals, gifts, or trips. **Violation of these conditions may constitute immediate disqualification.**

CONTRACT AWARD

It is the intent of the District to award one contract as the result of this RFQ and after completion of an RFP process for specific projects. However, the District reserves the right to apportion the requirements of this RFQ among multiple consultants if this is determined to be in the District's best interests. Depending on the dollar amount of the award(s), the contract(s) resulting from this RFQ may be required to be approved by the District's Board of Trustees. No minimum amount of work is guaranteed.

DEBRIEFING

After issuance of the Board of Trustee's Approval to Award the contract, the District may, in its sole discretion, make available for those unsuccessful Proposers requesting it, an opportunity for a debriefing. Debriefings, if any, will be conducted after final approval of any award. At the debriefing, Proposers will be provided with: (1) a summary of the District's evaluation of significant weaknesses or deficiencies in the Proposer's Design-Build Proposal; and (2) the

overall ranking of all Design-Build Proposals. Copies of competing Design-Build Proposals and evaluation work sheets of the RFQ Selection Committee will not be provided. Debriefings shall not include a point-by-point comparison of the de-briefed Design-Build Proposal with other Design-Build Proposals. Debriefings shall not include disclosure of any information prohibited from disclosure by Applicable Laws or exempt from release under Applicable Laws pertaining to release of public records, including, without limitation, information constituting trade secrets or other proprietary information. Submit debriefing requests via e-mail to Silva Sorkazian, Contract and Risk Manager at ssorkazian-cp@glendale.edu at the Measure GCC Bond Program Office.

3. EVALUATION OF PROPOSALS

The District will screen all proposals for compliance with this RFQ, and will select a group of pre-qualified firms among the proposals submitted based upon the criteria below:

PROPOSAL FORM	SUBJECT	POINTS
FORM B, SECTION 1	MANDATORY RESPONSES: APPROACH	250
FORM B, SECTION 2	MANDATORY RESPONSES: FIRM EXPERIENCE	250
FORM C	PERSONNEL EXPERIENCE	300
FORM E	REFERENCES	200
TOTAL AVAILABLE POINTS		1000
Issuance of RFP documents to (3-5) shortlisted firms. Points will not carry over to the Request for Proposal (RFP) Phase.		

No interviews will be conducted based on the RFQ responses. After completion of the RFP process with the short-listed firms, firm personnel may be invited to participate in oral interviews; this should consist of the persons who will be involved in the project work.

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

4. SCOPE OF SERVICES

The scope of services is described in the draft contract, attached as **Exhibit G**. Generally, through this procurement, the District is seeking a Design Build partner to do the following:

1. Perform a constructability review or similar process to provide sufficient assurance and confidence in the design to allow the Design Build firm to assume ownership of the design and to allow a successful partnership with Steinberg Hart to occur. This phase should take no more than 90 days and will be described in greater detail in the RFP phase of the procurement.
2. Prepare bid documents and bid the totality of the project competitively, preparing a total and final Guaranteed Maximum Price (GMP) for the District's review and acceptance, using an open-book process.
3. Construct the project, including demolition of existing building(s). The District is proposing a two-phase Notice to Proceed (NTP) with the first occurring at contract execution which initiates the demolition of existing buildings, design buyout and GMP development concurrently and the 2nd phase of the NTP happening after the board approves final proposed GMP (October or November 2026 target construction start date).

PROJECT DETAILS:

Project Objective

The objective of this Request for Qualifications (RFQ) is to provide interested firms an opportunity to submit proposals to achieve Glendale Community College's (GCC's) objectives and Project criteria. Each proposal will be evaluated based on the responses to this RFP. GCC will select a Design- Build entity that will perform the services that best respond to the GCC's identified needs, including constructability review and Building Information Modeling (BIM) design solutions that achieve programming requirements and result in the greatest flexibility to meet current and future learning environment needs.

It is the intent of this Request for Proposal (RFP) to identify a firm that best demonstrates the greatest capabilities and relevant experience to conceptualize and deliver a quality project on schedule and within budget. The agreement between GCC and the successful Design-Build entity which must include Steinberg Hart as the Architect of Record (AOR), will be a multi-step contract: The initial phase will be programming & validation constructability review and Building Information Modeling (BIM), followed by design revision (if needed) and construction phases. The Design-Builder will establish a Guaranteed Maximum Price (GMP). Upon agreement with the Owner, the Design-Builder will enter into a GMP design-build contract.

