



**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)
PROJECT CRITERIA DOCUMENTS AND TEMPORARY SWING SPACE
ARCHITECTURAL/ENGINEERING (A/E) PROFESSIONAL SERVICES
For the**

Engineering Technology Building Renovation Project

At

Diablo Valley College

321 Golf Club Road, Pleasant Hill, CA 94523

December 2, 2022

PART 1 - GENERAL

1.0 INTRODUCTION

The Contra Costa Community College District (“District”), acting through its Governing Board, is seeking Statements of Qualifications and Proposals (SOQ/P) from experienced and proven architectural and engineering (A/E) firms (“Consultant”) to provide Project Criteria Documents and Temporary Swing Space Architectural/Engineering (A/E) professional services for the Engineering Technology Renovation Project (“Project”), located at Diablo Valley College, Pleasant Hill Campus (PHC), 321 Golf Club Road, Pleasant Hill, CA.

The Consultant will be selected to develop project criteria documents that will become part of the RFP for selection of the Design Build Entity (DBE) and turned over to a DBE for their use in completing design work and construction for this project. The Consultant Team will also be responsible for fully designing temporary swing space for the occupants of the existing Engineering Technology Building until the newly renovated building is ready for occupancy.

Please note; in an effort to maintain the highest level of transparency, firms which successfully contract with the District on this project to provide Project Criteria Documents and Temporary Swing Space Professional Design Services will be precluded from being a part of and contracting with a Design Build Entity (DBE) for the design and construction of this Project.

Responses to this RFQ/P shall be **due by 2:00 PM on 1/6/23**, at the Contra Costa Community College District office located at 500 Court Street, Martinez, CA 94553.

Faxed or e-mailed Statements of SOQs will NOT be accepted and will be rejected as non-responsive. The District reserves the right to duplicate any provided materials for internal use. All submittals become the property of the District Please submit one (1) original hard copy and one (1) electronic copy of the qualification package on a flash drive and one (1) hard copy of the fee proposal (in a separate sealed envelope) to:

Contra Costa Community College District
Purchasing Department
500 Court Street, Martinez, CA 94553
Attn: Ben Cayabyab, Contracts Manager
Criteria Architect RFQ/P - Engineering Technology Renovation Project

1.1 THE DISTRICT

The Contra Costa Community College District was established in 1949 and serves the residents of Contra Costa County. It is one of the ten largest multi-college community college districts in California. The District office is located in historic downtown Martinez. The District operates through three colleges: Diablo Valley College, Los Medanos College and Contra Costa College. The District also has two education centers: San Ramon Campus and Brentwood Center. The District's Governing Board has five members elected by the community and one Student Trustee elected by students District wide. Since 2002, there have been three major facilities bonds approving close to \$900M in capital improvement funds. The 2002 Measure A bond (\$120M) and 2006 Measure A+ bond (\$286.5M) are both now fully implemented and closed out. In 2014, the District successfully passed Measure E, \$450M facilities bond to continue to improve facilities on all three college campuses and two centers.

1.2 RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFQ/P, the evaluation or selection process/or the award of the contract with any member of the District, College faculty or staff, Governing Board, selection team members, or any member of the Citizens' Oversight Committee. Any such contact may be grounds for the disqualification of the firm.

1.3 FULL OPPORTUNITY

No respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status in any consideration leading to the award of the contract. The District also affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), and Disabled Veterans Business Enterprises (“DVBE”) shall be afforded full opportunity to respond to this RFQ.

1.4 RFQ SCHEDULE (dates may be revised by addenda to this RFQ/P)

12/2/22	Issuance of Request for Qualifications/Proposals
12/7/22	Mandatory pre-proposal conference, 1:00 PM DVC Campus, Engineering Technology Building, Room ET-108, Address: 268 Viking Dr. Pleasant Hill, CA 94523
12/15/22	Deadline for submission of questions/requests for clarification*
12/20/22	Questions/clarifications addendum issued
1/6/23	SOQ & Fee Proposal submittal due at District office by 2:00 pm** Fee Proposals shall be submitted, in hard copy format, in a separate sealed envelope
1/12/23	Issue short list of selected firms
1/17/23	Target date for Interviews

** Please submit all questions regarding this RFQ/P in writing, to Ben Cayabyab, Contracts Manager, by email: bcayabyab@4cd.edu in accordance with the deadline noted above. All questions must be received by the close of business of the due date. The resulting addenda will be in the question/answer format posted to the District website.*

