



**REQUEST FOR PROPOSALS
PROJECT # D-628
DESIGN-BUILD SERVICES
ENGINEERING TECHNOLOGY BUILDING RENOVATION PROJECT
AT
DIABLO VALLEY COLLEGE
321 GOLF CLUB ROAD, PLEASANT HILL, CA 94523**

Contra Costa Community College District (“District”) is seeking prequalified / shortlisted design-build entities or design-build teams to submit competitive Proposals to design and construct the District’s Engineering Technology Building Renovation Project (“Project”), in accordance with Education Code section 81700 et seq. Only Respondents that have been prequalified / shortlisted by the District in response to the prior Request for Qualifications (“RFQ”) for the Project will be eligible to submit Proposals in response to this Request for Proposals (“RFP”).

ALL RESPONSES ARE DUE BY 2:00 P.M. ON THURSDAY JANUARY 4, 2024.

Responses to this RFP shall Be submitted at the Contra Costa Community College District office located at 500 Court Street, Martinez, CA 94553.

Faxed or e-mailed Statements of RFPs 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 (on a flash drive) of the request for proposal package to:**

Contra Costa Community College District
Purchasing Department
500 Court Street, Martinez, CA 94553
Attn: Ben Cayabyab, Contracts Manager
Design-Build Services RFP - Engineering Technology Renovation Project

Proposals received after this date and time will not be accepted and will be returned unopened. The District reserves the right to waive irregularities and omissions in any Proposal, and to make all final determinations. District may use other sources of information outside of the RFP’s to investigate respondents or to verify answers. The District also reserves the right to reject any and all Proposals and to negotiate contract terms with one or more Respondents.

A **MANDATORY** informational meeting will be conducted on **TUESDAY, OCTOBER 24, 2023**, starting at **2:00 P.M.** This meeting will be held at the DVC Campus, located in Pleasant Hill, CA. Design Builders will be notified of the exact meeting room location and parking requirements in advance of the meeting. This meeting is only mandatory for the General Contractor and Architect of Record of the Design-Build Entity to attend.



Questions regarding this RFP may be directed in writing to Ben Cayabyab, Contracts Manager, and Bob Parks, Kitchell Design-Build Manager, by email: bcayabyab@4cd.edu and bparks@kitchell.com, and must be submitted on or by **END OF DAY TUESDAY, DECEMBER 12, 2023.**

I. RFP SCHEDULE SUMMARY

The District may change the dates on this schedule without prior notice.

DEADLINE	ACTION ITEM
October 18, 2023	Release and distribution of RFP to prequalified/shortlisted Respondents
October 24, 2023	Mandatory informational meeting (In-Person)
November 17, 2023	Collaboration Interviews (In-Person)
December 12, 2023	Last day to receive written questions from Respondents
December 12, 2023	Last day for DBE’s to submit written comments to the Design-Build Form of Agreement
December 19, 2023	Last day for District to issue addenda or answer questions
January 4, 2024, at 2:00 P.M.	Deadline for Proposals in response to RFP
January 16, 2024	Final Interviews with DBE Teams (In-Person)
February / March 2024	Notification to selected DBE and Board approval to Award Design-Build Agreement

II. INTRODUCTION

The District is seeking Proposals from prequalified and shortlisted design-build entities or design-build teams (each referred to herein as “DBE”) to design and construct the District’s **Engineering Technology Building Renovation** (“Project”), in accordance with Education Code section 81700 et seq. This RFP defines the services sought from the DBE and generally outlines the Project requirements.



III. DESIGN-BUILD PROCUREMENT PROCESS

Pursuant to Education Code section 81703, procurement of a DBE for the Project will follow two (2) phases:

1. Prequalification – First, by prior RFQ, the District prequalified / shortlisted respondents using a standard template request for statements of qualifications.
2. Design-Build Competition – Second, by this RFP, the District invites only prequalified / shortlisted Respondents to submit competitive Proposals for the Project. The District will use a **best value selection method** for evaluating Proposals. The selection criteria and procedure are defined in this RFP.

Any person or entity that has performed or is performing services for District relating to the solicitation of this design-build project, including, without limitation, services relating to the development of proposal or Project Criteria Documents, will **not** be eligible to submit a proposal as a design-build entity or to join a design-build team, including:

1. Thornton Tomasetti
2. MicroEstimating, Inc.
3. SmithGroup
4. Rutherford + Chekene
5. Sherwood Design Engineers
6. CSDA Design Group
7. Teecom
8. Directional Logic
9. Kitchell CEM

IV. PROJECT DESCRIPTION AND SCOPE OF SERVICES

A. Overview

Pursuant to Education Code section 81700 et seq., the selected DBE will design and construct the Project. The Project is further defined in the attached **Appendix A**, along with the District’s expected DBE NTE Budget and schedule for the Project.

The members of the DBE must be appropriately licensed and registered in the State of California for architectural, engineering, and construction services, as applicable and as needed to complete the Project. In addition, the DBE shall have experience with both design and construction of public school facilities and in working with the California Community Colleges Chancellor’s Office (“CCCCO”), the Division of the State Architect (“DSA”), and Title 24 of the California Code of Regulations.



All tiers of contractors performing work on the project must be registered with the Department of Industrial Relations (“DIR”) as required by law. The DBE will be required to comply with the Labor Code prevailing wage requirements and the District’s bonding and insurance requirements. The DBE shall be required to work cooperatively with District staff, Governing Board, College stakeholders, all other technical consultants, the Criteria Architect, the project inspector, and program and/or construction manager, if any, retained by the District for the Project, citizens’ oversight committee, other District committees, and the community to facilitate timely and professional completion of the Project.

