



**REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECT/ENGINEER (A/E) PROFESSIONAL SERVICES
For the**

New Science Building Project

At

**Contra Costa College
2600 Mission Bell Drive, San Pablo, CA, 94806
March 10, 2017**

PART 1 - GENERAL

1.1 INTRODUCTION

The Contra Costa Community College District (“District”), acting through its Governing Board, is seeking Statements of Qualifications from experienced and proven architectural and engineering (A/E) firms (“Consultant”) to provide comprehensive architectural and engineering design and construction administration services for the New Science Building Project (“Project”), located at Contra Costa College, 2600 Mission Bell Drive in San Pablo, CA.

Responses to this RFQ shall be **due at 2:00 PM on 3/27/17**, at the Contra Costa Community College District office located at 500 Court Street, Martinez, CA 94553.

Faxed or e-mailed Statements of Qualifications 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 provide and submit eight (8) sets original statements, one (1) set loose leaf and one (1) set electronic copy on a CD or flash drive to:

Purchasing Department
Contra Costa Community College District
500 Court Street, Martinez, CA 94553
Attn: Jovan Esprit, Contract Manager
New Science Building Project

1.2 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 Districtwide. Since 2002, there have been three major facilities bonds approving close to \$900M in capital improvement funds. The 2002 Measure A program in the amount of \$120M has now been fully implemented and is closed. In 2006 Contra Costa County voters approved Measure A, the second facilities bond in the amount of \$286.5M. This program is currently active with a majority of projects in construction and close out phases. In 2014, the District successfully passed Measure E, a \$450M facilities bond to continue to improve facilities on all three college campuses and two centers.

1.3 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. Any such contact may be grounds for the disqualification of the firm.

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

- 3/13/17 Issuance of Request for Qualifications
- 3/15/17 Non-mandatory pre-proposal conference, 1PM CCC Campus; AA Building.
- 3/21/17 Deadline for submission of questions/requests for clarification*
- 3/22/17 Questions/clarifications addendum issued
- 3/27/17 SOQ submittal due at District office at 2:00 pm**
- 4/3/17 Issue short list of selected firms
- 4/10, 4/12 or 4/13 One day interview and mutual understanding meetings (specific day to be confirmed)

* Please submit all questions in regard to this RFQ in writing, by email to Jovan Esprit, at **JEspirit@4cd.edu**, in accordance with the deadline noted above. All questions must be received by the close of business of the due date. 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

2.1 PROJECT SCOPE

- A. Contra Costa College’s New Science Building will provide state-of-the-art instructional and training science laboratory facilities for the college and its community. This new 35,000 ASF/50,000 GSF building will house all functions currently located in the Biological Sciences and Physical Sciences buildings. Specifically, the Sciences program was developed to provide dedicated labs for Biological Sciences, Chemistry, Physics and Engineering, lab support spaces, a new Planetarium, student read/study and tutorial spaces, the Center for Science Excellence (CSE) and STEM, general use classrooms, meeting rooms, faculty offices and related support spaces.
- B. The current science buildings’ condition was assessed during Measure E campus-wide planning with a conclusion that existing buildings should be replaced rather than renovated. The new building is the largest and the last major project under Measure E for Contra Costa College. It is expected to be a model for science labs, classrooms, student support spaces as well as a campus science collaboration hub.
- C. This project also includes demolition of the existing Liberal Arts, Health Sciences, Physical Sciences and Biological Sciences buildings. The Liberal Arts and Health Sciences buildings must be demolished in order to clear the site for construction, however, the Physical Sciences and Biological Sciences buildings may only be demolished after the educational

programs relocate to the New Science Building. Although the Health Sciences building is included in the demolition, programs from that building are being relocated to a renovated AA Building and are not part of the New Science Building program. The Project site boundary can be located on page 11 of the attached KO Science Programming document (Exhibit A). The maximum affordable Project area for the New Science Building is 30,000 assignable square feet (ASF). Specific program ASF allocations can be found in Exhibit A.