***Submittals received after this time and date may be considered at the sole discretion of the District if it determines it will be in the District's best interests to do so.*

PART 2 - PROJECT DESCRIPTION

2.0 PROJECT SCOPE OVERVIEW

- A. A newly renovated and expanded Engineering Technology (ET) building will provide a state-of-the-art facility that will support student-centered, equity-infused learning and teaching environments for the next 30 to 40 years. It will house existing Architecture, Engineering, Construction, Mechanical Technology, Electronics and Electronic Technology, Industrial Design, Energy Systems programs, future ET programs, and a Math & Engineering Student Success Center. The general scope for this project includes the selective demolition of the existing early 1970's era ET building to preserve its current structural systems, bringing those structural systems up to current code, rebuilding within the existing footprint to completely modernize the overall facility and its systems for current and future programs, provide for expansion or reconfiguration of existing spaces to house a supportive and collaborative learning center for math students, and students in the ET programs by including a new Math and Engineering Student Success Center. The scope of work also includes the development of temporary swing space for the occupants of the existing Engineering Technology Building until the newly renovated building is ready for occupancy.
- B. The renovated Engineering Technology building is envisioned to include approximately 33,000SFT of existing building SFT that will be completely updated and modernized space for existing and future ET programs, plus the addition of up to 7,000SFT of new Math & Engineering Student Success Center space. The building area is anticipated to be approximately 40,000 SF, which includes renovation of the north side (11,000 SF), renovation of the south side (22,000 SF), and the addition of a new Math & Engineering Student Center of up to 7,000 SFT. There will be a need to look at the existing building spaces and determine if there are space efficiencies and adjacencies that can be achieved in order to maximize available space for the Success Center. The project seeks to also reimagine the building's architectural presence so that it will serve as both a focal point and an inspiring invitation to the DVC campus from south access points.
- C. Consultant services required for this Project include detailed and full design services for the temporary swing space along with project criteria documents for the Project renovation. The Project Criteria Documents will include programming that are intended to serve as the Project's basis for design which will be utilized by a DBE to complete architectural design and construction of this renovated facility. It is planned that the temporary swing space will be fully designed and permitted with DSA by the consultant team that will be selected from this RFQ/P.
- D. Scope of work is to include, but not limited to, evaluation and design of temporary swing space for ET's existing building occupants, review and evaluation of existing documentation, establishing programming criteria, program space and adjacency diagrams, room data requirements, descriptive narratives for key building systems (Architectural, Engineering, and Specialty Systems), a code analysis, performance criteria, and incorporation of design standards required by the District specific for this project as further outlined in Attachment A - 4CD Criteria Architect Agreement.

- E. It is anticipated that the design criteria documents will also include diagrams, images, and conceptual site plans which show the general building location on campus, site constraints and limitations, and a depiction of the general building spatial organization, along with diagrammatic floor plans, roof plans, building elevations and sections, and perspective renderings showing aesthetic imagery.
- F. The Consultant should anticipate meeting, as needed, with District and College leadership team, Project Manager, Measure E Bond Executive Steering Committee, Project Steering Committee, and campus user groups and if required any neighborhood organizations as part of the District's participatory governance processes in order to facilitate, define, collect feedback and approvals of the design of the criteria documents as well as the temporary swing space.
- G. The Project Criteria Documents shall describe in sufficient detail all information necessary to ensure the Project's programmatic needs, level of quality, and desired performance is clearly defined for the Design-Build Entity (DBE). Specific expectations of the Project Criteria Document and Temporary Swing Space Architect are outlined in District's contract template Exhibit A.
- H. The Consultant shall develop separate estimates for the temporary swing space and for the project criteria documents to validate the established project budget to confirm that the project can be built within the District's established construction budget. Consideration of add alternates and options to leverage the available budget are part of the scope.
- I. The Consultant will be retained to participate in the Design-Build Request for Proposal phase, provide peer reviews of the DBE's design, and provide support to the project through the DBE's construction phase, in addition to the required design, bidding, DSA, and construction phases required for the temporary swing space.
- J. The District/Campus has established a preliminary construction budget of approximately \$43 million, subject to change, and dependent upon the final scope of work.
- K. This project will generate significant campus interest and therefore the Consultant will be required to deliver presentations on a regular basis in order to update the campus community, specifically communicating the collaborative and comprehensive nature of the programming, design criteria, and temporary swing space design efforts.
- L. The Consultant shall develop and provide fully functional and efficient spaces meeting the educational requirements for identified programs. The Consultant team will be an integral member of the District Project team and shall provide comprehensive services that meet the needs of the Project program, budget, and schedule.
- M. It is anticipated that the architectural services agreement for the Consultant will be approved at the February 2023 District Governing Board meeting. The current schedule forecasts completion of the project criteria documents no later than July 2023, the temporary swing space no later than September 2023, and approval to release the Design Build Entity (DBE) Request for Proposals no later than July 2023. The Consultant will be expected to provide a schedule and an implementation plan which adheres to this schedule.

