



REQUEST FOR QUALIFICATIONS

JUDICIAL COUNCIL OF CALIFORNIA

**TITLE: CONSTRUCTION PLAN REVIEW,
PROJECT INSPECTION, AND SPECIAL
INSPECTION/MATERIALS TESTING
SERVICES**

RFQ NO: JBCP-2016-06-CP

**PROPOSALS DUE: JULY 27, 2016 NO LATER THAN
2:00 P.M. (PACIFIC TIME)**

1.0 BACKGROUND INFORMATION

The judicial branch of California is part of California state government, independent from the executive and legislative branches, and includes the Superior and Appellate Courts of California, including the Supreme Court. A part of the judicial branch is the Judicial Council, chaired by the Chief Justice of California and providing staff support to all Appellate and Superior Courts, including responsibility for the planning, design, construction, real estate and asset management of facilities for the court system of California.

The Judicial Council Capital Program office is charged with the review of construction projects under its jurisdiction for Title 24 compliance. The scope of review depends on the scope of the project. The Capital Program's plan review and construction oversight focuses on new construction and facility modification projects for California trial and appellate court facilities. The Judicial Branch Capital Program Management Manual imposes important requirements on the design and construction of court facilities:

- Drawings and specifications must be verified by a Judicial Council contracted Consultant for compliance with applicable building codes.
- The Judicial Council must contract with either a firm that employs, or directly with an inspector certified by one of the following: California Division of the State Architect (DSA), Office of Statewide Health Planning and Development (OSHPD), International Code Council (ICC), or American Construction Inspectors Association (ACIA) to inspect construction.
- At the conclusion of construction, the construction inspector shall file a verified report with the Judicial Council indicating the work was performed in compliance with the approved plans and specifications.

Pursuant to the Trial Court Facilities Act of 2002 (SB 1732), ownership of and responsibility for superior court facilities in California has shifted from individual counties to the state. The term of the contract(s) awarded as a result of this RFQ is anticipated to be three years plus the possibility of four annual renewals. Over the term of the contract(s), up to seventeen courthouse construction projects, with a value of approximately \$1.5 billion, will require construction plan review and inspection services. In addition, plan review and construction inspection services may be required for up to 200 minor capital court facility modification projects per year with individual project values from \$5,000 to \$5 million.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The Judicial Council seeks statements of qualifications from interested firms, and/or persons with experience and technical qualifications related to construction project plan review and inspection services (Consultant) required in various phases of the repair or construction of court buildings. It is anticipated that contracts will be issued to at least six firms.

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2.1 Consultant will be required to review architectural and/or engineering documents, construction schedules and work scopes, and inspect and document existing conditions, post damage and destruction conditions, and building materials and assemblies according to applicable building codes, regulations, standards, and architect's plans and specifications.

2.2 Consultant will be required to perform plan review, project inspections, or project and special inspections for new or on-going Capital Projects or Facility Modification Projects, or on-call plan review, project inspection, or special inspection services for Facility Modification Projects. Firms may submit qualifications to perform one, two, or all three of the services listed below:

2.2.1 Plan Review

2.2.2 Project Inspection

2.2.3 Special Inspection and Materials Testing

2.3 The number of projects and specific scope of work for each project is unknown at this time, and there is no guarantee by the Judicial Council that the firm will, if awarded a contract, be requested to provide services for any projects.

2.4 Firms will be evaluated and selected to provide services throughout the State with the following geographic considerations.

2.4.1 Plan Review: statewide capability

2.4.2 Project Inspection and Special Inspection and Materials Testing: statewide capability preferred, but qualified Consultants will be considered to provide services in one, two or all three of the geographic regions designated by the Judicial Council Facilities Management Unit (FMU) as listed below:

2.4.2.1 Southern region;

2.4.2.2 Bay area and northern coastal region;

2.4.2.3 Northern Central Region

2.5 In responding to this RFQ, the following are the definitions of the services requested:

2.5.1 Capital Project means those courthouse construction projects for which management is delegated to the Judicial Council Capital Program office. These projects are generally new construction or significant courthouse renovation projects with construction values from \$5 million to \$500 million.

