



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL AND ENGINEERING SERVICES
FOR MEASURE D AND OTHER PROJECTS**

Qualifications Deadline Date

December 19, 2019 at 1:00PM

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PURPOSE OF THE RFQ:

By way of this Request for Qualifications (“RFQ”), the Roseville Joint Union High School District (“District”) seeks Statements of Qualifications (“SOQ”) from Architectural and Engineering Firms (“Consultant”) to provide architectural and engineering services for the District’s Measure D and other facilities projects (“Projects”). The purpose of this RFQ is to obtain information that will enable the District to select a pool of Consultants that can assist the District in connection with design and related work associated with the various District Measure D and other Projects such as reconstruction, modernization, new construction, roofing, pool expansions, stadium field houses, miscellaneous small projects and/or the development of District-wide standards for design, equipment and maintenance specifications. After the pool of Consultants is established, the District will request quotations from some or all of the qualified Consultants for each specific Project, and will issue a Service Order for the Project to the selected Consultant. Consultants responding to this RFQ should be prepared to respond to subsequent requests for quotations quickly to enable the District to meet critical deadlines. All qualified firms, including local firms, are encouraged to submit a SOQ.

BACKGROUND ON MEASURE D:

Roseville Joint Union High School District is located in Placer County and serves approximately 10,000 students across eight (8) campuses. On November 8, 2016 voters passed Measure D which authorizes the issuance of \$96,000,000 in general obligation bonds to “upgrade science, engineering, math, career technology and core academic classrooms/facilities, support academic instruction and prepare students for 21st Century jobs, replace electrical wiring, leaky roofs, ensure classroom accessibility, construct, acquire, repair classrooms, schools, [and] sites/equipment...”

SCOPE OF SERVICES:

Attached as Exhibit A to this RFQ is the District’s form Professional Services Agreement for A-E Services. This Agreement, together with its exhibits, sets forth the typical summary of services required for the Projects, although variations in the actual services may occur depending on the size and complexity of the particular Projects and the nature of the procurement for construction services.

Substantial experience with the Office of Public School Construction, California Department of Education, Division of State Architect, Uniform Building Code and Title 24 of the California Code of Regulations is mandatory. In addition, successful Consultants shall have the following characteristics:

- Have successful experience with modernization, new construction, expansion and renovation projects for California K-12 school districts, including successful experience completing such projects on time and within budget.
- Have an established Quality Assurance/Quality Control program.
- Have experience with design-bid-build as well as lease-leaseback project

delivery systems.

- Be able to work collaboratively and cooperatively with the District, the District's authorized representatives, the District's program and construction managers, and the District's construction contractors.

RFQ TIMELINE:

Request for Qualifications Issued.....November 15, 2019
Deadline for Submittal of QuestionsDecember 5, 2019
Responses to the Questions SubmittedDecember 12, 2019
Due Date for Submittal of Qualifications.....December 19, 2019 by 1:00 pm
Pool of Consultants selectedDecember 31, 2019

QUESTIONS AND CLARIFICATION OF THE RFQ

Questions and requests for explanation or clarifications of any kind in regard to this RFQ shall be made in written form and submitted via email to Scott Davis, Director, Facilities Development, at scdavis@rjuhsd.us; by no later than December 5, 2019. Consultants are requested not to contact any other District staff or Board members in connection with this selection process. Any applicants who violate this request will be disqualified from further consideration. Replies involving any substantive issues will be issued by addenda and will be uploaded into the District's website. It is the responsibility of the responder to verify the District's website for updated information prior to the due date. Questions received after the deadline noted in the RFQ may not be answered. Only questions answered by formal written addenda will be binding.