- N. The current schedule forecast for the overall Project is as follows:

Project Criteria Phase	March 2023 – July 2023
Design-Build Entity (DBE) RFP Phase	July 2023 – December 2023
DBE Design Phase	January 2024 – January 2025
DBE Subcontract Bidding	February 2025 – August 2025
DSA	February 2025 – January 2026
Hazmat & Selective Demolition	September 2025
Construction/Renovation	February 2026 – August 2027
Move-in/Project Closeout	September 2027 – November 2027

Temporary Swing Space Design	March 2023 – September 2023
DSA Approval	October 2023 – May 2024
Bidding Phase	June 2024 – September 2024
Temporary Swing Space Construction	October 2024 – April 2025
Move Existing ET Tenants into Swing Space	May 2025 – August 2025

2.2 ADDITIONAL PROJECT INFORMATION

- A. The following Attachments are provided on the 4CD website for download:
 - Attachment A – 4CD Criteria Architect Agreement with Exhibits
 - Attachment B – 4CD Sustainability Goals and Policy
 - Attachment C – ET Building As-Built Drawings 1971
 - Attachment D - DVC_ET Building Design Curated Portfolio Findings_Sept2022 (Academic Programming Document)
 - Attachment E – DVC Classroom Standards
 - Attachment F – DVC Sign Standards
 - Attachment G – District Security System Standards
 - Attachment H – Building Automation Standard Specifications
- B. This Project has been funded by the District Measure E bond. The Project is not dependent upon state funds.
- C. Provided in Attachment A is the District’s standard Criteria Architect Services Agreement and associated exhibits outlining responsibilities and overall scope of A/E services. All services shall be performed consistent with the industry standard of care for professionals performing similar services including but not limited to the Division of the State Architect (DSA) regulatory requirements and all other applicable standard codes and regulations of the State of California. While the project scope delineated in the Exhibit A of the District’s standard Criteria Architect agreement has been drafted with this project in mind, any additional project specific scope items will be reviewed and noted during contract negotiations with the selected Consultant.
- D. The District intends to deliver this project utilizing the design build project delivery method. The delivery method of the Temporary Swing Space project has not been determined at this time.

2.3. PROJECT OBJECTIVES

- A. Academic Programming Planning Principles: Create a newly renovated facility which adheres to DVC's ET Building Renovation Planning Principles established during summer 2022 project academic programming efforts:
- i. EQUITY:
 - i. Warm, welcoming, attractive spaces (indoor/outdoor) that foster a sense of belonging and social connection
 - ii. Spaces that reflect and help foster understanding of social justice, ecology, environmental justice, and sustainability
 - iii. Spaces that reflect consideration for how diverse student populations (e.g., women, people of color) experience space (e.g., safety, lighting, egress)
 - iv. Universal design for equitable access
 - ii. CENTRALIZED, STUDENT-CENTERED SUPPORT AND ENGAGEMENT
 - i. Need for counseling/student services nearby, integrated, or co-located
 - ii. Adjacency to support tutoring & other instructional support activities (e.g., Math "outpost")
 - iii. Centralized local library
 - iv. Healthy food availability, "kitchenette," café (enhance belonging, places to meet, socialize, rest)
 - v. Lending library and/or "store" for supplies
 - vi. Additional computer space - "open lab"
 - iii. COLLABORATION
 - i. Students and faculty
 - ii. Cross-disciplinary
 - iii. Shared makerspace student projects and collaboration; a "destination"
 - iv. ADAPTABILITY, FLEXIBILITY AND VISIBILITY
 - i. Some programs need very specific spaces (e.g., construction)
 - ii. Shared spaces – efficient, flexible, optimized use of space to enhance collaboration and connection
 - iii. Space to create prototypes, drawings, and similar projects
 - iv. Accessible, secured storage for a range of different projects, tools, supplies, and equipment
 - v. Range of office and room types/configurations ("loud," collaborative spaces, and quiet spaces)
 - vi. "Outward facing," visually accessible spaces
 - vii. Reliable, ubiquitous, flexible technology (e.g., hyflex classrooms, power outlets, charging stations, instructional technology)
- B. District Sustainability Goals:
- i. The District has adopted nine (9) Districtwide sustainability goals that directly support the District's Strategic Plan, Goal #5 which calls for us to "Responsibly, effectively, and sustainably steward District resources.". The District's Governing Board adopted a resolution which forms a basis for future planning of needed infrastructure upgrades as well as future building retrofits and serves as a guidepost for fine tuning campus operations. The resolution calls for all new major construction projects to be designed