2.5.2 Facility Modification Project means those courthouse construction projects for which management is delegated to the Real Estate and Facility Management office. These projects are modifications and repairs to existing court facilities with construction values from \$5,000 to \$5 million.

- 2.5.3 Plan Review means the review of construction plans, drawings, specifications and contractor submittals to ensure they are complete, accurate, and in compliance with construction standards, regulatory requirements, and Judicial Council standards.

Project Inspection means the observation of construction for general conformance with approved design drawings and specifications and in response to inspection requests submitted by the construction contractor.

- 2.5.4 Special Inspection means the monitoring of the materials and workmanship critical to the integrity of the building structure. It is a review of the work of the construction contractor to ensure that the approved plans and specifications are being followed and that the relevant codes and referenced standards are being observed. The Special Inspection process is in addition to the inspections conducted by the Project Inspector and structural observation by the design professional(s). Special inspections and tests are required to be performed by qualified, independent agents with special expertise as approved by the Judicial Council.

3.0 SCOPE OF SERVICES AND DELIVERABLES

The scope of work for Subject Project (Attachments 1 & 2) may include one or multiple components as set forth in sections 3.1 through 3.4 below. Any one of the components or combination thereof may be changed, including terminated, in the same manner as the project, as indicated herein, without changing in any way the remaining component(s). The provisions of this Agreement shall apply to each component without regard to the status of the remaining component(s). Consultant shall invoice for each component separately and the Judicial Council shall compensate Consultant for each component separately on a proportionate basis based on the level and scope of work completed for each component. The number of projects and specific scope of work for each project is unknown at this time, and there is no guarantee by the Judicial Council that the firm will, if awarded a contract, be requested to provide services for any projects.

- 3.1 Subject Projects. The scope of services required by this RFQ includes providing plan review and construction inspection services to some or all of the following projects:
- 3.1.1 Capital Projects (Attachment 1): These are projects involve new construction or significant renovation of existing court buildings. The projects are delivered pursuant to the requirements of the Judicial Branch Program Management Manual (http://www.courts.ca.gov/documents/Judicial_Branch_Capital_Program_Management_Manual.pdf)
- 3.1.2 Facility Modification Projects (Attachment 2) authorized by the Trial Court Facilities Modification Advisory Committee (<http://www.courts.ca.gov/tcfmac.htm>).

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- 3.2 Perform architectural plan and specification review during various stages of Capital and Facility Modification Projects. Plan reviews will be conducted to ensure conformance with approved plans, and compliance with building, fire, plumbing, electrical, mechanical, energy, accessibility, and correctional code requirements in effect for the State of California owned buildings.
- 3.3 Project Inspection Services to include, but not be limited to the following: projects:
 - 3.3.1 Attend pre-construction meetings.
 - 3.3.2 Review shop drawings and submittals from contractor.
 - 3.3.3 Prepare an inspection matrix for each inspection required pursuant to State and local building codes, architect's plans and specifications, and requirements of the Judicial Council.
 - 3.3.4 Provide field inspections of work in progress to ensure compliance with State and local building codes, architect's plans and specifications, and the requirements of the Judicial Council pursuant to Attachment 3, Construction Inspector Duties and Performance.
 - 3.3.5 Develop and maintain a photographic record of work in progress throughout the construction phase of a project.
 - 3.3.6 Provide, or cause to be provided through an approved Subconsultant, materials testing by a California Department of General Services approved materials testing laboratory.
 - 3.3.7 If material testing and special inspections services are provided, at the direction of the Judicial Council, by other than Consultant, coordinate materials testing and special inspection work as required.
 - 3.3.8 Coordinate materials testing and special inspection work as required.
 - 3.3.9 Coordinate inspections with utility companies as necessary.
 - 3.3.10 Report instances of apparent non-compliance with State and local building codes, architect's plans and specifications, and the requirements of the Judicial Council to the construction contractor, the architect, and the Judicial Council.
 - 3.3.11 Report instances of unsafe work by employees of construction contractor, its Subconsultants, or their Sub-subconsultants, Judicial Council, court, or county to the Judicial Council Quality Compliance unit for resolution.
 - 3.3.12 Verify the work indicated by the construction contractor as being complete in its monthly progress payment requests.
 - 3.3.13 Prepare and distribute written daily inspection reports via e-mail and/or hardcopy with the following minimum information:
 - 3.3.13.1 The number of individuals and the contractors, by trade, working on the project
 - 3.3.13.2 Number of inspections requested, inspections completed, and whether the inspections completed passed or failed

