



REQUEST FOR QUALIFICATIONS

PROJECT # D-628

Design-Build Services Engineering Technology Building Renovation Project At Diablo Valley College 321 Golf Club Road, Pleasant Hill, CA 94523 June 5, 2023

NOTICE IS HEREBY GIVEN that the Contra Costa Community College District ("District") is seeking to prequalify or shortlist of design-build entities or design-build teams to submit proposals to design and construct the District's Engineering Technology Building Renovation Project ("Project"), located at Diablo Valley College, Pleasant Hill Campus (PHC), 321 Golf Club Road, Pleasant Hill, CA in accordance with Education Code section 81700 et seq. Only respondents that have been prequalified or shortlisted by the District in response to this Request for Qualifications ("RFQ") will be eligible to submit proposals in response to the District's subsequent Request for Proposals ("RFP") for the Project.

Respondents to this RFQ shall submit a fully completed Statement of Qualifications ("SOQ"), using the District's standard prequalification template for design-build projects, as further described herein.

ALL RESPONSES ARE DUE BY 2:00 P.M. ON FRIDAY JULY 14, 2023.

Responses to this RFQ 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 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 (on a flash drive) of the statement of qualifications package to:**

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

SOQs received after this date and time will not be accepted and will be returned unopened.



District reserves the right to waive irregularities and omissions in the information contained in any SOQ, and to make all final determinations. District may use other sources of information outside of the SOQs to investigate respondents or to verify answers.

Each SOQ must be certified under penalty of perjury by the respondent. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify District and provide updated, accurate information in writing, under penalty of perjury. District reserves the right to suspend or rescind prequalification at any time based on subsequently learned information.

Questions regarding this RFQ may be directed in writing to Ben Cayabyab, Contracts Manager, by email: bcayabyab@4cd.edu, and must be submitted on or by **2:00 P.M. Thursday, June 29, 2023**.

I. RFQ SCHEDULE SUMMARY

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

DEADLINE	ACTION ITEM
June 5, 2023	Release of RFQ.
June 29, 2023, at 2:00 P.M.	Last day to receive written questions from respondents.
July 6, 2023, at 2:00 P.M.	Last day for District to issue addenda or answer questions.
July 14, 2023, at 2:00 P.M	Deadline for submissions in response to RFQ.
<u>Anticipated</u> Late-July, 2023	Release of RFP to prequalified or shortlisted respondents.



II. PROJECT DESCRIPTION AND SCOPE OF SERVICES

Pursuant to Education Code section 81700 et seq., the District is seeking a design-build entity or team (“DBE”) to design and construct the District’s **Engineering Technology Building Renovation Project** (“Project”), located at Diablo Valley College, Pleasant Hill Campus (PHC), 321 Golf Club Road, Pleasant Hill, CA. The Project is further defined in the attached **APPENDIX A**, along with the District’s established construction budget and schedule for the Project. The District’s Project Criteria Documents, which the selected DBE must adhere to in delivering the Project, will be made available to prequalified or shortlisted respondents at the RFP stage.

The selected DBE must be appropriately licensed and registered in the State of California for architectural, engineering, and construction services as needed to complete the Project. Contractors must be registered with the Department of Industrial Relations (“DIR”) as required by law and will be required to agree to be bound by the District’s Project Stabilization Agreement. In addition, the selected DBE shall have experience with both design, construction, seismic upgrade, and renovation 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.

The selected DBE will be required to comply with the Labor Code prevailing wage requirements, skilled and trained workforce requirements, and the District’s bonding and insurance requirements. The selected DBE shall be required to work cooperatively with District staff, the Board of Trustees, all other technical consultants, the project criteria documents architect, the project inspector, 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, other District committees, and the community as part of the District’s participatory governance process in order to facilitate timely and professional completion of the Project.

Workers working under the Contract shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on the safety of persons or property, or their protection from damage, injury, or loss. Vendors shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Work.