- D. Consultant services required for this Project include detailed program validation, schematic design, design development, construction documents, DSA review and approval, bidding, construction administration, commissioning, post occupancy, and DSA project closeout phases of work. Comprehensive interior design services are also required. All new construction and demolition work shall comply with the sequence of work for this Project as described within the approved CCC Measure E Implementation Plan.
- E. The programming information found in Exhibit B is a baseline for the Project scope. It is District's expectation that the successful firm will engage in a collaborative and thoughtful validation of program criteria specifically focusing on space validation. The scope of work includes preparation of final program and space allocation documents, and validation of the budget and schedule for the entire Project. Special consideration needs to be given to the complexity of Contra Costa College site access, path of travel and connection with other buildings on campus as the Science Building project will essentially be the last major building project for this college under Measure E.
- F. Consultant shall assist the District in securing all required regulatory agency approvals including, without limitation, electrical, gas, water, sanitary or storm sewer, telephone public utilities, and the Division of State Architect ("DSA"). The Consultant's team shall also meet, as needed, with District Facilities Planning team, Campus Project Manager, building users, campus leadership, neighborhood organizations, and District administrators as part of District's participatory governance system.
- G. The District has established a preliminary construction budget of approximately \$39.8 million inclusive of all building demolition and abatement costs, subject to change, and dependent upon the final scope of work and program. The Consultant shall be responsible to design the Project within the final budget approved by the District.

2.2 ADDITIONAL PROJECT INFORMATION

- A. The following Exhibits are provided:
 - Exhibit A – KO Designs Draft Sciences Programming Document
 - Exhibit B – District Standard Architectural Services Agreement
 - Exhibit C- Laboratories for the 21st Century: An Introduction to Low-Energy Design
- B. This Project has been funded by the District Measure E bond. The Project is not dependent upon state funds.
- C. The Measure E Implementation Plan can be located on the District website under the Facilities Planning Department webpage:
<http://www.4cd.edu/business/facilities/docs/Measure%20E%20Capital%20Improvements%20Program.pdf>
The Plan is the District and College comprehensive strategy for all District Measure E projects over the next 8-10 years and is contained in the overall Measure E Implementation Plan. The

Plan includes the College’s blueprint for delivery of their projects and should be reviewed in detail. It is a living document and may be updated from time to time.

D. Preliminary Project Schedule:

Program Validation:	May – June, 2017
Design:	July, 2017 – January, 2019
DSA:	February, 2019 – October, 2019
Construction:	December, 2019 – October, 2021
Occupancy:	Spring semester 2022

E. The District is looking to procure comprehensive A/E professional services for the New Science Building project. Provided in Exhibit B is District’s Standard Architectural Services Agreement and associated Appendices 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. Project specific scope items will be reviewed and noted during contract negotiations with the selected Consultant.

F. The District intends to deliver this project utilizing the design-bid-build project delivery method.

2.3. PROJECT OBJECTIVES

A. The New Science Building project aims at providing a foundation for a new state-of-the-art science hub on the campus. Project design must reflect the college’s culture of collaboration and engagement. Design of the Project must include spaces that will encourage and promote interaction and foster a welcoming and inviting environment for the students, faculty and staff as well as the community. All design elements must meaningfully integrate with, and enhance the character of Contra Costa College, support established science and student support space operations, activity linkages, and adjacencies. It is important that special consideration is given to how this building project will integrate with recently completed Measure A building projects including the new General Education, Student Administration and Fire Side Hall buildings. To that end, the architectural team is expected to have direct experience working on community college campuses complex science building projects, have a strong experience and understanding of the participatory governance decision making process, and knowledge and experience working with the DSA, with an expectation that the schedule will move quickly.

B. The selected Consultant shall work with the District for duration of the entire project, from programming through final project closeout.