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- 3.3.13.3 If any inspection resulted in a notice of non-compliance a copy of the notice
- 3.3.13.4 Any other violations or concerns observed.
- 3.4 Special Inspection Services to include, at the direction of the Judicial Council, the inspection and required testing of the following elements of construction:
 - 3.4.1 Soils (grading, excavation, and filling)
 - 3.4.2 Foundations (piles and piers)
 - 3.4.3 Asphalt concrete (hot mix asphalt and rubberized hot mix asphalt)
 - 3.4.4 Reinforcing steel
 - 3.4.5 Concrete batch plant
 - 3.4.6 Concrete
 - 3.4.7 Shotcrete
 - 3.4.8 Pre-tensioned concrete
 - 3.4.9 Post-tensioned concrete
 - 3.4.10 Masonry
 - 3.4.11 Structural steel
 - 3.4.12 High strength bolting
 - 3.4.13 Nondestructive testing (NDT)
 - 3.4.14 Fire-resistant materials (sprayed and mastic & intumescent)
 - 3.4.15 Engineered wood products such as glu lam beams and "I" joists
 - 3.4.16 Post installed anchors and dowels (installation and proof load testing)
 - 3.4.17 Shear walls and floor systems used as high load diaphragms

4.0 MINIMUM QUALIFICATIONS

- 4.1 To be considered for an award, a firm submitting qualifications must demonstrate its ability to meet or exceed the following minimum requirements. Failure to demonstrate its ability to meet the minimum requirements, either through its own resources or those of identified and qualified Subconsultants, will result in disqualification of the statement of qualifications.
- 4.2 Through its Statement of Qualifications demonstrate the firm and its Subconsultants to have successfully provided similar plan review and/or inspection services for institutional building public works projects.
- 4.3 Provide a list and description of 10 construction projects in process or completed in the past 5 years. Projects in progress and completed in the past 2 years will receive a higher score than older projects.
- 4.4 Provide a list of employed or subcontracted individuals, and brief resumes, for the classifications provided below, along with written evidence that all of the individuals listed have expertise and the certifications for those codes associated with the services for which they are listed, as well as a solid understanding and

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ability to interpret and apply those codes to actual construction projects.

- 4.4.1 Project Manager: Full time employee of the firm with the necessary skill and authority to ensure the firm can and will fulfill its obligations to the Judicial Council.
- 4.4.2 Plan Review:
 - 4.4.2.1 Structural plans – California Structural Engineering license
 - 4.4.2.2 Civil plans – California Professional Engineer license or ICC Plans Examiner certificate
 - 4.4.2.3 Mechanical plans – California Professional Engineer license or ICC Plans Examiner certificate
 - 4.4.2.4 Plumbing plans – California Professional Engineer license or ICC Plans Examiner certificate
 - 4.4.2.5 Electrical plans – California Professional Engineer license or ICC Plans Examiner certificate
 - 4.4.2.6 Low Voltage plans – Control Systems Engineer or Fire Protection Engineer
 - 4.4.2.7 Geologist: State license
- 4.4.3 Lead Project Inspector: Division of the State Architect (DSA) Certified Class 1 Project Inspector, or Office of Statewide Health Planning and Development (OSHPD) Class A Inspector of Record, or International Code Council (ICC) certified commercial combination inspector, or American Construction Inspectors Association (ACIA) registered construction inspector plus 10 years construction inspection experience, plus written evidence of completion of an OSHA 30-hour Construction Industry Outreach Training course within the past 3 year period. (If this course has not been completed then a statement of intent indicating an understanding that no person can be assigned to be a Lead Project Inspector without completion of the OSHA 30-hour Construction Industry Outreach Training course).
- 4.4.4 Project Inspector: DSA Certified Class I Project Inspector, or OSHPD Class A Inspector of Record, or ICC certified commercial combination inspector, or ACIA registered construction inspector plus 5 years construction inspection experience.
- 4.4.5 Special Inspector: International Code Council (ICC) or DSA certification in the specific aspect of the work to be inspected, plus 5 years construction inspection experience.
- 4.4.6 Records Technician: Demonstrated background and training in construction related areas such as inspection, estimating, building codes, building mechanical and electrical systems, as well as records management technology, plus 5 years construction records management experience.