Information regarding the Contra Costa Community College Districts Project Stabilization Agreement (PSA) can be found at the following link: [Project Stabilization Agreement, Amendment No. 1 and No. 2 \(4cd.edu\)](#)

III. DESIGN-BUILD PROCUREMENT PROCESS

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

1. Prequalification – First, by this RFQ, the District intends to prequalify or shortlist respondents using a standard template request for statements of qualifications, as outlined in **Appendix B**. The significant factors the District reasonably expects to consider in evaluating qualifications are identified in Section VIII, below.

A design-build entity shall not be prequalified or shortlisted unless the entity agrees to be bound by the District's Project Stabilization Agreement.

2. Design-Build Competition – Second, the District will issue an RFP, inviting prequalified or shortlisted respondents to submit competitive proposals for the Project. The District will use a **best value selection method** for evaluating proposals. The procedure for final selection will be as follows:
 - a. The District will evaluate responsive proposals using only the criteria and selection procedures specifically identified in the RFP.
 - b. At a minimum, the request for proposal process will include the following components:
 - (1) Technical design and construction expertise – Written narratives to demonstrate experience and capability with design and construction of like-projects, considering only design-build experience and California school design and construction experience.
 - (2) Approach to partnering with the District, College, end-users, and other stakeholders, including but not limited to how the Design-Builder will take into account the goals for the project, general functions required, how the team will communicate, collaborate, and work together with the College, how the team will handle issues and their escalation process, and how comments from the stakeholders and College team will be addressed and incorporated into the project.
 - (3) Methodology and approach for managing design evolution, design changes, scope creep, subcontractor pricing, escalation, or other factors during the design and construction phases to maintain the established construction budget and the GMP.

- (4) Development of a risk register which identifies potential risks to the project under the respondent's responsibility to meet the District's goals concerning budget, schedule, quality, and regulatory compliance.
- (5) Proposed site logistics plan, demonstrating the DBE's knowledge and experience working on a site within an occupied campus.
- (6) Proposed project schedule for design/preconstruction, regulatory review, and construction phases, which demonstrate the DBE's knowledge of design timelines, procurement of subcontract trades, regulatory review timelines (i.e., DSA and SFM), and construction durations of like projects.
- (7) Methodology for managing the schedule during the design and construction phases, collaborating with various stakeholders in a Design-Build environment, within a quickly moving schedule, ensuring that all deliverables are thoroughly completed and signed off within the agreed upon schedule timelines.
- (8) Approach to 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 building upon the project criteria documents. Please use the information provided in the District's sustainability program to inform your response.
- (9) Proposed subcontract trade procurement plan identifying quantity of proposed bid packages, work categories, procurement type (i.e., Value-Based or LSUM bidding) and potential timing of each bid package and proposed phased/incremental guaranteed maximum price (GMP) submissions.
- (10) Construction cost estimate of the project criteria documents, including identifying areas of financial risk to the project within the documents along with recommendations for alternative solutions to deliver the project within the District's established construction budget.
- (11) Proposed Design-Concepts, project features, alternative options, and solutions, building from the project criteria documents, in order to demonstrate budget adherence within the District's established construction budget.
- (12) Life-Cycle cost analysis over 15 years or more.

- (13) Skilled labor force availability - Agreement with a registered apprenticeship program that meets the requirements of Education Code section 81703, subdivision (c)(2)(F).
 - (14) Safety record – DBE’s proposed safety plan and experience modification rate and average total recordable injury/illness rate meet the requirements of Education Code section 81703, subdivision (c)(2)(G).
 - (15) Price Proposal - Including design and preconstruction fees, general conditions, overhead and profit, bonds, insurance, and other categories required by the District.
 - (16) Participation in a collaborative interview process during the RFP phase and a final interview/proposal presentation after submission of the RFP.
- c. The District may, at its discretion, request proposal revisions and hold discussions and negotiations with responsive proposers. The RFP will define applicable procedures to ensure that discussions or negotiations are conducted in good faith.
 - d. Prequalified or Shortlisted respondents receiving the RFP that submit a responsive proposal but who are not selected, will be eligible to receive a stipend not to exceed Twenty-Five Thousand Dollars (\$25,000) for their efforts. A stipend agreement will be provided in the RFP phase.
 - e. Once evaluation is complete, all responsive proposers will be ranked based on a determination of value provided from the most advantageous to least advantageous to the District.
 - f. The District will award the contract, if at all, to the responsible DBE whose proposal is determined by the District to be the most advantageous to the District.