Project Overview

Instruction Building & Conference Center (IBCC) Project Description:

Glendale Community College's strong programs in the performing arts and as such the new IBCC will accommodate the current and projected need for music, dance, and electronic media instructional space in modern facilities that are equipped to support current modes of instruction. The facility is envisioned to be a collaborative and cross-disciplinary environment that will house classrooms; laboratories and studio space for music, dance, film, television, and electronic media; performance space; and media arts. In addition, the IBCC will house a conference center that would accommodate flexible spaces for functions and events of many sizes and types. It will also provide storage space for equipment and fixtures that support College events.

Project Details

The IBCC will be 74,000 GSF, located on the designated Site, achieving the programming requirements and affording the flexibility that addresses both current and future learning environment needs.

The new IBCC will be located south of the center of campus, north of Mountain Blvd. and east of Verdugo Road. The Site currently houses the San Fernando complex of modular structures and the existing Sierra Nevada building, all of which are to be demolished as part of the project scope. Existing facilities to remain that surround the Site include the San Rafael, Verdugo Gym(s), Auditorium Buildings.

See **EXHIBIT G** which includes the full Permit set of Plans and Specifications for additional project details.

**PROPOSAL FORM A - GENERAL INFORMATION AND
ESSENTIAL REQUIREMENTS FOR THE DESIGN-BUILD ENTITY**

1. Cover Letter [Unscored]

The DB Firm shall certify in the Cover Letter that: 1. It has the necessary experience and qualifications for a Design Build Entity as provided for in Government Code Section 4525, et seq. and 2. It has the required expertise and experience in construction supervision, bid evaluation, project scheduling, cost benefit analysis, and general management and administration of construction projects.

The Design Build Firm shall certify that all basic services will be provided by a (1) California Licensed contractor, a California licensed architect or a California registered engineer; or (2) under the direction and control of the above.

An unsigned cover letter shall cause the proposal to be rejected. The cover letter must contain a statement that the Proposer acknowledges that all documents submitted pursuant to this request for proposal process will become a matter of public record.

The letter must also contain the following:

- The Proposer's name, address, e-mail, telephone, and facsimile number.
- The Proposer's Federal Employer Identification Number and Corporate Identification Number, if applicable.
- The name, title or position, and telephone number of the individual signing the cover letter.
- A statement indicating the signature is authorized to bind the Proposer contractually.
- The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.
- A statement to the effect that the proposal is a firm and irrevocable offer, good for 90 days. Please complete and submit Proposal Forms A thru F and Appendix A thru E as part of your RFQ response.
- A statement expressing the Proposer's willingness to perform the services as described in this RFQ.

- A statement indicating that all forms, certificates and compliance requirements included in this RFQ are completed and duly submitted in the proposal response.
- A statement expressing the Proposer's availability of staff and other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFQ.

2. INFORMATION ABOUT DESIGN-BUILD ENTITY MEMBERS

This section must be completed, but will not be scored

A. Contact Information

Design-Build Contractor Name:

Design-Build Entity Contact Person:

Design-Build Entity Address:

Phone:

Fax

Email:

B. Information about the Design Builder Contractor

Definitions:

- “General Contractor” shall mean the Design Build general contractor, holding a current, valid, Class “B” general contractor’s license in good standing, that will assume responsibility for the subcontracting, management, supervision and administration of the construction for the Project.

Provide the following information about the General Contractor for which pre-qualification is being requested by the Design-Build Entity. If the Design-Build Entity itself is the General Contractor for which pre-qualification is requested by the Design-Build Entity, then provide all information requested as it relates to the Design-Build Entity itself.

1. Name of General Contractor:
2. Date of company formation or incorporation:
3. State of formation or incorporation:
4. How many persons does the General Contractor currently employ?
5. (a) If the General Contractor is a corporation, Provide information for each officer of the corporation.

Position	Name	Years with	% Ownership
CEO			
President			
Secretary			
Treasurer/CFO			
Other (Title)			

6. (b) If the General Contractor is an individual doing business as a sole proprietorship, please complete the following:

Owner	Years

- 5(c) If the General Contractor is a joint venture, partnership or other association or legal entity, provide the following for each member of the joint venture, each partner or other association member. (Attach additional pages if necessary)

Name of Individual Or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership/ Other Entity	% Ownership Interest

If "yes," explain on a separate page.

6. Has there been any change in ownership of the General Contractor during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If "yes," explain on a separate page.

7. Is the General Contractor a subsidiary, parent, holding company or affiliate of another construction firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

Yes No



8. State the General Contractor’s gross revenues for each of the last three years:

2025 \$ _____ 2024 \$ _____ 2023 \$ _____

9. List all California contractor license numbers, classifications and expiration dates currently held by the General Contractor in the last five years, include DIR Registration Number:

License Number	Trade Classification	Date Issued	Expiration Date

The contract shall not be awarded unless the District has verified that the contractor has a valid license in the appropriate classification for the work performed. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractors State License Board.