CONTENTS OF THE SOQ

Consultants must submit two hard copies, and a digital copy (on a thumb drive) of the SOQ. All SOQs should address the following items in the order listed below. The SOQ shall demonstrate the qualifications, competence, and capacity of the Consultant:

1. **Cover Letter/Letter of Interest** - Include a cover letter, addressed to Scott Davis, Director, Facilities Development, a) identifying the Consultant's mailing address, physical address, telephone number, and fax number, b) identifying the name, title, address, email address and telephone of the contact person during the period of response evaluation, c) stating the eligibility of the Consultant to respond to this RFQ, d) containing a brief statement of interest, and e) signed by an officer or by another person with authority to act on behalf of and bind the Consultant.
2. **Table of Contents** - The Table of Contents shall reflect the order stated herein and shall include section titles and page numbers.
3. **Consultant's Data "Attachment 2"** - Each Consultant must completely answer the questions in Attachment 2 of the RFQ. Note: **Questions may be answered in other sections of the SOQ if clearly and**

conspicuously identified and referenced on the questionnaire. The following shall be stated:

a. **Description of Consultant** - Provide general information about Consultant, including a description of history of the Consultant, years in business, name(s) of owner(s), qualifications for providing design services on California school construction projects. Include information regarding the size of Consultant's company (number of employees, including specifying the number of licensed professionals), types of licenses held, location of the home office and the local office (if different) from which the required services would be performed, nature of work performed, and years Consultant has been providing architectural services to schools or community college districts. Identify the legal form, ownership and principals of the firm. Provide a complete list of architectural and consulting services provided or offered by your firm. Describe if and how sub-consultants are used by your firm and to what extent work is performed in-house versus by a sub-consultant. The Consultant shall provide an affirmative statement that it is independent of the District as defined by generally accepted standards.

b. **Consultant's Personnel and Staffing Resources** – Consultant shall submit with its SOQ resume(s) or profiles for each key staff who are likely to be proposed to provide some or all of the requested services, including their qualifications and recent relevant experience providing similar services. Each resume shall include, but not be limited to, the following information: (a) Education; (b) Years of relevant experience; (c) Professional registrations, certifications and affiliations; and (d) project-specific experience with focus on public projects and emphasis on K-12 projects providing architectural and engineering services, including dates and durations of each project listed and the name of the firm where employed. Consultant shall include an affirmative statement that the Consultant and all key professional staff are currently licensed to perform the services and hold all proper business or other required licenses. If selected as part of the Consultant pool and requested to provide a quote for a specific Project, then Consultant will be asked to commit key personnel to the Project. The District may request that specific key personnel identified in the SOQ be quoted for the Project at that time.

Identify subconsultants and any other relevant disciplines with which Consultant regularly works, such as civil, structural, mechanical, plumbing, and electrical engineers and landscape architects. List professional license numbers and dates as well as business address, telephone number and fax number for such subconsultants. Include brief resumes and related experience for appropriate members of these firms. Explain the subconsultant's technical capabilities.

c. **Capacity & Methodology** - Describe how the Consultant will provide services and fulfill the requirements and expectations of the District and this RFQ. Topics to address in this section include:

General

- Your firm's ability to undertake and accomplish the required scope of services while meeting any deadlines; your record of meeting schedules and deadlines of other clients;
- Advantages over other firms in the same industry;
- Strength and stability as a business concern; and supportive client references;

Design Phase

- How does your firm approach modernization projects versus new construction projects?
- Describe your firm's experience with adapting to the changing needs and priorities of a K-12 school district. How do you integrate flexibility and future technology changes into your design?
- Describe your firm's experience with Building Information Modeling (BIM);
- Describe how your firm coordinates and interfaces between firm's drawings and those of consulting professionals in order to achieve fully coordinated design and construction documents;
- Describe your process to ensure that designs are efficient, cost effective to construct, and designed to the established budget. Describe your firm's experience with construction cost estimating and construction cost reduction measures such as, but not limited to, value engineering and construction;
- Describe your firm's quality control process to minimize the extent of errors and omissions of construction design documents;
- Describe the firm's approach to and experience with energy management/conservation; describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design, LEED and CHPS (Collaborative for High Performance Schools), and other "green buildings" standards;