B. Project Criteria Documents

Pursuant to Education Code section 81703, subdivision (a), the District’s Project Criteria Documents Architect, SmithGroup, has prepared Project Criteria Documents, which are attached hereto as **Appendix B** and incorporated herein by this reference. The Project Criteria Documents may establish, without limitation, the size, type, and desired design character of the Project, performance specifications covering the quality of materials, equipment, workmanship, preliminary plans or building layouts, or any other information deemed necessary to describe adequately the District’s and College’s needs.

Respondents must completely familiarize themselves with the Project Criteria Documents and all other appendices and exhibits prior to submitting a Proposal. The selected DBE will be required to utilize the Project Criteria Documents as the starting point in completing the design and constructing the Project.

C. Scope of Work

Although the final scope of work will be negotiated in the executed Agreement, the selected DBE shall be responsible for performing the following scope of work, at a minimum:

1. Project Criteria Document Review and Design Phase Services (Appendix A)

a. Complete the design phase services for the Project utilizing the Project Criteria Documents and all other documents as provided in this RFP, including related meetings with the District and College for input and approval at multiple stages of the design, including development and preparation of detailed construction cost estimates to evaluate against District Capital Budgets.

i. The Design Services includes the preparation of the design and Construction Documents for the Project including, but not limited, to all necessary architectural design, specialty consultant services, civil engineering, structural engineering, mechanical engineering, plumbing and HVAC design, fire protection system engineering, landscape architecture, electrical engineering, security system design, telecommunications, data and low-voltage, signaling design, topographic and boundary surveying, comprehensive interior design, design of re-used or newly specified fixtures, furniture and equipment, including providing detailed surveys and assessments of existing FF&E, identifying the re-use of any existing FF&E and/or the specification of new FF&E, coordination and space planning, and acoustical engineering. The Design Phase shall also include all plan check and permitting activities required for the construction activities. The Design Documents shall include all information required by the building trades to complete the construction of the Project, including information that would customarily be included as deferred submittals after DSA approval

1. Project Criteria Document Review Phase: The Design-Build Entity shall lead a collaborative discussion and review process of the Project Criteria Documents with the District and College to clarify and document any remaining questions generated from review of the Project Criteria Documents, which are attached hereto as Appendix B. The intent of the Project Criteria Document Review Phase is to clarify any questions that the Design-Build Entity may have and also ensure that the Design-Build Entity, District, College, and other stakeholders are in alignment with regards to the requirements of the project, function, quality, sustainability, performance, NTE budget, and project schedule prior to entering into the Schematic Design Phase. Meet with the District for approval to advance to the Schematic Design Phase and complete the "Project Design Milestone Acceptance Form."

2. Schematic Design: Prepare Schematic Design Documents from the Project Criteria Documents including related architectural, structural, mechanical, electrical, security, telecommunications, data and low voltage, signaling, plumbing, civil and landscape services. Provide a construction cost estimate to align with the District's Budget. Meet with the District for approval to advance to Design Development phase and complete the "Project Design Milestone Acceptance Form."

3. Design Development: Prepare Design Development Documents from the Schematic Design Documents, including related architectural, structural, mechanical, electrical, security, telecommunications, data and low voltage, signaling, plumbing civil, and landscape services. Prepare a construction cost estimate to align with the District's Budget. Meet with the District for approval to advance to the 50% Construction Documents phase and complete the "Project Design Milestone Acceptance Form".
 4. 50% Construction Documents: Upon the District's acceptance of the Design Development Documents, prepare 50% construction documents. Meet with the District for approval to advance to the 100% Construction Documents Phase. The Construction Documents shall include all information required by the building trades to complete the construction of the Project, including information that would customarily be included as deferred submittals after DSA approval. Prepare a construction cost estimate to align with the District's Budget. Meet with the District for approval to advance to 100% Construction Document phase and complete the "Project Design Milestone Acceptance Form".
 5. 100% Construction Documents: Upon the District's acceptance of 50% Construction Documents, prepare 100% construction documents. Meet with the District for approval to submit to DSA and complete the "Project Design Milestone Acceptance Form."
- ii. Submit completed plans and specifications for DSA approval and perform all services, including back-check as needed at no additional cost to the District to obtain DSA stamp-out and approval.
 - iii. Guaranteed Maximum Price ("GMP"): The timing and packaging of the GMP will be mutually agreed upon in the RFP phase and will be incorporated into the schedule and Design-Build Agreement. Per the schedule and Design-Build Agreement, the DBE shall develop and submit a proposed Guaranteed Maximum Price ("GMP") Proposal for the Project and submit this ("GMP") to the District for review and approval.
 - iv. Any other services that are reasonable and necessary for design of the Project, including close-out with DSA.

Preconstruction Services (Appendix A)

- b. Consult with District and College staff in relation to the existing site. DBE should make site visits, as needed to review the current site conditions. During this period, DBE will complete geotechnical investigations, soils investigations, topographical surveying, utility locating, utility assessments, utility capacity verifications, record document verification and other services and verifications as necessary in order to minimize unforeseen conditions and as required for DSA Evaluation and Design Criteria Report
 - c. Provide project estimates for the construction of the project with identified subcontractor bids and any self-performed work being proposed by the prime DBE entity.
 - d. Undertake value-engineering analysis and prepare reports with recommendations to the District and College to maintain the established Project budget. Provide a detailed analysis of all major project systems and project means & methods, with an emphasis on value engineering possibilities.
 - e. Detailed Construction CPM Schedule: Produce a detailed construction CPM schedule to be incorporated into the Project documents including identification of the Project critical path and agency approvals.
 - f. Construction Planning: Plan the phases and staging of construction, staging areas, temporary fencing, office trailer placement, access, etc. as required.
 - g. Any other services that are reasonable and necessary to control the budget and schedule.
2. **Construction Services (Appendix A)**
- a. Administer and coordinate on a daily basis the work of all trade contractors the DBE hires to work on the Project. Work shall also include hazardous material abatement and demolition as required for new construction.
 - b. Enforce strict performance, scheduling, and notice requirements.
 - c. Document the progress and costs of the Project.
 - d. Report proactively on potential schedule impacts and recommend potential solutions to schedule problems.
 - e. Coordination of record drawings and specifications.
 - f. Compilation of operations and maintenance manuals, warranties/guarantees, and certificates.
 - g. Obtaining occupancy permits and coordinating testing, documentation, and governmental inspections and approvals.