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 the project criteria documents and temporary swing space, will **not** be eligible to submit a proposal as a design-build entity or to join a design-build team.



IV. 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.

V. LIMITATIONS

This RFQ is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. The District reserves the right to add additional prequalified or shortlisted respondents for consideration after distribution of this RFQ, 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 issuing of a subsequent RFP and awarding of the contract pursuant to the subsequent RFP, if at all, is at the sole discretion of the District.

The District makes no representation that participation in this RFQ 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 response to this RFQ.

SOQs submitted by respondents are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The contents, however, may be disclosed to third parties for purpose of verification or investigation. State law requires that the names of respondents applying for prequalification or shortlisting status shall be public records subject to disclosure.

VI. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person or entity submitting in response to this RFQ, 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, 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, (except as identified in Section III.2.c described herein). Any such contact may be grounds for the disqualification of the firm.



VII. STANDARD TEMPLATE FOR STATEMENT OF QUALIFICATIONS

Attached hereto as **APPENDIX B** is the District’s prequalification template. Respondent must complete the prequalification template, certify its answers under penalty of perjury, and attach all information requested herein. The completed, certified prequalification template, together with all attachments, constitutes respondent’s SOQ.

Each SOQ must be certified under penalty of perjury. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify District and provide updated, accurate information in writing, under penalty of perjury.

SOQ submittals must be formatted clearly identifying each required section and shall follow the format for organization and content described herein. Submissions must be divided into the individual sections, with labeled tabs.

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.

VIII. EVALUATION

The District will evaluate all timely submitted SOQs. Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive and qualified.

Significant factors the District reasonably expects to consider in evaluating qualifications are as follows:

- All required licenses and registration to design and construct the Project, with no recent revocations or suspensions;
- Established performance history, including an absence of criminal or civil violations or significant disputes;
- Capacity to obtain required bonds and insurance of the Project;
- 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;
- 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 that meet diverse Engineering Technology discipline requirements, which include the following programs: Architecture, Engineering, Construction, Mechanical Technology, Electronics and Electronic Technology, Industrial Design, Energy Systems Programs, and Math & Engineering Student Success Center;
- 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;
- The experience and ability to interface with various stakeholders effectively and efficiently 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;
- The Design-Build Entity is expected to have direct experience working in higher education technological and multi-faceted academic building projects including California community college experience with a strong understanding of the participatory governance decision making process;
- Acceptable safety record;
- Skilled labor force availability;
- Financial capacity to complete the Project;
- Proposed team composition, including capability to work as an integrated project team and ability manage this project as a singular Design-Build Entity.

District may use other sources of information outside of the SOQs to investigate respondents or verify answers. District's investigation may extend beyond contacting project references identified in SOQs.

After completing its evaluation, the District will notify respondents selected for prequalification or shortlisting.

IX. ADDITIONAL INFORMATION

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 will be distributed via multiple channels, including being posted on the District website at: <https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx>

RFQ 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

If it becomes necessary for the District to revise any part of this RFQ, 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 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>

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 or any of its deadline dates set forth in the RFQ prior to the date fixed for submission of qualifications by issuance of an addendum. All addenda issued shall become part of this RFQ.

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, or to cancel all or part of this RFQ without obligation in any manner for proposal preparation, interviews, marketing costs, or any other costs associated with this RFQ.

X. FINAL DETERMINATION

Prequalification or shortlisting is at the sole discretion of the District. The District reserves the right to waive irregularities and omissions in the information contained in any SOQ, and to make all final determinations. The District further reserves the right to suspend or rescind prequalification or shortlisting at any time based on subsequently learned information.

The District makes no representation that participation in this RFQ 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 SOQ or other response to this RFQ.

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