5.0 TIMELINE FOR THIS RFQ

The Judicial Council has developed the following list of key events related to this RFQ. All dates are subject to change at the discretion of the Judicial Council.

EVENT	DATE
RFQ issued	July 12, 2016
Deadline for questions	July 18, 2016 at 3:00 p.m. (Pacific Time)
Questions and answers posted (<i>estimate only</i>)	July 21, 2016
Latest date and time qualifications may be submitted	July 27, 2016 at 2:00 p.m. (Pacific Time)
Posting of Short-listed Consultants	August 3, 2016
Interviews of Short-listed Consultants (<i>estimate only</i>)	August 9-10, 2016
Notice of Intent to Award (<i>estimate only</i>)	Week of August 27, 2016

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The following attachments are included as part of this RFQ:

ATTACHMENT	DESCRIPTION
Attachment 1: Judicial Council Capital Program Summary	List of planned major capital construction projects.
Attachment 2: Judicial Council Facility Modification Projects	Representative list of minor capital facility modification projects.
Attachment 3: Construction Inspector Duties and Performance	Duty Statement
Attachment 4: Administrative Rules Governing RFQs (Non-IT Services)	These rules govern this solicitation.
Attachment 5: Master Agreement Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Judicial Council Standard Form agreement containing these terms and conditions (the Master Agreement “Terms and Conditions”).
Attachment 6: Submitter’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Master Agreement Terms and Conditions or identify exceptions to the Master Agreement Terms and Conditions.
Attachment 7: Payee Data Record	This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.
Attachment 8: DVBE Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 9: Bidders Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 10: General Certifications	The Submitter must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 11: Darfur Contracting Act Certification	The Submitter must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 12: Iran Contracting Act Certification	The Submitter must complete the Iran Contracting Act Certification and submit the completed certification with its proposal.

7.0 PRE-PROPOSAL CONFERENCE

The Judicial Council will not hold a pre-proposal conference.

8.0 SUBMISSIONS OF PROPOSALS

- 8.1 **Email Indicating Interest.** Firms who intend to respond to this RFQ are requested to notify Judicial Council by sending an email to CapitalProgramSolicitations@jud.ca.gov with the RFQ number and name in the subject line. Please include the name, address, telephone number, fax number, email address of the firm, and contact person.
- 8.2 Proposals should provide straightforward, concise information that satisfies the requirements of the "Proposal Contents" section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on brevity, conformity to instructions, specified requirements of this RFQ, and clarity of content.
- 8.3 Proposals must be delivered by the date and time listed on the coversheet of this RFQ to:

Judicial Council of California
Attn: Nadine McFadden, **RFQ# JBCP-2016-06-CP**
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

- 8.4 Submittals should be sent by registered mail, certified mail, overnight courier, or by hand delivery.
- 8.5 Late proposals will not be accepted. Any submittals received after the deadline will be rejected without review.
- 8.6 Incomplete submittals may be rejected without review.