- h. Preparation of accounting and closeout reports and occupancy plan reports.
- i. Activities and/or compliance reporting as required to comply with the ("PSA") Project Stabilization Agreement.
- j. Relocation and storage of existing FF&E (as determined during the design phase), installation, mounting, and connection to new building infrastructure. The District and College will procure any newly specified FF&E under a separate budget and will install any new FF&E unless the new FF&E requires structural engineering, hard mechanical, electrical, plumbing, specialty infrastructure connections, then those hard connections and engineering will be by the DBE.
- k. Other responsibilities as necessary for the completion of the Project.

D. Design-Build Structure

The Agreement (as defined below at subparagraph G) will conform to design-build project delivery method pursuant to Education Code section 81700 et seq. The Agreement will have separate phases for design and construction.

If an award is made, the Agreement will set an NTE for the Project and an NTE Amount for the DBE's compensation for the Project Criteria Document Review, Design, Open Book Subcontractor Trade Bidding, GMP assembly and approval, and DSA Phases of the Project. The DBE will proceed to complete the Project Criteria Document Review, Design, Open Book Subcontractor Trade Bidding, GMP assembly and approval, and DSA review based on the Project Criteria Documents, with District and College input and authorization at multiple stages. DBE shall submit complete plans and specifications to DSA for approval. This NTE Amount includes all Project Criteria Document Review, Design Related Services, Pre-Construction Services, GMP Development/Approval, Agency Approvals and all related costs, fees, insurance, etc.; no bonding is required during the design and preconstruction phase and none should be priced. Furthermore, those activities generally recognized as Preconstruction Services or Design Assist services provided by Subcontractors, including but not limited to constructability reviews, document reviews, spatial coordination, coordination between trades, scheduling services, estimating, and value engineering, are considered design and/or preconstruction costs to be paid from this NTE Amount. No such costs defined above for Subcontractors are permitted to be included in the Direct cost of Construction and the DBE is responsible to clearly delineate such costs in subcontract agreements for owner review.



The timing and packaging of the GMP, and percentage for construction contingency, will be mutually agreed upon in the RFP phase and will be incorporated into the schedule and Design-Build Agreement. Per the schedule and Design-Build Agreement, the DBE shall develop and submit a proposed Guaranteed Maximum Price ("GMP") Proposal for the Project to the District. DBE shall competitively bid all construction subcontracts, in an open book and transparent process, with a value exceeding one-half of 1 percent of the contract price allocable to construction work, with the exception of shortlisted/prequalified trades (Mechanical, Electrical, and Plumbing). With District approval, DBE may bid select scopes of work (particularly those with long lead times or which have specific proprietary engineering that is required for submission to DSA) during the Schematic Design or Design Development Phases and develop / submit an incremental GMP (as appropriate). Subcontracts are to be awarded to the lowest responsible bidder or on a best value basis (only with District approval). The DBE is responsible for the GMP staying within the NTE Budget Amount. As part of the District review of the GMP, the District will have access to all subcontractor bids, contingency breakdown and tracking documents, general conditions / requirements breakdown and tracking documents, and DBE's fees. The GMP shall include all of DBE's cost for labor, materials, equipment, overhead and profit, general requirements cost, general conditions cost, contingency, and allowances, if any. In the event the selected DBE realizes a savings on any aspect of the Project, such savings shall be added to the District contingency and expended consistent with the District contingency policy. In addition, any portion of the contingency and/or allowance remaining after completion of the Project shall be returned to the District. The contract will be amended to include the agreed upon GMP, if the District proceeds with the construction phase of the Project. Any re-design or re-bidding to stay within the NTE Budget Amount shall be at no additional cost to the District.

In the event that the District and selected DBE cannot agree on a GMP amount, the District reserves the right to retain ownership of the Design provided by the DBE for use in competitively bidding the project to the open market.

E. District Project Management Description

The District's Governing Board will be responsible for making final decisions, but the Vice Chancellor, Facilities Planning and Construction will be responsible for day-to-day decisions and shall utilize a Project Manager (Kitchell CEM - who will be the primary point of contact between the DBE and the District).

F. Registration of DBE/Contractor and All Tiers of Subcontractors

The selected DBE shall not allow any employee or subcontractor to commence work on any contract or any subcontract until the proof of registration with the DIR required of the contractor or subcontractor has been provided to and accepted by the District. DBE shall fully comply with the District's Project Stabilization Agreement (PSA) in effect at the time of contract execution.



G. Form of Agreement

The selected DBE must be able to execute the District’s standard form of Design-Build Agreement (“Agreement”) attached to this RFP as **Appendix C**. The compensation for project criteria document review, design, DSA review, and open book subcontractor trade bidding will be negotiated based on the Price Proposal. The GMP for construction will be negotiated in accordance with Section IV-D above.

H. Indemnity

Respondents must acknowledge that they have reviewed the District’s indemnity provision set forth in the Agreement (**Appendix C**) and must agree to the indemnity provision and confirm in writing that, if given the opportunity to contract with the District, Respondent has no substantive objections to the use of the District’s standard indemnity provision.

