CAL POLY

FACILITIES PLANNING & CAPITAL PROJECTS
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REQUEST FOR QUALIFICATIONS
PROJECT SCHEDULING CONSULTANT SERVICES
RFQ TOSA 08-160

THE RFQ IS NOT AVAILABLE ONLINE. INSTRUCTIONS FOR OBTAINING THE RFQ APPEAR BELOW.

California Polytechnic State University, San Luis Obispo (**University**), a campus of the California State University (CSU) system, is proposing to retain the services of one or more certified Project Scheduling consultants, who meet all requirements of this RFQ, to assist the **University**, as needed, on a project-by-project basis. The selected **Respondent(s)** will enter into a Task Order Service Agreement (TOSA) with the **University**.

The **University** issues RFQs and enters into TOSAs with the intent of utilizing the selected entities to perform consulting services on an as needed basis for a wide variety of projects, but the award of a TOSA provides no assurance of ever performing work for the **University**. Therefore, **Respondent(s)** should carefully consider whether they desire to be considered for this "on call" and "as needed" type of arrangement. All selections are made on a non-exclusive basis.

Respondent firm shall have and demonstrate a minimum of ten (10) years of professional experience in providing project scheduling consultant services for construction work, with project scheduling work performed on at least three (3) residential, commercial, industrial, institutional, and/or educational construction projects with a construction cost of at least $20 million per project. **Respondent** firm shall demonstrate expertise, through specific examples, in performing Schedule Analysis, Schedule Communication and Reporting, Schedule Maintenance, Schedule Creation, and Schedule Mission Management.

Respondent shall designate one (1) Primary Contact Professional in its Statement of Qualifications, who will be assigned responsibility for serving as the primary interface with the **University's** Project Administrator, as well as the primary person to perform work, and to supervise and assure quality control of work performed by other personnel and subconsultants. The Primary Contact Professional must be a full time employee of **Respondent**. The Primary Contact Professional shall: (A) have five (5) years minimum experience as a project scheduling consultant in the design and construction phases of various construction projects; and (B) possess either the PMI-SP (Scheduling Professional) certification or the AACE Planning and Scheduling Professional certification.

HERE ARE THE INSTRUCTIONS ON HOW TO OBTAIN THE RFQ.

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Complete qualifications, scope of services, and submittal requirements are contained in the Request for Qualifications. To receive a copy of RFQ TOSA 08-160, available in CD format only, **you must FAX your written request** to Cal Poly Facilities Planning & Capital Projects, Attention: Johan Uyttewaal at (fax) 805.756.7566. CDs are customarily sent via U.S. Mail. Requests should include: project name, project number, firm name, mailing address, phone/fax numbers, contact name & email address. **Please note, we will not fax, e-mail, or mail paper copies of the RFQ. The RFQ is available in CD format only and will be mailed to the address provided.**

Submittal Due Date: **May 28, 2009**
Before 3:00pm

RFQ-Holders List will be posted weekly and any addenda issued as well as questions/answers are available at http://www.facilities.calpoly.edu/homefp.htm. Click on 'Capital Projects,' then on 'RFQ's and RFP's.'