Construction Phase

- Describe your project administration practices and procedures. Include the process used to administer the construction phases, e.g., meetings, site visits, requests for information, etc. Include your firm's policy regarding requests for information and average response time;
- Describe how you respond to owner requests for project design changes, to a field clarification, and to a change request, including methods for determining the validity and cost responsibility of change orders;
- Describe your firm's experience with the DSA Construction Oversight Process and process for obtaining DSA certification;
- Describe your responsibilities at construction completion. Include your methods for reviewing and resolving punch list items and confirming that equipment and other elements of the project function properly.

d. **Experience** - Description of past performance and related K12 experience. Each Consultant is required to submit a list of its most relevant consulting services provided in the past five (5) years. The list shall include: (1) the size of the project (project budget), including whether any value engineering was performed, (2) scope of the work, including type of project delivery (e.g., design-bid-build, design-build, lease-leaseback, etc.) and whether the project was performed in phases, (3) dates services were performed, including whether the project was completed on time, (4) number of hours of service for the project, (5) number of RFIs on the project, (6) key individuals for the firm on the project, (7) DSA close-out/certification status of the project, (8) client's name and address, and (9) client contact name and phone number.

If applicable, specify the architectural and engineering services the Consultant has provided for the District previously. State the name and scope of each project, and the beginning and ending dates of services.

e. **Financial Information** - Furnish, as an appendix, financial information (such as last year-end Income Statement and Balance Sheet) that accurately describes the financial stability of the Consultant. (If financial statements are provided, they may be marked as confidential and, if so, their disclosure will be confined to those individuals involved in the evaluation of the responses and award of ensuing contracts.)

f. **Change Order Data** - Provide change order data for school construction projects performed in the last five (5) years, including projects listed under Project Specific Experience (Item 3, Section d). Include original estimates of project costs and a brief explanation of the change

orders. List the purpose of the change order and by whom and why it was requested.

g. **Customer Service Commitment** - Describe Consultant's philosophy and approach for providing outstanding customer service.

h. **Local Business Participation** - Describe the Consultant's plan for inclusion of local businesses in the services to be provided for the District. A locally-owned business, for purposes of satisfying the locality requirements of this provision, is one which holds a valid business license issued by the County or the City where the District maintains an office or school(s). The District is vitally interested in promoting the growth of small and local businesses within the boundaries of the Counties in which the District maintains schools. The Consultant will be required to certify on the invoices the names of local businesses utilized in any and all District assigned work.

i. **Litigation** - Furnish and provide specific information on any termination for default, litigation settled with a client, or judgments entered within the last five (5) years, and civil judgments or criminal convictions for false claims, fraud, or other matters involving lack of trustworthiness or honesty within the last five (5) years. Identify if the Consultant or any employee of the Consultant is a party to an existing dispute with an owner, owner's consultants or contractors, related to any project for which the Consultant provided architectural and engineering services. If so, please describe the nature of the dispute and its anticipated outcome.

Identify if the Consultant has ever filed a petition for bankruptcy. If so, please provide the date the petition was filed, identify the jurisdiction in which it was filed, and state the status of the bankruptcy.

Consultants shall describe the outcome of design and construction-related claims, if any, filed against the firm's general liability or professional liability or automobile liability insurance carriers during the most recent five (5) years.

j. **Additional Information** - Consultants are encouraged to provide additional information or a description of resources the Consultant feels is pertinent to the RFQ. Consultants are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous material; appendices should be relevant and brief.

4. **Billing Rates and Reimbursable Expenses "Attachment 3."** Provide billing rates for all key personnel and categories of employees as well as any special charges. Consultant's proposed fee structure should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit and all other expenses the Consultant will incur in providing

architectural and/or engineering services. Provide any planned escalation rate for future years if already determined. All other services not included herein shall be negotiable as required.

All proposed reimbursable expenses shall be directly related to the services required for the Projects and must be supported by proper documentation and prior District authorization. Reimbursement shall not exceed cost plus five percent (5%).

Note: The District does not reimburse travel expenses to and from District offices and/or Project sites.

Note: Additional service fees shall be negotiated with the selected firm on a lump sum basis.

