



**MANDATORY PRE-PROPOSAL CONFERENCE AGENDA**  
**DIABLO VALLEY COLLEGE, SAN RAMON CAMPUS EXPANSION PROJECT**  
**ARCHITECTURAL SERVICES REQUEST FOR QUALIFICATIONS (RFQ)**

DATE: June 15, 2016  
PROJECT: Diablo Valley College, San Ramon Campus Expansion Project  
MEETING: AE RFQ Mandatory Pre-Proposal Conference  
TIME: 10:30 AM – 12:00 PM  
PLACE: San Ramon Campus, 1690 Watermill Road, San Ramon

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**1. WELCOME & INTRODUCTIONS**

**OWNER:**

Contra Costa Community College District, 500 Court Street, Martinez, CA 94533

**Diablo Valley College Planning Team:**

Ted Wieden, DVC Interim President  
John Nahlen, Vice President Business and Administrative Services  
Rachel Westlake, Vice President of Instruction

**District Facilities Planning Team:**

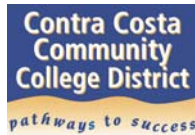
Ray Pyle, Chief Facilities Planner  
Ines Zildzic, Associate Chief Facilities Planner  
Ben Azarnoush, District Design Director  
David Lenahan, DVC Project Manager  
PJ Roach, Facilities Project Manager  
Kathleen Halaszynski, Director Program Controls  
Tracy Marcial, Energy Manager  
Jovan Esprit, Contracts Manager

**Project Information Website:** <http://www.4cd.edu/webapps/PurchasingViewBids/default.aspx>

**2. MEASURE E SRC EXPANSION PROJECT PRESENTATION - Ray Pyle**

**3. RFQ OVERVIEW**

- a. The District is looking to procure comprehensive architectural engineering professional services for the San Ramon Campus Expansion Project.
- b. As this is likely to be the one SRC Campus project under Measure E, it is important that special consideration is given to how this project can improve existing spaces to meet current and future academic program needs of the Campus.
- c. Programming phase of this project is very important as some details to space requirements need to be reviewed and confirmed.
- d. Please pay close attention to the requirements set forth in the RFQ documents as you prepare your SOQ.
- e. Please be sure to provide all information as requested.
- f. Please review evaluation factors and SOQ evaluation process as identified in the RFQ



- g. Please note the maximum number of pages per the RFQ/ Double sided pages will be counted as 2 pages.
- h. NO EMAIL or FAXED responses will be accepted.
- i. To be considered responsive to this RFQ, the submittals must be in the format identified in the RFQ document.
- j. Verbal questions and answers are considered to be non-binding. All questions related to this project must be in writing and directed to: **Jovan Esprit, Contracts Manager**  
Email: [jesprit@4cd.edu](mailto:jesprit@4cd.edu)

**4. KEY COMPONENTS OF THE RFQ**

- a. Total of 8 tabs; please note maximum number of pages for each tab:
  - Tab 1 -- Table of Contents
  - Tab 2 -- Cover Letter
  - Tab 3 -- Architectural Firm Information
  - Tab 4 -- Project Experience
  - Tab 5 – Sub-consultant Information
  - Tab 6 – Project Staff Qualifications/Experience
  - Tab 7 – Project Approach
  - Tab 8 – Litigation History

**5. SCOPE OF SERVICES SUMMARY**

- a. The scope of services includes full architectural services including evaluation of preliminary programming information and preparation of final programming and space allocation documents, and confirmation and validation of the Project budget and schedule for the entire project.
- b. The scope of work under consideration consists primarily of interior modifications and renovations, with a minor addition to the main campus study room. A space utilization study is currently underway that will both inform and confirm the final scope of work for this Project.
- c. The San Ramon Campus has a need for additional library resources, study rooms, tutoring center spaces, increased student gathering and “soft spaces.” This project will include either a new building or an addition, and alterations to existing classrooms and labs as well as the main read/study room on campus.

**6. BUDGET**

- a. Construction budget is \$4,500,000 for all work. The Consultant will be responsible for designing the Project within the construction budget.

**7. PRELIMINARY SCHEDULE**

The preliminary schedule for this project is as follows (noted in the RFQ):

Programming Start:	October, 2016
Programming Complete:	December, 2016
Design Phases Finish:	January, 2018
DSA Review & Approval:	January, 2018 – June, 2018
Bid/Award Phase:	August, 2018 – October, 2018
Construction Start:	November, 2018



Construction End: November 2020 (assumes phased construction of an occupied campus)

**8. RFQ KEY DATES (dates may be revised by addenda to this RFQ)**

- 7/20/16 Deadline for submission of questions/requests for clarification
- 7/21/16 Questions/clarifications addendum issued
- 7/27/16 SOQ submittal due at District office at 2:00 pm
- 8/12/16 Issue short list of selected firms
- 8/19/16 Interview and mutual understanding meetings

**9. QUESTIONS**

- a. Note that verbal questions and answers are considered to be non-binding. All questions must be submitted in writing to Jovan Esprit, District Contracts Manager.