and constructed to be Zero Net Energy (ZNE) with all electric heating/cooling and all electric domestic hot water systems.

- ii. The Engineering Technology Renovation Project shall be a model of energy, water, and materials efficiency; while providing healthy, comfortable, and productive indoor environmental and long-term benefits to students, faculty, and staff. Design features that will support a sustainable building objective need to be provided in a cost-effective manner, while considering externalities; identify economic and environmental performance measures; determine cost savings; use extended life-cycle costing; and adopt an integrated systems approach. Such an approach needs to treat the whole building as a system, recognizing that the individual building features, such as lighting, windows, heating and cooling systems, or control systems are not stand-alone systems.

PART 3 - CONSULTANT SERVICES AND RESPONSIBILITIES

3.0 A/E PROFESSIONAL KNOWLEDGE, SKILLS, AND EXPERIENCE

- A. The statement of qualifications shall demonstrate:
 - i. Knowledge and experience working with DSA regulations and requirements, and the California Building Code as well as all other local and state agencies including but not limited to Local Fire Marshal and Health Department.
 - ii. Knowledge and experience working with higher education institutions in planning for and implementing complex renovation and/or new building projects on an occupied campus and developing successful design and construction implementation solutions that minimize campus disruptions; direct experience in designing educational facilities to meet diverse Engineering Technology disciplines programmatic requirements.
 - iii. Knowledge and experience working with higher education institutions in planning, designing, and implementing their sustainability and energy management goals, including projects that are LEED Silver and above, ZNE or ZNE Ready in either full project design effort or criteria documents portion of the scope.
 - iv. Experience and capability to develop detailed and thoughtful temporary swing space projects and project criteria documents that address the College's programmatic needs while remaining within budget and schedule requirements; provide schedules and accurate construction estimates for higher education projects;
 - v. The experience and ability to effectively and efficiently interface with various stakeholders during all phases of the Project; and ability to communicate clearly and consistently on the project goals, changes, issues, and challenges as well as opportunities as part of the overall criteria documents package development.
 - vi. The consultant team is expected to have direct experience working in higher education technological and multi-faceted academic building projects. Higher points will be awarded to firms with California community colleges experience with a strong understanding of the participatory governance decision making process,

PART 4 - SUBMISSION REQUIREMENTS

4.0 SUBMISSION AND FORMATTING

- A. To be considered responsive to this RFQ/P, the submittals must be in the format identified below. The statements must include a table of contents clearly identifying each required

section. Please note the maximum number of pages (8 ½ "x 11", or 11"x 17" folded into 8"x11") allowed under each section; front and back cover and index tabs are not considered as pages. Double sided pages will be counted as 2 pages. Please label your tabs with corresponding tab numbers (i.e. "Tab 4...").

- B. Submissions will not be made publicly available for inspection except as may be required by law. However, any portion your firm wishes to be considered to be exempt from disclosure under the Public Records Act should be clearly marked and accompanied with an explanation of the legal authority supporting this assertion.
- C. Digital documents must be PDF files that are word searchable, with a 25 MB max size. Each Tab section within the PDF must be "Bookmarked". The Bookmark name/label must match the Tab/Section sheet name/label as called out in the RFQ/P documentation. (For example: Plan sheet A101 1st Floor Plan must have a Bookmark name/label of A101 1st Floor Plan.)
- D. The submission shall adhere to the following format for organization and content. Submissions must be divided into the individual sections, with labeled tabs, as listed below.

Tab 1 - Table of Contents (1-page max.)

- 1. Provide index and title and number of each tab.

Tab 2 - Cover Letter (1-page max.)