5. **Insurance Requirements** – Consultants must have the ability to secure insurance coverage and provide Proof of Certificate of Insurance, as described below:

Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

- Owned, non-owned and hired vehicles;
- Blanket contractual;
- Broad form property damage;
- Products/completed operations; and
- Personal injury;

Professional liability insurance, including contractual liability, with limits of \$2,000,000 per claim for projects under \$10,000,000 and \$5,000,000 for projects over \$10,000,000;

Workers' Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

Worker's Compensation Insurance Certification "Attachment 5" – Complete and sign the Worker's Compensation Insurance Certification form.

Proof of Insurance for General Liability, Professional Liability, Public Liability and Auto Liability or a statement of liability shall be required from the Consultant at the time a Service Order is issued.

At a minimum, the following documents will be required of the selected Consultant(s) at the time a Service Order is issued:

- Proof of DOJ Fingerprinting clearance
- W-9 Form (IRS Form 1099)

PREPARATION AND SUBMITTAL OF THE SOQ

SOQ Submittal and Deadline

One original, two hard copies and a digital copy (on a thumb drive) of the SOQ must be submitted under sealed cover by no later than **1:00 p.m. on December 6, 2019**. Label the outside of the sealed SOQ envelope or box with your company name, SOQ title and RFQ deadline.

SOQs shall be delivered to the attention of:

Scott Davis, Director, Facilities Development
Roseville Joint Union High School District
2 Tiger Way, Bldg. #2
Roseville, CA 95678

It is the sole responsibility of the Consultant submitting a response to this RFQ to ensure that its RFQ and any amendments are actually received by the District prior to the deadline time and due date. Unless this RFQ is extended by a written amendment, SOQs received after the time on the due date will not be considered. Faxed or emailed SOQs will not be accepted.

SOQ Completeness

SOQs shall be completed in all respects as required by the instructions herein. A SOQ may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A SOQ will be rejected if, in the opinion of the District, the information contained therein was intended to mislead the District in the evaluation of the SOQ.

District Not Responsible For Preparation Costs

All costs incurred in the preparation, submission and/or presentation of Consultant's responding to the RFQ including, but not limited to, the Consultant's travel expenses to attend any pre-conferences, oral presentations, long distance charges, and negotiation sessions, shall be the sole responsibility of the firm and will not be reimbursed by District.

District shall not pay for any costs incurred for SOQ or contract preparation as a result of termination of this RFQ or termination of the contract resulting from this RFQ.

Right to Use Ideas

All SOQs and other materials submitted become the property of the District. District reserves the right to use any ideas presented in any response to the RFQ. Selection or rejection of the SOQ shall not affect this right.

Modification or Withdrawal Of RFQ

Consultant may modify or withdraw a SOQ after submission by written request of withdrawal and re-submission, provided that the SOQ withdrawal is prior to the due date deadline specified.

Amendments

Consultants are advised that the District reserves the right to amend this RFQ at any time. Amendments will be done formally by publishing the amendment on the District's website: www.rjuhsd.com. under the Facilities Development Department web page.

Equal Opportunity

Consultant shall not discriminate nor permit discrimination against any person because of race, color, religion, age, national origin, ancestry, creed, handicap, sexual orientation, union membership, in the performance of the work addressed herein. In the event of receipt of such evidence of such discrimination by the firm or its agents, employees or representatives, District shall have the right to rescind and terminate the Contract or any Service Order issued thereunder. Legal residents of the United States of America shall be used in providing all services under any Service Order issued.

Covenant against Gratuities/Conflict of Interest

The Consultant warrants that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Consultant or any agent or representative of the Consultant, to any officer or employee or consultant of the District with a view toward securing the resultant contract or securing favorable treatment with respect to any determinations concerning the award of the Agreement.

The Consultant represents that it presently has no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Consultant further represents that it is aware of no employee having any such interest. Should Consultant become aware of any such interest on its own behalf or by any of its employees, Consultant shall immediately notify the District.