C. The Project will be the largest Measure E building project to be completed on the Contra Costa College campus as outlined in the Measure E Implementation Plan, specifically in the CCC plan section. This project will generate significant campus interest and therefore the Consultant will be required to deliver and update presentations to the College at the completion of each major design phase, communicating the collaborative and comprehensive nature of the programming and design efforts.

D. The Consultant shall design and provide fully functional and efficient spaces meeting the educational requirements for the 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 District within the Project program, budget, and schedule.

- E. Sustainability: The Science Building 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, and control systems are not stand-alone systems. The District has established a goal of LEED Silver for new construction. In addition, this project's goal is for it to be zero-net energy (ZNE) ready. The successful design team will be expected to demonstrate not only how LEED Silver is achievable within the established construction budget, but to engage in a meaningful and realistic conversations about this project's ZNE-ready opportunities and ways to meet this goal.
- F. Although this is not a renovation project, it is noted that all Campus building operations and classes will need to remain open during the entire construction phase, with minor shut downs potentially possible for short times in the summer and over the December holiday break.

PART 3 - CONSULTANT SERVICES AND RESPONSIBILITIES

3.1 A/E PROFESSIONAL KNOWLEDGE, SKILLS, AND EXPERIENCE

- A. The Statement of Qualifications shall demonstrate:
 - 1. 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 Departments;
 - 2. knowledge and experience working with higher education institutions in planning, designing, and constructing complex science buildings on an occupied campus by developing successful design and construction implementation solutions that minimize campus disruptions;
 - 3. direct experience in designing educational facilities to meet diverse disciplines programmatic requirements;
 - 4. experience and capability to develop detailed and thoughtful programming documents that address the College's programmatic needs while remaining within budget and schedule requirements;
 - 5. experience and ability to effectively and efficiently interface with District personnel and college faculty, staff, and student user groups during all phases of the Project; and
 - 6. experience and ability to communicate and reach project objectives and solutions with a large number of students, administrators, staff, and faculty in a participatory governance environment.

PART 4 - SUBMISSION REQUIREMENTS

4.1 SUBMISSION AND FORMATTING

- A. To be considered responsive to this RFQ, 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. 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 with title and number of each tab.

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

1. Provide a cover letter indicating your interest in being selected, including a brief description of why your firm, personnel, and consultants that are best suited for and can meet the needs and Project Objectives 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. Statement of Compliance with District Contractual Requirements: A sample of the District's standard architectural services agreement is attached to this RFQ. Each proposal must include a statement of Consultant firm's understanding, commitment and ability to comply with each of the terms of the District's standard contract. As part of Submittal, Consultant firm must advise District of any substantial objections to terms in the District's standard architectural services agreement and provide an explanation for the inability to comply with the required term(s). The District is not obligated to accept any of the objections and may consider submitted comments during contract negotiations. If no objections are stated, District will assume the Consultant firm is prepared to sign the District's contract as-is.

Tab 3 - Architectural Firm's Information (4 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. 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;
 - number of employees (licensed professionals, technical support, administrative support);
 - company organization chart;
 - specialized capabilities in planning and design of science and , multi-use educational facilities. If lab planning is part of your in house capabilities, please include a brief mention of that in this section;
 - number and nature of projects which have similar project goals and scope;

- location of office where the bulk of services solicited will be performed;
- dollar amount of the primary design office revenue for the past three years; and
- the projected design revenue for 2017/2018 excluding any projection for this project.