I. Insurance

The District requires at least the following insurance coverage from the selected DBE:

Professional Liability		\$5,000,000
Commercial General Liability	Product Liability and Completed Operations, Fire Damage Liability – Split Limit	\$5,000,000 per occurrence; \$10,000,000 aggregate
Automobile Liability – Any Auto	Combined Single Limit	\$2,000,000
Workers’ Compensation		Statutory limits under State law
Employer’s Liability		\$5,000,000
Builder’s Risk		Replacement Cost
Pollution Liability		\$1,000,000 per claim; \$2,000,000 aggregate

DBE shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. Insurance policy(ies) shall not be amended or modified, and coverage amounts shall not be reduced without thirty (30) days’ written notice to the District prior to modification and/or cancellation. The District shall be named as an additional insured under the Commercial General Liability and Automobile Liability policies. Builder’s Risk policy(ies) shall be primary. Any insurance carried by the District shall only be secondary and supplemental. DBE shall not allow any employee or subcontractor to commence work on any contract or any subcontract until the proof of insurance required of the DBE or subcontractor has been provided to and accepted by the District.



J. 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 RFP.

K. LIMITATIONS

This RFP is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFP. The District reserves the right to add additional prequalified Respondents for consideration after distribution of this RFP, if it is found to be in the best interest of the District. All decisions concerning selection of the DBE will be made in the best interests of the District. The awarding of the contract pursuant to this RFP, if at all, is at the sole discretion of the District.

The District makes no representation that participation in this RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP, except as noted in Stipend Agreement

Proposals and any other supporting materials submitted to the District in response to this RFP will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Proposals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of any public disclosure of any Proposal.

L. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting in response to this RFP, 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 RFP, 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.



The District may, at its discretion, request proposal revisions and hold discussions and negotiations with responsive proposers. This RFP defines applicable procedures to ensure that discussions or negotiations are conducted in good faith.

M. MANDATORY INFORMATIONAL MEETING AND SITE WALK

Each Respondent must attend the mandatory informational meeting, to be conducted, as noted in the introduction of the RFP and in Section I. At this meeting, District representatives may distribute information and materials to further describe the Project and the scope of work and will walk the proposed Project site. Respondents shall consider and address materials and information from the meeting in their Proposals. Respondents that fail to attend the mandatory informational meeting, in its entirety, shall be ineligible for responding to this RFP.

N. STIPEND

The two respondents that submit a responsive Proposal in response to the RFP, but are not the selected DBE, will be eligible to receive a stipend of twenty-five thousand Dollars (\$25,000) pursuant to the District’s Stipend Agreement (**Exhibit E**). Respondents must execute and return a copy of the Stipend Agreement with their Proposal, and comply with all terms of the Stipend Agreement, in order to be eligible for the stipend.

O. PROPOSAL REQUIREMENTS

1. Format

- To be considered responsive to this RFP, the submittals must be in the format identified below.
- The proposals 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 1...")
- Written material must be in 8½ x 11-inch format with font no less than 11-point font size.
- One 36"x48" Concept Board to be provided in hard copy and PDF format after the Final Interview.
- Sub-sections containing more than the authorized number of pages will not be reviewed.
- Within each sub-section, responses to questions must be clearly identified so it is clear as to which question is being responded too.



- 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 RFP documentation.
- 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.
- 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.

2. General Overview

Each Proposal shall include a description of the type, technical experience, backgrounds, qualifications and expertise of Respondent. The responses shall demonstrate that the Respondent possesses the skills and professional experience to perform the functions of the Project and fulfill the goals and vision of the District and College for the Project. Proposals shall describe in detail the Respondent's methods and plan for carrying out the Project. Included in this information must be a detailed description of professional design services, design and construction scheduling, staging, and logistics based on timelines and information provided by the District in this RFP and at the mandatory informational meeting and site walk. Describe the Respondent's approach to the Project, including any creative methodology and/or technology that the Respondent uses or unique resources that the Respondent can offer to the District, College and Project.

3. Contents

Respondents shall comply with the following requirements for its Proposal:

Tab 1 - Table of Contents (not scored)

- Response shall be provided within **1 page**
- A complete and clear listing of the headings and pages, along with PDF bookmarks, in order to allow easy reference to key information.



Tab 2 - Cover Letter and Executive Summary (Pass/Fail)

Response shall be provided within **3 pages**

1. A letter of introduction signed by an authorized officer of the Respondent which provides an overview of the DBE's proposal with a description of the general approach and/or methodology that the respondent will use to meet the goals and fulfill the general functions as set forth in this RFP and describe how the proposed Project team's collective expertise will translate into a better value for the District and College.
2. Respondent shall indicate if it is a joint venture, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. The letter shall also include:
 - a. Respondent's name.
 - b. Address, include any branch office address and point of contact.
 - c. Telephone number.
 - d. Email address.
 - e. Identification of team members.
 - f. License number for Respondent's design professional in general responsible charge.
 - g. Contractors State License Board ("CSLB") license classification and number and Public Works Contractor Registration number on file with the DIR for Respondent's general contractor.
 - h. Identification of the individual(s) authorized to speak for Respondent during the evaluation process.
 - i. The following statement:

"[RESPONDENT'S NAME] received a copy of the District's Design-Build Agreement ("Agreement") attached at Appendix C to the RFP. [RESPONDENT'S NAME] has reviewed all of the Contract provisions, including the indemnity provisions and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, [RESPONDENT'S NAME] has no objections to these provisions, or to the use of the Agreement."