- 1. Provide a cover letter indicating your interest in being selected as the Engineering Technology Project Criteria Documents and Temporary Swing Space Architect, including a brief description of why your firm, personnel, and consultants are best suited for and can meet the needs of this Project.
- 2. Include name of firm, address, website, telephone, and name and email of Principal to contact. The letter shall be signed by the individual authorized to bind the respondent or group to all statements and representations made therein and to represent the authenticity of the information presented.
- 3. Respondent shall certify that:
 - i. No official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
 - ii. No official or employee of the firm has ever been convicted of an ethics violation.
- 4. Statement of Compliance with District contractual requirements: A sample of the District's standard criteria architect architectural services agreement is attached to this RFQ/P. Each submission must include the following statement:

"[INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] received a copy of the District's form of Criteria Architect Architectural Services Agreement ("Agreement") attached as Attachment "A" to the RFQ/P.

[INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] has no objections to the use of the Agreement."

Respondent shall sign the submittal and include the following language: “By virtue of this submission, [INSERT FIRM NAME] declares that all information provided is true and correct.”

Tab 3 - Architectural Firm’s Information (3 pages max.)

1. Provide a brief description and history of the firm, including a brief summary of qualifications and specialized experience pertinent to this project. State the number of years the firm has been in business providing design services in California higher education. If the firm has more than one office, keep the summary information brief, and identify the primary design office. For the primary design office, identify:
 - The number of years it has been in operation;
 - The number of employees (licensed professionals, technical support, administrative support);
 - Company organization chart
 - Specialized capabilities in planning and design of academic art, multi-use educational facilities.
 - Number and nature of projects which have similar project goals and scope;
 - Location of office where the bulk of services solicited will be performed.
 - The dollar amount of the firm’s revenue for the past three years; and
 - The projected design revenue for 2022/2023 excluding any projection for this project.
 - Include a statement demonstrating your firm’s experience with providing criteria documents in a comprehensive and thorough manner within established timeframes and budgets.
 - Provide a summary of the Criteria Documents projects, either in progress or completed by your firm in relation to this particular project and your experience with Design-Build method of delivery. Higher points will be allocated to completed criteria documents project examples.
 - Describe your specific approach to development of Criteria Documents, the schedule, and your goals to achieve the best outcome.
 - Describe your firm’s approach to engaging user groups to effectively ascertain and understand their needs and requirements in a Design Build delivery method environment.

Tab 4 - Project Experience (1-page maximum for each project)

1. Provide detailed experience information per following requirements: Provide list of ten (10) relevant educational projects of which at least five (5) projects must be similar in size and scope in higher education sector on which the firm has provided either Project Criteria Documents or full design and construction administration services in the past ten (10) years. Projects must be in the State of California. Project experience with strong programming, criteria documents scope, performance specifications and cost effective and thoughtful Engineering Technology building designs are highly desired. Projects on which current employees have contributed when working for other firms are not to be included in this section. Those projects may be submitted as a part of Tab 6, Project Staff Qualifications.
 - i. Include the provided Matrix of Similar Projects Experience in this section (located at the end of this document).

2. For each project submitted to support item 1 above, provide the following information:
 - Name, location, and a brief description of the project (whether the scope was for Project Criteria Documents or full design); identify if the project was a renovation or new construction and any specific program and facilities requirements;
 - Briefly state the significance of each listed project your firm has worked on that you would like to be considered in this RFQ/P and how that project relates to the work being proposed on.
 - Please indicate if this was a DSA project or not.
 - Name of the primary design professional from your firm. In the Attachment E, identify which of your proposed team members worked on submitted projects.
 - Approximate size of project in square feet
 - Initial and final professional fee
 - Architect's construction cost estimate
 - Initial construction contract cost and brief explanation of significant variance from estimate (if applicable)
 - Final construction contract cost and brief explanation of significant variance from initial contract (if applicable)
 - Project owner
 - Name of contractor and delivery method
 - Name of main consultants on the project. In the Attachment E, identify which of your proposed subconsultants worked on submitted projects.
 - Date of project completion
 - Owner reference, contact name, title, email, and phone number

Tab 5 - Sub-consultant Information (1-page maximum for each listed subconsultant; concise presentation of this material is strongly encouraged.)