10. Has the General Contractor changed names or license numbers in the past five years?

Yes No

If “yes,” explain on a separate page.

11. Has any owner, California State Contractor’s License Board (CSCLB) qualifier or corporate officer of the General Contractor operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

Yes No

If “yes,” explain on a separate page.

12. Surety Information for Design-Build Contractor:

Provide a letter from Surety stating Contractor has bonding capacity up to the estimated construction budget presented in the RFQ.

Bonding Co. / Surety:
Surety Agent:

Agent Address:

Telephone No.:

13. List all other sureties (name and full address) that have written bonds for the Design-Build Contractor during the last five years, including periods during which each wrote the bonds:

Surety	Address	Periods of Coverage

3. ESSENTIAL REQUIREMENTS FOR THE DESIGN-BUILD ENTITY

This Section II is the first step in scoring the Design-Build Entity. It seeks information about various members of the Design-Build Entity, and consists of questions that must be answered correctly (per the table at the end of this Section) or the Design-Build Entity will be disqualified.

Definitions:

- The term “Design-Build Entity” as used in this Section II means Design-Build Entities wishing to be considered for receipt of the District’s Request for Proposal for the design and construction of the Project. All requested information within this Section II must be attributable to the corporation, company, limited partnership, partnership, or other association or legal entity of the Design-Build Entity which would ultimately contract with the District and not any parent, subsidiary or associated entity which would not be a signatory

to the ultimate contract with the District unless otherwise provided herein.

- The term “Associates” as used in this Section II means any of the following:
 - The current qualifiers for all current Contractors State License Board contracting licenses held by the Design-Build Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member).
 - All current officers of the Design-Build Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member), if it is a corporation.
 - All current partners of the Design-Build Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member), if it is a partnership.
 - All current joint ventures of the Design-Build Contractor (or, Design-Build Entity Member where the question asks about a Design-Build Entity Member), if it is a joint venture.

1. Does the Design-Build Contractor possess a current California contractor’s license for the Project for which it intends to submit a proposal?

Yes No

2. Does the Design-Build Contractor have a general liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate?

Yes No

If yes, provide the following information. (Attach a separate page if more than one policy.) Insurance Company

Policy limit per occurrence

Aggregate policy limit

3. Does the Design-Build Contractor have a current workers’ compensation insurance policy as required by the State of California, or are legally self-insured?

Yes No

If yes, provide the following information. (Attach a separate page if more than one policy) Insured Carrier

Policy Number

4. Has a copy of an audited financial statement (no more than two years old) with accompanying notes been attached for the General Contractor? (An audited financial statement with accompanying notes of a parent company guarantor may be substituted. A financial statement that is not audited is not acceptable. A letter verifying availability of a line of credit is not a substitute for the required financial statement.)

Yes No

5. Has a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California been attached, which states that the Design-Build Contractor's current bonding capacity is sufficient for the project for which you seek pre-qualification? (Statement must be from the surety company, not an agent or broker.)

Yes No

6. Has any contractor license held by the Design-Build Contractor or any of its Associates been revoked or suspended, without a successful appeal for reinstatement, within the last five (5) years?

Yes No

7. Has a surety firm completed a contract or paid for completion of a contract on behalf of any Design-Build Entity Member because of default within the last five (5) years?

Yes No

8. Within the last five years was the Design-Build Contractor or any proposed Subcontractor declared ineligible to bid on a public works contract, to be awarded a public works contract, or to perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

Yes No

9. Has any Design-Build Entity Member or any of their employees (contractors, architects, engineers) or any member’s Associates, ever been convicted of a crime involving the awarding of a contract for a government project, or the bidding or performance of a government contract within the last five (5) years?

Yes No

10. Does the Design-Build Contractor and each proposed Subcontractor seeking prequalification, know and understand their obligations regarding the employment of apprentices on public works under Labor Code section 1777.5 and California Code of Regulations, Title 8, section 230.1, and do they intend to comply with these requirements, including the requirement, if applicable, to request the dispatch of apprentices from an apprenticeship program approved by the California Apprenticeship Council?