- j. Certification that 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.
- k. Statement that Respondent is proposing with the same membership of the design-build entity or design-build team identified in Respondent's Statement of Qualifications ("SOQ") submitted in response to the RFQ for this Project
- l. Verification that all information in Respondent's SOQ submitted in response to the RFQ for this Project remains accurate or, if any information has subsequently become inaccurate, identify the inaccuracy and its cause in the cover letter and provide updated, accurate information. (Appendix may be used to provide complete documentation/information for this purpose, if needed, and will not count toward the page limit.)
- m. Statement that Respondent acknowledges and confirms that it will be willing and able to perform all of the services described in Section IV.C. – Scope of Work of this RFP.

Tab 3 - Method and Strategic Plan

Response shall be provided within the page counts identified:

1. Detailed discussion of Respondent's method and strategic plan for carrying out the Project, including:
 - a. In a one (1) page narrative, describe the proposers technical and managerial approach to partnering with the District and College stakeholders. Please consider the District's and College's goals for the Project and the general functions required. Proposer shall include a list of tasks and/or activities to be accomplished within the first 90 days of the Project to ensure a successful project outcome.
 - b. In a one (1) page narrative, describe your approach to how and when the proposer intends to involve the District and College stakeholders in the design process, including how the team will communicate, collaborate, and work together on project challenges and how the team will manage comments from the College stakeholders and District team regarding the design.

- c. Provide a Risk Register in tabular format that identifies potential risks to the Project under the Respondent's responsibility to meet the District's and College's goals concerning budget, schedule, quality, sustainability, and regulatory compliance. At a minimum, describe the risk, indicate risk impact, and the proposed mitigating action. This risk register shall be no more than one (1) page, 11"x 17" and shall include potential risks for both the ET renovation and new MESC building
- d. Provide a proposed site logistics map. This map shall be no more than one page, 11"x 17". This map shall indicate site logistics for both the ET renovation and the new MESC building.

Tab 4 – Schedule, GMP Development, and Estimating

Response shall be provided within the page counts identified:

1. Develop and provide a proposed baseline schedule for the Design-Build Entity's proposed project criteria document review phase, all phases of design, open book subcontractor trade bidding, GMP assembly & approval, agency approvals (DSA), and construction of the Project (including both the ET renovation and the new MESC building) through completion, including specific milestones. The Design-Build Entity shall assume 12 months for DSA review and approval as part of the schedule development, Schedule shall be provided on 11"x17", within three (3) pages.
 - a. The schedule shall include a minimum of 60 activities with major milestones such as project criteria document review phase, design phases, estimates, open book subcontractor trade bidding, GMP development & approval, DSA review and approval, major components of construction, substantial completion, FF&E installation, closeout, and final completion.
 - b. Identify options for an early hazardous abatement, selective demolition and site preparation package.
 - c. Identify options for early construction of the new MESC building.
 - d. Identify options for a phased renovation of the Engineering Technology Building in order to save cost on swing space and how this may impact the budget and schedule for the project.
 - e. Design-Builder's proposed baseline schedule will be reviewed and reconciled against the Summary Schedule provided in Appendix A and upon contract award, the Design-Builder's proposed baseline schedule will be incorporated into the Design-Build Agreement.

2. In a one (1) page narrative, describe how the DBE will participate together with the District and College, during the design phases in order to minimize changes to the project scope, complete constructability reviews, estimating, value engineering, alternate development, etc. in order to design the project within the NTE Budget. Include a description of how the NTE Budget will be monitored during these phases.
3. In a one (1) page table, proposer shall provide a proposed procurement log identifying quantity of proposed Bid Packages, Work Categories, Procurement Type (i.e. Design-Build, Design Assist, Value-Based, or LSUM)
4. In a one (1) page narrative, describe the Design-Builder approach and timing for developing the GMP submittal, including the potential for incremental GMP's to begin construction work earlier in the schedule. The Design-Builder's proposed approach regarding the timing and packaging of the GMP will be reviewed by the District, discussed during the final interviews, and will be incorporated into the schedule and Design-Build Agreement.
5. Develop and provide a conceptual cost estimate based on the Project Criteria Documents and the scope set forth in this RFP (which includes both the ET Renovation and the new MESC building). The District and College will be evaluating proposers based on the demonstrated understanding of the scope of the design and construction work required for the project, and the ability to provide a realistic and accurate conceptual cost estimate and a basis of estimate summary, in an understandable and workable format. This conceptual cost estimate and basis of estimate summary will not count towards the page count but will be evaluated as part of the technical scoring.
 - a. The estimate shall include a recommended percentage to be carried for construction contingency. This percentage will be reviewed by the District, discussed during the final interviews and contract negotiations, and will be incorporated into the Design-Build Agreement.
 - b. The estimate shall include recommended percentages for design/estimating contingency and escalation to mid-point of construction, including an explanation of the basis of the percentages carried in the estimate. These percentages will be reviewed with the District and will become the basis for the estimates provided during the design-and preconstruction phase leading up to the GMP.
6. The District and College is looking for a collaborative Design-Build partner and is interested in each Design-Build Team's ideas on how to assist the District and College with designing and delivering the project for the NTE Budget. In a one (1) page narrative, proposer shall provide recommended solutions or alternate ideas as necessary if the overall NTE Budget Value is not achievable, in order to maintain the NTE Budget.