1. Provide a brief description and history of each sub-consulting firm you propose to include on this Project, including a brief summary of qualifications and specialized abilities.
 - a. Indicate address, telephone number and contact person for each sub-consultant.
 - b. Provide a resume for each proposed sub-consulting firm (not individual sub-consultant personnel). Indicate the business location that will serve this Project, and the availability and capacity to support this Project from start to completion. State the number of years the consulting firm has been in business, how many years they have worked with your firm and which and how many projects they have been engaged on with your firm. Please be sure to identify experience with similar type projects as District's ET Renovation project. In the Attachment E matrix identify which of your (10) submitted projects the proposed consultants supported, if any.
 - c. Identify the sub-consultants as part of the overall team proposed (team members as well as firms) and include a communication organization chart indicating how the entire team will operate and report.
 - d. The District anticipates that the proposed Project may require the Consultant to provide the services of external sub-consultants, or professional expertise from its own staff, in at least the following disciplines:
 - Structural
 - Civil
 - Mechanical, Electrical & Plumbing Engineering that aligns with the

- District’s sustainability goals
 - Landscape Architect
 - FF&E & Interior Design
 - Industrial Equipment
 - Technology & AV
 - Acoustical
 - Security
 - Fire Protection Consultant
 - Cost Estimating
 - LEED / Sustainability
- e. Other sub-consultants may be required for this Project. The District reserves the right to approve or reject any external sub-consultants, or internal staff performing consulting services, proposed by the Consultant either during or after the selection process.

Tab 6 - Project Staff Qualifications/Experience (Staffing overview 2 pages max., and 2 pages max. each person)

1. Identify the key members of your project team that **will be assigned to this Project.** Clearly identify and describe the role that each team member will be assigned to on this Project. Include your organization’s:
 - a. -Principal In-charge for this Project;
 - b. Project manager;
 - c. Project architect(s);
 - d. Project designer(s);
 - e. Others.
2. In composing your team, the District/Campus urges that you propose teams and individuals which have the requisite experience for the size, scale, and complexity of this Project, and that will be available for the full Project time frame. In particular, candidates for project manager should have the proven, commensurate experience on similar projects, and especially on the criteria documents scope, either in the submitting organization, or in past employment. A desirable qualification of the proposed team is direct experience working with and facilitating meetings with faculty, staff, and administrators in a participatory governance process/environment within a quickly moving schedule.
3. Provide comprehensive detailed resumes stating their qualifications and experience relevant to this project anticipated services. Please identify the education, qualifications, project experience, and skills of the individual personnel proposed to work on this Project, including specific qualifications and recent related experience on similar project.
 - a. Information to be provided should include a focus on educational projects, with an Engineering Technology emphasis (community college projects are highly sought after), project name, location, name of A/E firm, construction value, project type, and the specific role the individual held for each project).
 - b. Of the (10) proposed projects in your submittal, in the matrix, which projects each proposing team member worked on together.
 - c. Provide a list of references with contact names and phone numbers on all submitted projects. Provide specific projects that are of similar size and nature that they have worked on in the past ten (10) years.

- d. Provide data and any other relevant information similar to the information submitted to support projects in Tab 4 above. Note that the District/College does not intend to request redundant information in Tab 4 and in Tab 6, however, there should be a clear link, by project title or some other reference means, so the information for individuals requested here in Tab 6 can be specifically linked to projects in Tab 4 if the individuals worked on those listed projects.
- e. Tab 6 provides an opportunity to provide experience on projects for which key staff may have been working on while with a previous firm. However, clearly indicate assignments that were under the employment of firms other than the current firm.

Tab 7 - Project Approach (5 pages max.)

1. Describe your team's experience with providing project criteria documents and Temporary Swing Space design in a comprehensive and thorough manner within established timeframes and budgets.
2. Describe your firm's approach to engaging user groups to effectively ascertain and understand their needs and requirements in a Design Build delivery method environment and within a quickly moving schedule.
3. Describe your firm's approach to Engineering Technology design, include some history of previous design efforts on previous public works projects, preferably educational projects.
4. Sustainability and Energy Conservation: Describe how the team will approach bringing the principles of integrated sustainable design, construction, and facility operation to an existing campus. Describe the team's strategies and methods for delivering sustainable projects through performance specifications and criteria documents. Provide examples. Please use the information provided about the District's sustainability program in Attachment B to inform your responses.
5. Identify established methods and approaches utilized by your firm to successfully meet completion deadlines. Discuss how your firm ensures that relevant project activities do not affect the schedule (i.e.: end user engagement meetings, participatory governance process, geotechnical reports, surveys, hazmat coordination, etc.).
6. Describe your firm's approach to the development of project criteria documents. Include your firm's philosophy regarding the specificity of the project criteria documents for community college projects and the best practices for soliciting design build entities, while managing the participatory governance process.
7. Provide a case study demonstrating the implementation of project criteria documents in a public sector environment. Provide lessons learned that will benefit the Contra Costa Community College District's bond program.
8. Describe how your firm will adhere to the project budget and the project schedule. How your firm will mitigate any budget and/or schedule overruns for your specific milestone deliverables. The successful proposer must also develop the project criteria so the Project, when fully designed by the Design Build Entity (DBE), can be built at a cost within the Projected Construction Budget. Be specific.