9.0 PROPOSAL CONTENTS

The following information must be included in the proposal:

- 9.1 **Statement of Qualifications.** Firm's Statement of qualifications should clearly and accurately demonstrate specialized knowledge and experience required for consideration for Plan Review and/or Construction Inspection Services under consideration.
- 9.2 Submit three (3) copies in paper form of the Statement of qualifications.
- 9.3 The Statement of qualifications shall be prepared in a bound 8.5" x 11" booklet format, using tabs to divide sections. Attachments, except as noted, will not be accepted. Submit your Statement of qualifications in one package to the address shown on in section 8.3 of this RFQ.

- 9.4 Proposals must include **one (1) Compact Disk** containing the complete Statement of qualifications and Payee Data Record form.
- 9.5 Your Firm's Statement of qualifications must provide:
- 9.5.1 **Cover letter.** A cover letter, signed by an authorized representative of the prospective Consultant, shall include the name, address, telephone, fax number, e-mail address, and federal tax identification number of the proposing firm. Include services and geographic areas Consultant intends to provide. For example: Plan review, project inspection, and special inspection/materials testing statewide, or Project inspection and special inspection/materials testing in the Northern Central and Bay Area Northern Coastal regions. (one page maximum)
- 9.5.2 **Qualification Criteria in sections as listed below:**
- 9.5.2.1 Service capabilities (i.e. plan review, project inspection, special inspection/materials testing) and brief history of Consultant firm;
- 9.5.2.2 Office locations with staff counts and descriptions of represented disciplines;
- 9.5.2.3 Resume of proposed project manager for work to be provided under this RFQ;
- 9.5.2.4 Proposed key staff, include proposed responsibilities and resumes;
- 9.5.2.5 List of project experience as described in Sections 4.2 and 4.3 above;
- 9.5.2.6 Philosophy about, and proposed approach to providing, the services set forth in this RFQ.
- 9.6 **Payee Data Record.** A completed and signed original of the Payee Data Record (Attachment 7).
- 9.7 **Schedule of Hourly Rates and Value Based Fee Calculation Matrices.** In one sealed envelope: Two (2) complete copies of your hourly rate schedule and value based fee calculation matrices, with the following clearly marked on the outside: "Rate Schedule and Value Based Fee Calculation Matrices – (firm name). Project Name, RFQ Number".
- 9.7.1 Provide Hourly Rates for all who will provide the services under consideration as they would be billed to the Judicial Council. With these hourly rates please indicate the job title, a short corresponding job description and the service they would provide.
- 9.7.2 Provide Value Based Fee Calculation Matrices for plan review and inspection services as described in Section 14.8 below.
- 9.8 Acceptance of the Terms and Conditions.
- 9.8.1 On Attachment 6, the Submitter must check the appropriate box and sign the form. If the Submitter marks the second box, it must provide the required additional materials. An "exception" includes any addition, deletion, or other modification.

9.8.2 If exceptions are identified, the Submitter must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.

9.9 Certifications, Attachments, and other requirements.

9.9.1 The Submitter must complete the following and include with its submission:

9.9.1 Acceptance of Terms and Conditions (Attachment 6)

9.9.2 Payee Data Record (Attachment 7)

9.9.3 General Certifications (Attachment 10)

9.9.4 Darfur Contracting Act Certification (Attachment 11)

9.9.5 Iran Contracting Act Certification (Attachment 12)

9.10 DVBE participation is required for this contracting action. Note that DVBE documentation is not required to be submitted with the Statement of qualifications, but must be submitted if the firm is selected for services (see Section 15.0 and Attachments 8 & 9).

10.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Judicial Council reserves the right to negotiate extensions to this period.

11.0 SELECTION PROCESS

11.1 An evaluation panel composed of Judicial Council staff will review and score the Statements of qualifications, based on the selection criteria, and establish a shortlist.

11.2 Judicial Council will post the short-list on the Judicial Council website; firms on the short-list will be notified of their interview time and place. Interviews will be held at the Judicial Council offices in Sacramento.

11.3 At any time, Judicial Council may contact firm's previous clients and owners to verify the experience and performance of the prospective Consultant, their key personnel, and their subconsultants.

