

San Bernardino Community College District
MEASURE M PROCESS FOR SCREENING AND RECOMMENDATION OF PROFESSIONAL SERVICES *

Phase I - Outreach Process

The District will reach out to the professional services community twice a year to solicit registration to be on the Measure M Project Interest List. Outreach will be done using newspapers, notice to publications and professional organizations, and posting on District website. Firms will self-identify their experience in specific project categories. A registration list will be developed and firms will be notified as projects become available.

Phase II - Screening Advisory Committee

A Screening Advisory Committee will be established for each project or project group. Membership will include one faculty member, and one classified staff member appointed by their appropriate constituency group; the College President and/or designee; the V.P. for Administrative Services; Director of College Facilities (M&O); Bond Planning and Development Director and/or Bond Program Manager and Bond Program Director and the Vice Chancellor, Fiscal Services. Whenever possible, the administrator responsible for the instruction/services to be housed in the proposed facility will participate in the process at the president's discretion.

Phase III - Criteria and Screening Process

The Screening Advisory Committee will approve evaluation criteria and rating schedule specific to the project requirements. Firms with self-reported experience in the specific area will be invited to submit a formal proposal that would minimally include relevant experience, approach to the project, project schedule, and a staffing plan. The firms with the highest overall scores will be invited for interviews with the Screening Advisory Committee. A minimum of four to six firms will be invited for interviews whenever possible.

Phase IV - Final Recommendation and Fees

Members of the Screening Advisory Committee will approve evaluation criteria and rating schedule for use during the interview process. The Screening Advisory Committee will rank the top firms. The District will conduct reference checks on the top firms. The District will negotiate a draft contract with the highest ranking firm and submit the draft contract to the Board of Trustees for action. The recommendation will come with a summarized review of the process.

*** Professional Services are those services that are selected through the Request for Proposal (RFP) process such as architects, engineers, etc. Construction contractors are selected through the formal bidding process.**