Tab 4 - Project Experience (1-page maximum for each project, plus final page matrix as required below)

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 full design and construction administration services in the past ten (10) years. Projects must be in the State of California. Project experience with strong lab planning, science building MEP design, and cost effective and thoughtful science laboratory and classroom 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.
2. For each project submitted to support item 1 above, provide a brief explanation as to why you believe it is a relevant project and briefly identify key environmental and mechanical system planning strategies that were employed to achieve sustainability goals. Also, include the following information:
 - a. Name, location and a brief description of the project; identify if the project was a renovation or new construction and any specific program and facilities requirements
 - b. Please indicate if this was a DSA project or not
 - c. Name of the primary design professional from your firm
 - d. Approximate size of project in square feet
 - e. Initial professional fee
 - f. Final professional fee
 - g. Architect's construction cost estimate
 - h. Initial construction contract cost and brief explanation of significant variance from estimate (if applicable)
 - i. Final construction contract cost and brief explanation of significant variance from initial contract (if applicable)
 - j. Project owner
 - k. Name of main consultants on the project
 - l. Date of project completion
 - m. Owner reference, contact name, title, email, and phone number
 - n. Name of contractor, delivery method and telephone number

The last page of this tab shall list all submitted project in a matrix identifying which of your proposed team members worked on these submitted projects.

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.
- c. State the number of years the sub-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.
- d. Include 2 matrices: one matrix identifying which of your (10) submitted projects the proposed sub consultants supported, if any, and a second matrix with a list of any other **relevant**, common project experience with the submitted sub-consultants.
- e. 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.
- f. 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
 - Landscape Architect
 - FF&E & Interior Design
 - Technology & AV
 - Acoustical
 - Security
 - Science Lab Planner Fire Protection Consultant
 - Cost Estimating
- g. 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.
 - Describe your firm's approach to laboratory design, include some history of previous design efforts on previous public works projects, preferably educational projects, awarded in the last five years.

Tab 6 - Project Staff Qualifications/Experience (Staffing overview 2 pages max., and 2 page 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 including the lab planner and MEP subconsultants. Detailed resumes including specific information requested below is critical in evaluation of your project team's qualifications. Include your organization's:
 - a. principal-in-charge for this Project;

- b. project manager;
 - c. project architect(s);
 - d. project designer(s);
 - e. lab planner
 - f. MEP principal-In-charge
 - g. MEP lead engineer(s)
 - h. interior designer
 - i. construction administrator; and/or
 - j. any alternate team roles.
2. In composing your team, the District 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 and lab planner should have the proven, commensurate experience on similar projects, either in the submitting organization, or in past employment. A desirable qualification of the proposed team is direct experience working with faculty, staff and administrators in a participatory governance process/environment.
 3. For the MEP subconsultant team members, please include members with relevant laboratory experience and a proven record of sustainable design.
 4. For the interior designer team members, please include members with relevant science buildings FF&E experience.
 5. 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 science focused and/or educational projects (community college or university, and school districts, project name, location, name of A/E firm, construction value, project type, and the specific role the individual held for each project). Specific attention will be given to higher education and/or public or private science facilities.
 - b. Of the ten (10) proposed projects in your submittal, provide a matrix identifying which projects each proposing team member worked on together. Be sure to include information for your lab and MEP sub-consultants as identified in section 1 above.
 - 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 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. This section shall describe the proposed approach for meeting the scope of services required by the District during the project cycle. It is recommended that this section be thoughtfully crafted in order for the evaluation committee to fully understand the proposing team's approach to this Project.
2. Describe how Consultant will fulfill the needs of the District included in this RFQ by clearly outlining the proposed management and staffing approach to address the required comprehensive services for the duration of the Project. Specifically, describe your firm's approach to laboratory planning and design, including specific examples of previous, relevant projects experience within a participatory governance environment, and how you would apply that experience on this Project.
3. Describe how you plan on approaching the program validation phase of this project including how you would address the various science labs, classrooms and student gathering space requirements. Please be specific as possible in relation to this Project.
4. State if any of the work will be outsourced or otherwise contracted to individuals who are not long-term employees or employee-owners of the firm, or to subconsultants with which you do not have long-term professional relationships.
5. Explain how your firm will communicate with the project team, including College stakeholder and various user groups.
6. Explain how your firm collaborates with project teams including District project and construction managers, the contractor, and the firm's subconsultants and how Consultant will maintain continuity and single point of contact with the District and Project team over the entire course of the Project.
7. For the proposed MEP team, describe their approach to science buildings, specifically identifying what process and tools they employ in early design stages in order to facilitate important decision making (on decisions that have a fundamental impact on the energy efficiency of laboratory spaces). In particular, explain how the MEP teams can address design guides in the *Labs for the 21st Century* (Exhibit C), specifically addressing a whole building approach to design. Your approach should include a discussion on how your MEP team will integrate with the rest of the project team and how they plan on collaborating with the commissioning agent.
8. Explain specific measures for this Project that can be implemented by the Consultant to ensure that the design documents for the Project conform to requirements for the planned use/occupancy thereof, materials/equipment incorporated therein and the costs of construction.
9. Explain how your firm completes quality assurance/quality control efforts to ensure coordination of, and consistency between, the various components of the design documents and the mitigation of errors/omissions in design documents.