SOQ EVALUATION, AWARD AND AGREEMENT

SOQ Evaluation:

A District SOQ Evaluation Committee will determine which, if any, SOQs are in the District's overall best interest to accept. SOQs will be evaluated based on each firm's qualifications, approach and methodology, experiences with similar work, technical capabilities and track record of their use, and overall responsiveness to the RFQ. During the evaluation process, the District may request additional information, clarifications, explanations and answers from any proposing Consultant. The District

may request any or all proposing Consultants to participate in a presentation and/or interview in regards to their SOQ, or in connection with any solicitation for Service Orders under the contracts awarded.

The District reserves the right to conduct negotiations with any number of proposing Consultants, as determined by the District, for entering into contracts.

The District reserves the right to award one or more contract, or no contracts, resulting from this RFQ, to reject any SOQ as non-responsive, and to amend the RFQ and the RFQ process, or to discontinue the process at any time. Award of any contract does not guarantee the Consultant the right to any Service Order, or any number of Service Orders, which may be issued thereunder. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The awarding of any contract is at the sole discretion of the District. The award is subject to acceptance by the Governing Board of the Roseville Joint Union High School District. The Consultant that is awarded a contract pursuant to this RFQ shall be required to enter into a standard Architectural Services Agreement prepared by the District that is substantially and materially similar to the Architectural Services Agreement attached hereto as Attachment 1.

As referenced above, this RFQ is intended to establish a pool of qualified Consultants architectural and engineering services. Once the pool is established, the District will seek a final fee proposal, which must not exceed the rates and costs in the fee proposal included in the SOQ, from any of qualified firms for a specific Service Order before any Service Order is awarded.

Evaluation Criteria:

The evaluation of SOQs will include, but not be limited to, the following criteria in accordance with the information described above under the category “Contents of the SOQ” and subcategory “Consultant’s Data”:

1. **SOQ Packet** - Completeness and clarity of SOQ content.
2. **Firm Qualifications, Experience & References** – With particular focus on school construction projects of comparable size and scope, especially a K-12 school district.
3. **Firm's Personnel and Staffing Resources** – With particular focus on professional qualifications and specialized experience of the proposed staff including the quality of the Consultant’s key professional personnel and the quality of the Consultant’s management support personnel.
4. **Capacity & Methodology** – This factor contains the most sub-factors and questions and will be given the highest weight.
5. **Experience and References** – Experience and expertise of the firm in providing similar services to other public entities of comparable size and scope, especially a California public school district or community college district.

6. **Financial Stability**
7. **Other listed factors.**
8. **Fee Schedule** – Rate schedules as outlined in Attachment 3.

GENERAL

Ownership of Documents

All SOQs and materials submitted in response to this RFQ shall become the property of the District and shall be considered public records under the California Public Records Act, unless exempted by law. In addition, all designs, drawings, specifications, notes and other work developed in the performance of any services resulting from this RFQ shall be the sole property of District and may be used by District for any purposes without additional compensation to the selected Consultants.

Fingerprinting and Drug-Free Workplace Policy

The selected Consultants shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free workplace certificate.

ATTACHMENT 1 – SAMPLE AGREEMENT

(Attached)

ATTACHMENT 2 – CONSULTANT QUESTIONNAIRE

The Consultant shall furnish all the following information accurately and completely for the Consultant and each of the proposed key staff. Additional sheets may be attached if necessary. "You" or "your" as used herein refers to the Consultant and/or any of its owners, officers, directors, shareholders, parties or principals.

If the same information is provided elsewhere in your qualification and qualification materials, then please clearly identify such in the following questions.

SECTION A - GENERAL INFORMATION

(1) Consultant name, address and contact information:

(2) Telephone: _____ Facsimile: _____

Email and Internet Addresses: _____

(3) Type of business entity: (check one)

Individual _____ Partnership _____ Corporation _____ LLC _____

(4) Names and titles of all principals/officers of the Consultant:

Name	Title	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(5) Please list any applicable certifications and licenses and their associated numbers:

(6) Have you (ever) or any of your principals (in the past 10 years) ever conducted similar services under a different name or certification or different license number? _____.

(a) If yes, give Consultant name, address and certification or license number.

Name _____

Address _____

License No. (if any) _____

(7) How many years has Consultant been in business under its present business name?