Tab 5 - Design Proposal

1. Response shall be provided on **one (1) 36"x48" Concept Board and a two (2) page written narrative**
2. The final concept board will be left with the District and College after the Final Interview. Building upon the Project Criteria Documents, information provided in the RFP, and the Collaboration Interview, Proposers shall submit concepts and ideas which focus on providing innovative solutions and efficiencies to the existing documents. This may include test fit ideas, ideas for phased renovation, innovative materials and processes, design solutions that provide improvements to student experience, wayfinding concepts, and other ideas to maximize efficiency of space for students and faculty and create a comfortable and advanced 21st-Century learning space through the development of this project.
3. Proposers shall demonstrate the above by way of the following:
 - a. One axonometric drawing showing proposed innovative solutions/efficiencies to the currently planned massing of the building.
 - b. One diagrammatic floor plan showing proposed innovative solutions/efficiencies to the currently planned adjacencies of the programming.
 - c. One site/hardscape/landscape plan view.
 - d. NO fly by videos, photo-realistic renderings, detailed models, VR experiences, etc. other than what is specifically listed above will be allowed. Only conceptual 3D diagrams will be allowed.
 - e. It is anticipated that the level of drawings will be comparative to a loose sketch-up medium.
 - f. All concepts for both the ET renovation and the new MESC building shall fit on one (1) concept board
4. On a two (2) page narrative, the proposer shall summarize their solutions, innovations, and or efficiencies that have been proposed for both the ET renovation and the new MESC building.

Tab 6 - Life Cycle Cost Analysis Approach

1. Response shall be provided within **6 pages**
2. Recognizing the Districtwide sustainability goals, the Engineering Technology Renovation Project and the new MESC building shall be models of energy, water, and materials efficiency; while providing a healthy, comfortable, and productive indoor environmental with 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.
3. Proposer shall review the basis of design narrative provided in the Project Criteria Documents and provide an evaluation, in narrative format, with sufficient detail describing the proposers strategy to meet the Districtwide sustainability goals.
 - a. Include a description of how innovative products, materials and methods relating to the following building elements can be incorporated to meet the sustainability goals:
 - I. Interior and exterior materials and systems;
 - II. HVAC system(s) and natural ventilation;
 - III. Indoor air quality;
 - IV. Ventilation
 - V. Filtration
 - VI. Lighting and day lighting systems;
 - VII. Water consumption; and
 - VIII. Energy consumption
 - IX. Comfort



4. Proposer shall include sufficient detail of life cycle costs methodology to enable the District to evaluate the Proposers strategies to optimize the life cycle costs for the building that meets the District’s functional, environmental (including EUI), and visual requirements. Provide relevant examples of life cycle cost analysis, and include descriptions of how innovative products, materials, and methods have been incorporated to meet sustainability goals and life cycle cost requirements. Please include what stages of the project you plan to do life cycle cost analysis to drive system and design selections.
 - a. Proposer shall consider the following in describing its approach:
 - I. Initial HVAC and O&M costs (and replacement costs) over 30 years and utility savings;
 - II. Initial Building Envelope System and O&M costs (and replacement costs) over 50 years and utility savings; and
 - III. Assumptions used to calculate life cycle costs including utility rates, escalation, discount rates, life of various equipment, etc.

4. Skilled Labor Force Availability

- By this submittal, and signing of Exhibit A, DBE and its members hereby acknowledges, agrees, and hereby provides an enforceable commitment to the District that:
 - DBE and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades, in accordance with Public Contract Code section 2600, Education Code section 81703 et seq.; or
 - DBE will agree to be bound by: (i) a project stabilization agreement (“PSA”) entered into by the District that will bind all contractors and subcontractors performing work on the project to use a skilled and trained workforce; (ii) the extension or renewal of a PSA that was entered into by the District prior to July 1, 2020; or (iii) a PSA entered into by the DBE that will bind the DBE and all its subcontractors at every tier performing work on the project to use a skilled and trained workforce.
 - Information regarding the Contra Costa Community College District’s Project Stabilization Agreement (PSA) can be found at the following link: [Project Stabilization Agreement, Amendment No. 1 and No. 2 \(4cd.edu\)](#)



5. Safety Record

- By reference of the DBE’s safety record as identified during the RFQ phase, the DBE’s Experience modification rate and average total recordable injury/illness rate meet the requirements of Education Code section 81703, subdivision (c)(2)(G).

6. Price Proposal

- Submit Exhibit C “Proposal Form” in a separate hard copy in a sealed envelope. Price proposal to include each of the following:

REQUIRED:

1. Project Criteria Document Review, Design, and Pre-construction Services (Lump Sum Fee)

- a. The Proposer shall provide a Lump Sum fee for all Project Criteria Document Review, Design Services, Pre-Construction Services, GMP development and approval, Agency Approvals, and all related costs, fees, insurance, etc. that would be incurred by the Proposer in providing such Services. This includes, but is not limited to, any materials, payroll, overhead, profit, taxes, administrative costs, travel, insurance, incidentals, for all effort necessary to complete the Description of Services to be Performed by the DBE as described in the contract documents. No bonding is required at this phase and none should be priced.
- b. As backup, accompanying the Proposal, the Proposer shall provide a cost breakdown outlining the quantity of staff, names (including subconsultants), positions, hrs/week or month, durations, billing rates, labor costs, itemized material costs, itemized equipment costs, etc. to demonstrate how the Proposer arrived at the LSUM value stated.

2. General Conditions (Lump Sum Cost)

- a. The Proposer shall provide a Lump Sum Cost for administering and coordinating all Construction Services during the Construction Phase as set forth in the Contract Documents. Lump Sum Cost includes all DBE Management (General Contractor, Architect of Record, Engineers of Record, Consultants, etc. and all other Supervisory and Administrative Staff as required to support the project as outlined in the Contract Documents.