Tab 8 - Litigation History (no. of pages as needed)

1. Provide a list of all construction-related litigation, mediation, and arbitration in the last five (5) years, filed either by an owner, owner's consultant, or contractor, against the individual

or firm, or filed by the firm against an owner, owner’s consultant, or contractor, related to any project for which the individual or firm provided services, regardless of the outcome. State the outcome of the litigation. If there has been no litigation pursuant to the above, state “No Litigation” on this tab.

Fee Proposal (PROVIDE ONE (1) HARD COPY IN A SEPARATE SEALED ENVELOPE)

1. In a separate sealed envelope, the Consultant shall provide a hard copy of its fee proposal for the scope of services described in this RFQ/P.
2. The fee proposal should include a staffing plan and a workplan to articulate the level of detail and process used to develop an understanding of the project specific needs including, but not limited to:
 - a. Complete a thorough review of existing documents (including existing as-builts, previous site developments, potential geotechnical issues, potential hazmat issues, etc.) that will need to be investigated to establish a set of project criteria documents. These services' contracting will be held separately under the District, but these documents shall be included as part of the Project Criteria Documents used to procure a Design Build Entity (DBE) for the project.
 - b. Recommended number of user group meetings to develop a detailed programming plan from which to complete project criteria documents and swing space design. Recommended number of reviews with District staff to review criteria documents package to ensure major areas are reviewed and signed off,
 - c. A separate lump Sum Amount for each of the following phases of Project Criteria Services and Swing Space Services as defined and described in the Scope of Services within Attachment A – 4CD Criteria Architect Agreement. Note: The pricing request shall correspond to the preliminary project schedule contained within Section 2.1K.
 - d. Fee proposals shall provide total fees summary on its own page following this example format:

Project Criteria Documents	Fee Amount
Project Initiation & Program Development	
Design Criteria Documents	
Procurement of DBE	
DBE Phases – Design, Subcontract Bid & Award Process, and DSA	
DBE Construction & Closeout	
Total	

Temporary Swing Space Design	Fee Amount
Programming/Pre-Design	

Construction Documents	
DSA Submittal/Approval	
Bidding	
Construction Administration	
Closeout	
Total	

PART 5 - SELECTION PROCESS / EVALUATION FACTORS

5.0 SELECTION PROCESS

- A. Statements of Qualifications submitted in response to this RFQ/P will initially be rated and ranked by a technical evaluation committee according to the Technical Evaluation Factors listed below. The committee will be made up of District and Campus staff. The output from the evaluations at this stage will be a shortlist of the firms the committee recommends being included in an interview for final determination of best value and fit for this project.
- B. The shortlisted firms key proposed Project staff will be expected to attend an interview. The District/Campus’s interview committee will be made up of campus personnel and District/Campus Facilities Planning staff. The interview will be an opportunity for the District/Campus’s selection committee to review the firm’s proposal and other matters the committee deems relevant. Following the interviews, it is expected that the selection committee will provide a recommendation of final selection the purposes of performing negotiations and to establish the firm that provides the District the best fit and best value for providing programing & project criteria documents and temporary swing space design for the Engineering Technology Renovation Project.

5.1 EVALUATION FACTORS

- A. Statements of Qualifications will be evaluated initially by a technical evaluation committee. The shortlisted firms will be invited to attend an interview with an interview committee made up of several members including. But not limited to District Facilities Planning team, District Purchasing, College leadership, project users and project management team members.
- B. Technical evaluation factors are listed in ascending order of importance, with Factor IV being twice as important as Factor I.
 - 1. Technical Evaluation Factors
 - Factor I.** Firm: Overall experience, history, and capabilities providing similar services to public works and educational organizations, with particular emphasis on the primary design office (Tabs 2 and 3)
 - Factor II.** Design firm experience: Relevant firm and project experience on projects of similar size and scope, and organization and relation to subconsultants and architect-engineer principal and support staff (Tabs 4 and 5)

Factor III. Proposed Project staff: Members assigned to the Project, related experience, and expertise (Tab 6). Reference checks for projects and personnel will be included in this factor.