(8) How many years of experience does Consultant have providing similar services?

(9) For how many public agencies has Consultant provided similar services in the last five years?

(10) Please list the public agencies, including any school districts that Consultant has provided similar services for in the last five years:

- (11) Please attach a short history of the Consultant including whether it is local, national, or international business entity, as well as approximate number of employees. Also provide the number of offices and locations.
- (12) Identify Architectural and Engineering Services performed for other school districts in accordance parameters described above.
- (13) Describe how Consultant has successfully provided Architectural and Engineering Services such as those described herein.
- (14) Describe the unique or innovative programming approaches utilized on previous projects.

SECTION B - LEGAL

(15) Have you or any of your principals been in litigation or arbitration of any kind on a question or questions relating to similar services involving a school or community college district during the prior five (5) years? _____.

(a) If yes, provide the name of the public agency and briefly detail the dispute:

(16) Have you ever had a service agreement terminated for convenience or cause in the prior five (5) years? _____.

(a) If yes, provide details including the name of the other party:

(17) Is Consultant, owners, and/or any principal or manager involved in or is Consultant aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment? _____.

(a) If yes, provide details:

(18) Is Consultant, owners, and/or any principals or manager involved in or aware of any pending disciplinary action and/or investigation conducted by any local, state or federal agency? _____.

(a) If yes, provide details:

(19) Does Consultant maintain errors and omissions coverage? _____.

If so, please provide a current copy of the declaration page showing the maximum liability or policy value.

(20) Will Consultant comply with all District, local, State and Federal legal requirements, regulations and laws? _____.

SECTION C - ADDITIONAL INFORMATION

(21) Please provide any other information that may assist the District in ascertaining your qualifications, capability and customer service under any resultant agreement.

SECTION D – CONFLICT OF INTEREST

(22) Have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? Identify any conflict of interest in (a):

(a) Please elaborate and discuss any potential, apparent or actual conflict of interest:

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing Consultant Questionnaire pages one through four is true and correct.

Executed this ____ day of _____, 20__, at _____,

State of _____

Company Name

Signature

Title

Print Name

ATTACHMENT 3 – FEE SCHEDULE AND REIMBURSABLE EXPENSES

Fee proposal shall include the percentage of construction cost that shall be billed for projects when the method of compensation is determined to be by percentage of construction cost.

Size	Construction Cost	Percentage of Architect's Fee
Small Projects	Under \$100,000	
	\$100,000 - \$500,000	
	\$500,000 - \$1,000,000	
	\$1,000,000 - \$3,000,000	
Medium Projects	\$3,000,000 - \$5,000,000	
	\$5,000,000 - \$7,500,000	
	\$7,500,000 - \$10,000,000	
Large Projects	Greater than \$10,000,000	

REIMBURSABLE EXPENSES

Consultant(s) shall list the reimbursable expenses, if any, on a unit cost basis.

Reimbursable Expense	Unit Cost

The only reimbursements that will be paid to consultants shall be for actual cost of incidental materials and services authorized by the District. Reproduction of bidding documents shall be coordinated with the District printing vendor. Travel expenses and mileage are non-reimbursable.

ATTACHMENT 4 – EQUAL OPPORTUNITY CERTIFICATION

To: Roseville Joint Union High School District, 1750 Cirby Way Roseville, CA 95661

Consultant: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (_____) _____ FAX (_____) _____

Number of Employees _____

This Consultant is:

Independently Owned and Operated

An Affiliate of _____ Parent Company _____

A Subsidiary of _____ Address _____

A Division of _____

This is to certify that we are an Equal Opportunity Employer.

Signature _____

Title _____

Date _____

**ATTACHMENT 5 – CONSULTANT'S CERTIFICATE REGARDING
WORKER'S COMPENSATION**

Labor Code Section 3700:

"Every employer except the state and all political subdivisions or institutions thereof, 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 Workmen's Compensation or to undertake self-insurance in accordance with the provision of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature

Name of Principal

Title

(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 performance of any work under this contract.)