- b. As backup, accompanying the Proposal, the Proposer shall provide a General Conditions cost breakdown outlining the quantity of staff, names (including subconsultants), positions, hrs/week or month, durations, billing rates, labor costs itemized material costs, itemized equipment costs, etc. to demonstrate how the Proposer arrived at the LSUM value stated.
3. Construction Overhead and Profit (Percentage and Dollar Amount)
 - a. The stated percentage will be a fixed percentage used to calculate the DBE's actual overhead and profit amount at the time of GMP.
 - b. The stated dollar amount for the RFP Proposal will be calculated based on the stated percentage and will be used to develop the DBE's overall Price Proposal for Scoring of the RFP.
 - c. Overhead and Profit dollar amount shall be calculated based on multiplying the stated percent % x the Established Construction Budget.
4. Payment and Performance Bond Rate (Percentage and Dollar Amount):
 - a. The stated percentage will be a fixed percentage used to calculate the DBE's actual Payment & Performance Bond amount at the time of GMP.
 - b. The stated dollar amount for the RFP Proposal will be calculated based on the stated percentage and will be used to develop the DBE's overall Price Proposal for Scoring of the RFP.
 - c. Payment and Performance Bond dollar amount shall be calculated based on multiplying the stated percentage % X the Established Construction Budget.
5. Insurance Rate (Excluding Builder's Risk) (Percentage and Dollar Amount):
 - a. The stated percentage will be a fixed percentage used to calculate the DBE's actual Insurance amount at the time of GMP.
 - b. The stated dollar amount for the RFP Proposal will be calculated based on the stated percentage and will be used to develop the DBE's overall Price Proposal for Scoring of the RFP.
 - c. Insurance cost dollar amount shall be calculated based on multiplying the stated percentage % X the Established Construction Budget.
 - d. Builder's Risk insurance will be priced separately (at actual cost) and the actual cost will be included in the GMP, prior to the start of construction.



- Respondent may be requested to provide a more detailed fee proposal in advance of the final interview if deemed necessary by the District.

7. Insurance

Respondent must demonstrate that it can maintain adequate insurance as required herein. The Proposal must include a letter from Respondent’s insurance company indicating its ability to provide insurance coverage on behalf of Respondent in accordance with the insurance requirements in the **Appendix C**. (This letter may be included in the Appendix to the Proposal where it will not count toward the page limit.)

8. Comments to Form of Agreement

Respondents must thoroughly review the Design-Build Form of Agreement attached to this RFP as **Appendix C** and confirm in writing that, if given the opportunity to contract with the District, Respondent has no substantive objections to the use of the District’s standard agreement. By **December 12, 2023**, respondent must identify and submit a matrix/log, to the District, of any term or condition of the Agreement that Respondent requests modifying, deleting, or adding. Respondents must set forth a clear explanation of the change with specific alternate language. If selected, Respondent will be precluded from negotiating changes that have not been identified by the specified deadline. The District will review, but is not obligated to accept, any proposed changes to the Form of Agreement. Furthermore, the District will not accept any comments or modifications to the indemnity provisions and insurance requirements contained in the Agreement.

9. Stipend Agreement

Provided executed Stipend Agreement (**Exhibit E**).

10. Appendix (if used)

May include:

- Updating/correction of information from SOQ, if needed.



V. SELECTION CRITERIA AND PROCEDURES

A. Best Value Methodology

Responsive Proposals will be evaluated under the following factors and weights:

FACTOR	DESCRIPTION	WEIGHT
Tab 2	Cover Letter and Executive Summary	Pass/Fail
Tab 3	Method and Strategic Plan	100 points
Tab 4	Schedule, GMP Development, and Estimating	100 points
Tab 5	Design Proposal (one 36"x48" Concept Board)	50 points
Tab 6	Life Cycle Cost Analysis Approach	50 Points
Skilled Labor Force Availability	Agreement with a registered apprenticeship program that meets the requirements of Education Code section 81703, subdivision (c)(2)(F).	Pass/Fail
Safety Record	Experience modification rate and average total recordable injury/illness rate meet the requirements of Education Code section 81703, subdivision (c)(2)(G).	Pass/Fail
Price Proposal	Submit Exhibit C "Proposal Form" in a separate electronic file.	100 points
Interview # 1	Collaboration Interview	25 points
Interview # 2	Final Interview	75 points
MAXIMUM SCORE: 500 points		

District and College staff will assign points for each factor to each Respondent. Respondents will then be ranked based on total points. A higher point total reflects a determination that Respondent's Proposal presents a better value to the District.

B. District Investigations

The District may consider and perform investigations of Respondents that extend beyond contacting any references identified in the Proposal and/or SOQ.



C. Interviews

The District intends to invite Respondents to meet with District staff, College, and consultants. Key personnel of Respondent's proposed project team will be expected to attend the interview. The interview will be an opportunity for the District and College to review the Proposal, qualifications, and any other matters the District and College deems relevant to its evaluation. Any comments or objections to the form of Agreement attached hereto as **Appendix C** may be the subject of inquiry at the final interview. Respondent may be requested to provide a more detailed fee Proposal in advance of the final interview.

- **Mandatory interviews**

- Two (2) mandatory interviews will be held for each Respondent during the Design-Build Competition.
- Interviews shall follow the Competition Rules defined in this RFP.
- No photo-realistic renderings, VR experiences, or fly-by videos are allowed. Conceptual 3D diagrams are allowed. Failure to comply with these rules or provide information that is not in conformance with the RFP may result in points being deducted from the RFP.
- All DBE's must provide an electronic copy of all presentation materials used during each interview, including meeting minutes for the Collaboration Interview, within (2) business days after the interview.
- The interactions from these Interviews will be scored and added to each team's overall score.

- **Collaboration Interview:**

- The Collaboration Interview will be 90 minutes in length (5 minutes for District and College Introductions, 60 minutes for DBE presentation, 25 minutes for questions and answers) and will provide an opportunity for each team to have individual and direct interaction with the Evaluation Committee.
- The Collaboration Interview will allow the prequalified/shortlisted proposers to ask the District and College questions regarding the Project, Mission, Vision, Goals, and other topics from the RFP.
- Each team will be required to create a meeting agenda in order to determine the information that they require and wish to cover. The agenda is to be submitted to the District and College 24 hours prior to the Collaboration Interview.
- The Collaboration Interview will be considered as the first Project meeting. If there are issues or concepts discussed at this meeting that the Proposer considers proprietary solutions, the proposer may request that the District and College keep these confidential until the completion of the RFP process. If, however, the discussions result in sharing of information that could provide an undue and unreasonable advantage for one proposer over the others, the District



and College may, at its sole discretion, make this information available to all proposers through an addendum.