10. Identify in some detail the levels that building information modeling (BIM) will be used on this Project. Identify both the client and contractor oriented BIM deliverables that you would propose for this Project.

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

1. Provide a list of all design and 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.

PART 5 - SELECTION PROCESS / EVALUATION FACTORS

5.1 SELECTION PROCESS

- A. Statements of Qualifications submitted in response to this RFQ 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 College personnel and District Facilities Planning staff. The output from the evaluations at this stage will be a shortlist of the firms the committee recommends to be included in the next steps, and a list of the strengths and weaknesses of each submittal to be used in the next steps.
- B. The shortlisted firms will be invited to attend an interview and meeting of mutual understanding with a committee made up of campus personnel and District Facilities Planning staff. Because the District recognizes it is difficult for firms to fully understand the goals, concerns, and requirements for a project based solely on a written RFQ, this part of the process provides an opportunity for both parties involved to learn more about each other, and more about the Project. During this meeting, the interview committee and the submitting firm may each ask and answer questions, and the committee will discuss the strengths and weaknesses of the firm’s submittal.

5.2 EVALUATION FACTORS

- A. 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 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)
 2. The successful firm will be invited to submit a cost proposal and negotiate a fee and schedule for the Project. Unsuccessful firms may schedule a phone meeting with the

District Associate Chief Facilities Planner at izildzic@4cd.edu for a brief discussion of why the firm was not selected.

PART 6 - GENERAL INFORMATION/CLARIFICATION

6.1 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.
This RFQ will be distributed via multiple channels, including being posted on the District website at:
<http://www.4cd.edu/webapps/PurchasingViewBids/default.aspx>
- B. All firms that are interested in submitting qualifications for this Project should provide a Notice of Interest with a contact name, phone number, and email address to the District's RFQ point of contact below.
- C. RFQ Contact/Addenda/Clarification. Submit Notice of Interest, questions/requests for clarification IN WRITING VIA EMAIL ONLY to:
Jovan Esprit, Contract Manager
Email: JEsprit@4cd.edu
Contra Costa Community College District
500 Court St, Martinez CA 94553
Phone: (925) 229-6959
- D. 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 <http://www.4cd.edu/webapps/PurchasingViewBids/default.aspx>
- E. 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 Contract Manager, Mr. Jovan Esprit at (925) 229-6959 or via email at jesprit@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.
- F. Evaluation of Submittals. The District may reject any or all submittals and may waive any immaterial deviation from the RFQ. The District's waiver of an immaterial defect shall in no way modify the RFQ documents or excuse the Consultant from compliance with other provisions of the RFQ. The District's evaluation is solely for the purpose of determining which consultants are deemed qualified. Statements of Qualification 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.

- G. 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.
- H. No Commitment to Award. Issuance of this RFQ 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, to negotiate with more than one Consultant concurrently, or to cancel all or part of this RFQ without obligation in any manner for proposal preparation, interview, fee negotiation, marketing costs, or any other costs associated with this RFQ.
- I. Joint Offers. Where two or more firms desire to submit a single submission in response to this RFQ, 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.

END OF DOCUMENT