Yes No

SCORING ESSENTIAL REQUIREMENTS FOR THE DESIGN-BUILD ENTITY

QUESTION NUMBER	YES	NO	SCORE
1	0	1	
2	0	1	
3	0	1	
4	0	1	
5	0	1	
6	1	0	
7	1	0	
8	1	0	
9	1	0	
10	0	1	
TOTAL			*

*** Disqualified if score is greater than zero (0)**

PROPOSAL FORM B - MANDATORY RESPONSES [500 Points]

Section 1 – Questions and/or Responses [250 Points]

For each of the following questions please limit your response to **no more than one page per question**:

1. Describe your firm's capabilities for budgeting, scheduling, cost estimating and document control during the preconstruction, construction and post construction phases. What special qualifications would you bring to the table? What differentiates your services from others within the industry? **50 Points Each**
2. This project already has DSA-approved construction documents prepared by the Owner's architect. Describe your approach to managing design responsibility, coordination, and risk allocation when the Design-Build contractor is contractually responsible for delivery. Include how you would handle conflicts between constructability, schedule, and the existing architect's design intent. **50 Points Each**
3. Outline the methodology your team will use to perform a constructability review of the already approved documents. How will you identify coordination gaps, scope omissions, or code issues without triggering unnecessary resubmittals to the Division of the State Architect? **50 Points Each**
4. If constructability reviews or cost constraints require changes to the currently approved DSA documents, explain your process for identifying, documenting, and obtaining approval for revisions while minimizing schedule impacts. Include your experience navigating revisions through the Division of the State Architect and coordinating with the architect of record. **50 Points Each**
5. The project has received approval from the Division of the State Architect based on construction documents prepared by the Architect of Record. Describe how your team will implement Building Information Modeling (BIM) or other technology to support coordination, clash detection, constructability review, and field installation while maintaining alignment with the DSA-approved documents. **50 Points Each**

PROPOSAL FORM B - MANDATORY RESPONSES [Cont'd]

Section 2 – FIRM EXPERIENCE [250 Points]

For the Design-Build Contractor: List five (5) projects completed within the last 10 years by the same office that will be responsible for this project. At least three (3) of the listed projects must have been delivered using the design-build method as part of a design-build team. In addition, at least two (2) of the five (5) projects must be educational facility projects. Community college projects and projects reviewed by the Division of the State Architect (DSA) are preferred. Projects in which the firm served with the Architect of Record are also preferred.

- a. Name and Location of project and the year completed
- b. Special challenges that were encountered and how they were overcome
- c. Contact information for owner's representatives who were involved with the project
- d. State type of project, total square footage, cost of construction and construction duration

PROPOSAL FORM C - PERSONNEL EXPERIENCE [300 Points]

For **each** individual being proposed, provide the name(s), title(s), qualification(s), license information, availability and location of key staff members and supervisory personnel expected to work on this project through construction completion. Any and all personnel changes must be preapproved by the Program Management Office (PMO). All substitutions requested must meet or exceed qualifications of the individuals presented.

Include at least the following positions: Principal, Project Executive, Superintendent, Project Manager, Quality Control Manager, Safety Manager.

Include resumes for all key employees (Limit each resume to a single page). Resumes will be excluded from page count.

At least the following information must be included in the attached resumes:

Name: _____

Title: _____

Office Location: _____

Qualification/License: _____

Role: _____

How Long in Current Position? _____ How Long with Relevant Experience _____

How Long Licensed in California? _____ No. of Community College Projects? _____

Brief Profile: _____

Other Relative Experience: _____

PROPOSAL FORM D - GENERAL TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

SUBMITTED BY:

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Email: _____

By: Signature

By: Signature

PROPOSAL FORM E - REFERENCES [200 Points]

Each Proposer must be able to present both current and past evidence of satisfactory experience in providing services requested. The District is particularly interested in evaluation references of public community colleges. Please list two (2) current and two (2) past references for educational or governmental entities that can be contacted for an assessment of current or past client satisfaction using the format outlined below.

REFERENCES

Name of Entity: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Email: _____

Dates of Services: From: _____ To: _____

Types of Services Provided: _____

PROPOSAL FORM F – ADDENDA ACKNOWLEDGEMENT

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

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____


G. EXHIBITS













ALL DOCUMENTS LISTED BELOW ARE RETRIEVABLE FROM ARC PUBLIC PLANROOM

1. DSA A03-121939 Approved Plans and Specifications
 - a. 20230503-IBCC - 03-121939_103_A - Listing of Structural Tests - Special Inspection
 - b. 03_121939_DSA Approval of Plans-4.25.2023
 - c. 20230503-IBCC - 03-121939_DWG_A
 - d. 20230503-IBCC - 03-121939_Site-L1-2-3
 - e. 20230503-IBCC - 03-121939_SPC_A
 - f. Div 01 IBCC - 03-121939_SPC_A
2. IBCC Design Build Contract-Draft
3. General Conditions-Draft to be released via Addendum