- The goal of the Collaboration Interview is for the proposer to lead the District and College, through a collaborative discovery process in real time and through an interactive discussion and Project analysis to evaluate the RFP and Project Criteria Documents, in order to help inform the proposers response to the RFP.
 - Each Design Build team will create minutes of this meeting and provide them, along with all other presentation materials used during the interview, to the District and College for review within two (2) business days after the Collaboration Interview.
 - The interactions from these meetings will be scored and added to each team's overall score.
- **Final Interview**
 - During the Final Interview, each Design Build Team will make a presentation of their RFP response to the Evaluation Committee. Each team will be required to create a meeting agenda in order to convey the information that they wish to cover (agenda will be due to the District and College 24 hours prior to the final interview). The meeting will last 90 minutes (5 minutes for District and College Introductions, 60 minutes for DBE presentation, 25 minutes for questions and answers) and build upon feedback from the Collaboration Interview. Each team must lead the evaluation committee through their RFP response and the evolution from the Collaboration Interview to their Final Presentation. This meeting should be interactive in whatever way the team chooses to design the meeting.
 - Proposers should use this meeting to best explain their RFP response, which includes but is not limited to, their approach to the project, project risks, mitigation measures, site logistics, change management, innovation, schedule, open book bidding, GMP development, estimating, concept board, life cycle costs, and safety to the evaluation committee. Models (physical or computer generated) will not be allowed nor will professional renderings. Points will be deducted for presentation of these materials.
 - Meeting minutes are NOT required for the Final Interview.
 - The final concept board shall be left with the District and College after the Final Interview.
 - All DBE's must provide an electronic copy of all presentation materials used during the final interview within one (1) business day after the final interview.



D. Selection of Finalists

- Proposals shall be evaluated, and the Project awarded in the following manner:
 1. The District and College will evaluate all timely submitted Proposals for responsiveness.
 2. Responsive Proposals will be evaluated and scored according to the best value methodology described above.
 3. Once the evaluation is complete, responsive Proposals will be ranked based on total points.
 4. The District and College may, at its discretion, seek clarifications, request proposal revisions and hold discussions and negotiations with responsive proposers as required prior to the District’s Governing Board awarding the contract.
 5. The District’s Governing Board will award the contract, if at all, to the responsible Respondent whose Proposal is determined by the District to be the best value.
 6. If the selected DBE refuses or fails to execute the tendered proposed contract, the Governing Board may, if it deems it to be in the best interest of the District, award the contract to the Respondent with the second highest best value score. If the second selected DBE refuses or fails to execute the tendered proposed contract, the Governing Board may, if it deems it to be in the best interest of the District, award the instrument to the Respondent with the third highest best value score.
 7. Notwithstanding any other law, upon issuance of a contract award, the District shall publicly announce its award, identifying the DBE to which the award is made, along with a statement regarding the basis of the award. The statement regarding the District’s contract award and the contract file shall provide sufficient information to satisfy an external audit.

VI. FINAL DETERMINATION

The District reserves the right to contract with any entity responding to this RFP for all or any portion of the work described herein, to reject any proposal as nonresponsive, and/or not to contract with any firm for the services described herein. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP.

The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the



District will retain the right to enter into negotiations with any other Respondent responding to this RFP.

VII. DOCUMENTS COMPRISING THE RFP

- All of the exhibits and appendices to this RFP, together with the RFP itself, and any documents referenced in the foregoing, all form the RFP Documents.

Exhibits (to be Returned with the Proposal Form)	
Exhibit A	Certification of RFP
Exhibit B	RFP Acknowledgement and Signature Form
Exhibit C	Proposal Form
Exhibit D-1	Non-Collusion Declaration
Exhibit D-2	Iran Contracting Act Certification
Exhibit E	Design-Build Stipend Agreement
Exhibit F	Non-Disclosure Agreement
Exhibit G	Proposer Certifications
Appendices	
Appendix A	Project Description and Scope of Services
Appendix B	Project Criteria Documents
Appendix C	Design-Build Form of Agreement
Appendix D	Division 00 and 01 Specifications
Appendix E	Allowable General Conditions Costs
Appendix F	CCCCD Project Design Milestone Acceptance Form
Appendix G	Project Stabilization Agreement With 1 st and 2 nd Amend.
Appendix H	4CD Sustainability Goals and Policy
Appendix I	DVC Classroom Standards
Appendix J	DVC Sign Standards
Appendix K	District Security System Standards
Appendix L	Building Automation Standard Specifications
Appendix M	CCCCD IT Standards-V3
Appendix N	2006 Engineering Technology Building Assessment Report
Appendix O	2023 Structural Feasibility Study
Appendix P	DVC ET Building Design Curated Portfolio Findings_Sept2022
Appendix Q	ET As-Built Drawings 1971
Appendix R	CCCCD DVC ET Bldg Pre-Reno Hazmat Survey Report
Appendix S	DVC Final IS-MND
Appendix T	Adjacent Switchgear Bldg Geotech Rpt Final + Addendum 1 (Informational)
Appendix U	Comprehensive Interior Design Requirements
Appendix V	District LEED Certification Scope of Services
Appendix W	DVC Topo Dwg (Informational)

WE THANK YOU FOR YOUR INTEREST IN THE DISTRICT'S PROJECT