11.4 After the interviews the firms will be ranked based on the selection criteria and the highest-scoring firms will be contacted regarding contract execution. The selected firms will be posted on the <http://www.courts.ca.gov> website.

12.0 EVALUATION OF STATEMENTS OF QUALIFICATIONS

The Judicial Council will evaluate Statements of qualifications using the following criteria:

Points	Criteria	100 points maximum
20	<p><u>Experience of the Firm:</u> Demonstrated experience of the firm in relation to the scope of potential work, and quality of service provided to customers in the past on courthouse projects or projects of similar complexity;</p>	
15	<p><u>Philosophy and Approach:</u> Philosophy about, and proposed approach to providing, the services set forth in this RFQ.</p>	
15	<p><u>Expertise of Personnel:</u> Demonstrated expertise of the key personnel on courthouse projects or projects of similar complexity in relation to the scope of potential work;</p>	
10	<p><u>Quality Assurance:</u> Demonstrated record that the firm has delivered high quality services and documentation to its clients, and has in place an effective continuous quality improvement process;</p>	
10	<p><u>Availability of resources:</u> Ability of the firm to provide staff and resources necessary to provide Quality Assurance services, management oversight and administrative support.</p>	
30	<p><u>Hourly Rates and Value Based Fee Calculation Matrices:</u> Proposed hourly rates for those providing inspection services, along with job titles and corresponding job descriptions, and certifications and value based fee calculation matrices for plan review and inspection services.</p>	

12.0 INTERVIEWS

The Judicial Council may conduct interviews with Submitters to clarify aspects set forth in their Statement of qualifications or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Judicial Council’s offices. The Judicial Council will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Judicial Council will notify eligible Proposers regarding interview arrangements.

13.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The Judicial Council will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Judicial Council’s right to disclose information in the proposal, or (b) requiring the Judicial Council to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

14.0 CONTRACT TERMS

- 14.1 Contracts with successful firms will be signed by the parties on a Judicial Council Standard Agreement form. A typical Judicial Council Standard Agreement is included as Attachment 5 to this RFQ.
- 14.2 The Judicial Council reserves the right to modify or update the Standard Agreement in the interest of the Judicial Council, in whole or in part at any time up to the negotiation of the agreement with the firm. By submitting for this RFQ, the prospective Consultant and their key subconsultants acknowledge that a) the project team will provide the services required in the contract, and b) it has no objection to the Standard Agreement.
- 14.3 If a satisfactory contractual agreement on services and compensation cannot be reached between the Judicial Council and a selected firm(s) within 30 calendar days of notification of selection, the Judicial Council reserves the right to terminate negotiations with that firm and attempt to reach satisfactory contractual agreement with another qualified firm.
- 14.4 The firms selected under this RFQ will not be precluded from consideration nor given special status in any future RFQs issued by the Judicial Council.
- 14.5 The Judicial Council cannot guarantee the amount or duration of the work.
- 14.6 Consultants selected under this RFQ will be retained by the Judicial Council through the Standard Agreement (Master Agreement) and will be invited to respond to Requests for Proposals (RFPs) for individual projects, both capital and facility modification, as required by the project schedules and as funding becomes available.

15.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The State of California requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBEs). The Judicial Council is subject to this participation goal. Upon selection of a Consultant for assignment under this RFQ, the Judicial Council will require that the selected Consultant demonstrate DVBE compliance and complete a DVBE Compliance Form. Information about DVBE resources can be found on the Executive Branch's website at <http://www.dgs.ca.gov/default.htm> or by calling the Office of Small Business and DVBE Certification at 916-375-4940.

FRAUDULENT MISREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.

16.0 PROTESTS

Notwithstanding whether the work contemplated is governed by the Judicial Branch Contracting Manual (JBCM), any protests will be handled in accordance with Chapter 7 of the JBCM (www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Judicial Council to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

Judicial Council – Branch Accounting and Procurement
ATTN: Manager, Contracts, **RFQ#** JBCP-2016-06-CP
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102