H. REFERENCE DOCUMENTS

ALL DOCUMENTS LISTED BELOW ARE RETRIEVABLE FROM ARC PUBLIC PLANROOM

-
-  1. 21-0730 DD Board Meeting Flythrough

 -  2. IBCC Program Summary
 -  3. IBCC in the Facilities Strategic Plan
 -  4. IBCC-RFP-Site Demolition Sketch
 -  5. GCC IBCC-FF&E Matrix 210216-R1
 -  6. IBCC-B2E_Sierra Nevada Bldg - Building Materials Survey Report
 -  7. IBCC-B2E_Sierra_Nevada_Bldg_Abatement_Specifications
 -  8. Glendale CC - Limited Asbestos Survey Sierra Nevada
 -  9. IBCC-San Fernando Modulars-HAZMAT Survey Report
 -  10. IBCC-Topographical Survey
 -  11. IBCC-VCA-Ultra-UG Utility Survey
 -  12. IBCC-VCA-Ultra-UG Utility Survey.dwg
 -  14. GCC FIRE HYDRANT LOCATIONS

APPENDIX A - Noncollusion Declaration

**NONCOLLUSION DECLARATION TO BE EXECUTED BY PROPOSER AND
SUBMITTED WITH PROPOSAL**

State of California)
) ss.

County of _____)

_____, being first duly sworn, deposes and says that he or she is _____ of _____ the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, Proposer, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that 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 Proposer or anyone else to put in a sham proposal, or that anyone shall refrain from submitting a proposal; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal price, or that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her proposal 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 corporation, Proposer, company association, organization, or to any member or agent thereof to effectuate a collusive or sham proposal.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature

Date

APPENDIX B – Insurance Affidavit

INSURANCE AFFIDAVIT TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL

State of _____)ss.
 County of _____)
 The undersigned, being first duly sworn, deposes that he/she is _____

Of _____
 Here in called the Proposer; that the Proposer has submitted a proposal to provide On-Call Architect Services for the Glendale Community College District, herein called the District.

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

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

- a. Commercial General Liability:

Bodily Injury & Property Damage	\$4,000,000	General Aggregate
	\$1,000,000	Products Aggregate
	\$2,000,000	Each Occurrence
	\$ 50,000	Fire Damage Limit
	\$ 5,000	Medical Expense Limit
- b. Auto Liability to include owned. Non - owned and hired:

Bodily Injury	\$1,000,000	each person
	\$1,000,000	each accident
Property Damage	\$1,000,000	each accident

or

Combined Single Limit	\$1,000,000	each accident.
-----------------------	-------------	----------------
- c. Worker's Compensation Coverage* Statutory for State of California
- d. Professional Liability (Errors and Omissions)

	\$3,000,000	Each Occurrence
--	-------------	-----------------

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

Subscribed and sworn to before me Firm _____

this _____ day of _____, 2026. Signed _____

 Type or print name of affiant.

Notary Public
 Title _____

My commission expires _____.

APPENDIX C - Equal Opportunity Statement

**GLENDALE COMMUNITY COLLEGE DISTRICT
EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT**

Every person, firm, company or corporation with whom the Glendale Community College District does business in the amount of \$ 10,000 or cumulative contracts totaling \$10,000 is required to sign the following statement:

Suppliers will not discriminate against any employee or applicant for employment in connection with the performance thereof, because of race, religion, color, age, sex, national origin or physical handicap; and shall take affirmative action to insure that applicants are employed, and employees are treated during employment, without regard to their race, sex, religion, color, age, national origin or physical handicap.

(Corporate Seal)

Name of individual, company or corporation

By: _____

Title: _____

Address: _____

City State Zip Code

APPENDIX D - Worker's Compensation Certificate

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

Labor Code Section 3700 in relevant part provides:

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

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

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

Name of individual, company or corporation

By: _____

(Corporate Seal)

Title: _____

Address: _____

City State Zip Code

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

APPENDIX E - Submission Checklist

Item	Included in RFQ Response
Proposal Form A: General Information and Essential Requirements For The Design-Build Entity	
Proposal Form B: Mandatory Responses	
Proposal Form C: Personnel Experience	
Proposal Form D: General Terms and Conditions	
Proposal Form E: References	
Proposal Form F: Addenda Acknowledgement	
Proposal Form G: Exhibits	
Proposal Form H: Reference Documents	
Appendix A: Non-Collusion Declaration	
Appendix B: Insurance Affidavit	
Appendix C: Equal Opportunity Affirmative Action Statement	
Appendix D: Contractor's Certificate Regarding Workers' Compensation	
Appendix E: Submission Checklist	