Factor IV. Project Approach (Tab 7)

The successful firm will have its fee proposal opened by the District leadership team and be invited to negotiate a final fee for the Project. Unsuccessful firms may schedule a meeting with the District Office Facilities Planning department for a brief discussion of why the firm was not selected.

PART 6 - GENERAL INFORMATION/CLARIFICATION

6.0 ADDITIONAL INFORMATION

- A. The District shall not be responsible for, nor accept as a valid excuse for late submittal delivery, any delay in mail service or other method of delivery used by the submitter. Neither the District nor its representatives shall be responsible for any expense entailed in the delay of late submittal delivery.

Notice of interest: This RFQ/P will be distributed via multiple channels, including being posted on the District website at:

<https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx>

- B. RFQ/P Contact/Addenda/Clarification. Submit notice of interest, questions/requests for clarification IN WRITING VIA EMAIL ONLY to:

Ben Cayabyab, Contracts Manager

Email: bcayabyab@4cd.edu

Contra Costa Community College District

500 Court St, Martinez CA 94553

Phone: (925) 229-6956

- C. If it becomes necessary for the District to revise any part of this RFQ/P, or to provide clarification or additional information after this document is released, a written addendum will be posted on the District website and will be sent to each firm that provides a Notice of Interest. Recipients of record are those parties which obtained a copy of the RFQ/P directly from the District, (District website). Addenda will be sent by E-mail and will be posted to the District Website at <https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx>
- D. It shall be the responsibility of the submitter to inquire of the District as to any addendum issued. This may be done by contacting the Contracts Manager, Mr. Ben Cayabyab at (925) 229-6956 or via email at bcayabyab@4cd.edu prior to submittal or submittal deadline. The District may modify this RFQ/P or any of its deadline dates set forth in the RFQ/P prior to the date fixed for submission of qualifications and proposals by issuance of an addendum. All addenda issued shall become part of this RFQ/P.
- E. Evaluation of Submittals. The District may reject any or all submittals and may waive any immaterial deviation from the RFQ/P. The District's waiver of an immaterial defect shall in no way modify the RFQ/P documents or excuse the proposer from compliance with other provisions of the RFQ/P. The District's evaluation is solely for the purpose of determining which consultants are deemed qualified. Statements of Qualification and proposals will be reviewed, and a determination made by the District based upon the submitted information and any other information available to the District. The District may request that a

Consultant submit additional information pertinent to the submittal. The District also reserves the right to investigate other available sources in addition to any documents or information submitted by the Consultant.

- F. The District shall not, under any circumstance, be liable for any pre-contractual expenses incurred by submitters, and submitters shall not include any such expenses as part of their submittals.
- G. No Commitment to Award. Issuance of this RFQ/P and receipt of submittals does not commit the District to award a contract for services. The District expressly reserves the right to postpone the submittal opening for its own convenience, to accept or reject any or all submittals received in response to this RFQ/P, to negotiate with more than one proposer concurrently, or to cancel all or part of this RFQ/P without obligation in any manner for proposal preparation, interview, fee negotiation, marketing costs, or any other costs associated with this RFQ/P.
- H. Joint Offers. Where two or more firms desire to submit a single submission in response to this RFQ/P, they should do so on a prime-subconsultant basis rather than as a joint venture or informal team. The District intends to contract with a single firm and not with multiple firms doing business as a joint venture.

SIMILAR PROJECTS EXPERIENCE MATRIX

Please fill out the table below and include it as part of your proposal. List relevant projects that you have completed design documents for within the last ten years. This is not limited to criteria documents, please list all design experience for similar projects as requested in the RFQ/P sections. You may create your own matrix but must include all six columns for each of the represented projects.

PROJECT NAME	CLIENT NAME	CONSTRUCT. VALUE	IDENTIFY: Criteria Documents/Perf. Spec; DBB full design; or DBE design project	SOQ Proposed Team Members- that worked on the listed projects	SOQ Proposed Subconsultants- that worked on the listed projects

END OF DOCUMENT