



## MANDATORY PRE-PROPOSAL CONFERENCE AGENDA

### APPLIED ARTS BUILDING MECHANICAL SYSTEMS UPGRADE – ENERGY CONSERVATION PROJECT DESIGN BUILD SERVICES REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)

DATE: July 8, 2020  
PROJECT: C-1168 Applied Arts (AA) Building Mechanical Systems Upgrade – Energy Conservation Project  
TIME: **9:00 AM – 10:00 AM Mandatory Pre-Proposal Conference - Webinar**  
**Mandatory Pre-Proposal Site Walk – July 9<sup>th</sup> at 2:30PM**  
PLACE: Webinar – ZOOM

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PLEASE SIGN IN BY RESPONDING TO THE GROUP CHAT TO EVERYONE – FIRST AND LAST NAME, TITLE, FIRM NAME, EMAIL, AND PHONE NUMBER.

#### 1. WELCOME & INTRODUCTIONS

##### OWNER:

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

##### Contra Costa College

Mariles Magalong, Director Business Services  
James Eyestone, Technology Systems Manager  
Bruce King, Buildings and Grounds Manager

##### District Facilities Planning Team:

Ines Zildzic, Vice Chancellor, Facilities Planning and Construction  
Tracy Marcial, District Energy and Sustainability Manager  
Ben Cayabyab, Contracts Manager

##### Performance Criteria Engineering Team – Taylor Engineering

Brandon Gill, Principal  
Sam Brunswick, Associate  
Reece Kiriou, Senior Engineer

##### Project/Construction Management Team:

Ron Johnson, Project Manager  
Gaile Suarez, Asst. Project Manager

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

#### 2. RFQ OVERVIEW

- a. Contra Costa Community College District (District) is seeking Submittals from interested and qualified Mechanical Contractors with design build experience on energy projects and retrofits, to implement the design, construction and commissioning of the Mechanical and Controls Design-Build Project.



- b. Performance specification documents and schematics have been prepared by Taylor Engineering to define the energy conservation projects scope in more detail. These are included in the RFQ/P as Exhibit A.
- c. This is a turn-key project – we are looking for a successful project inclusive of all trades and components necessary to provide a quality installation to District provided performance specifications and standards.
- d. Please pay close attention to the requirements set forth in the RFQ/P documents as you prepare your SOQ/P.
- e. Please be sure to provide all information as requested.
- f. Please review evaluation factors and the evaluation process as identified in the RFQ/P. After receipt of the Submittals, the District will complete the evaluation according to the evaluation factors listed in section IV “Evaluation & Award” of this RFQ/P. The output from the evaluations at this stage will be a shortlist of the firms to be interviewed.
- g. Due to the ongoing developments surrounding the COVID-19 virus, the District has elected to accept SOQ/P electronically as identified in the RFQ/P. All interested firms submitting on this project should contact the Contracts Manager to obtain an individual link that will be used for upload of individual proposals.
- h. To be considered responsive to this RFQ, the submittals must be in the format identified in the RFQ /P document.
- i. Verbal questions and answers are considered to be non-binding. All questions related to this project must be in writing, via email, and directed to: **Ben Cayabyab, Contracts Manager** email: [bcayabyab@4cd.edu](mailto:bcayabyab@4cd.edu)

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

|                                        |                                                                             |
|----------------------------------------|-----------------------------------------------------------------------------|
| 6/30/20                                | Issuance of Request for Qualifications                                      |
| 7/8/20                                 | Mandatory Pre-Proposal Conference Webinar at 9:00AM                         |
| 7/9/20                                 | Mandatory Pre-Proposal Site Walk at 2:30PM, Contra Costa College, San Pablo |
| 7/20/20                                | Deadline for submission of questions/requests for clarification             |
| 7/23/20                                | Last day for addenda issuance                                               |
| 7/28/20                                | SOQ/P Submittal due via electronically by 2:00 PM                           |
| 8/5/20                                 | Issue Short List of Selected Firms                                          |
| Week of 8/10/20 Interviews, if needed. |                                                                             |

**4. KEY COMPONENTS OF THE RFQ**

- a. Total of 14 tabs; please SOQ/P shall be submitted as one electronic copy in word-searchable format and uploaded onto the individual Google Docs link. Please note submittal is limited to a maximum of forty pages.
  - Tab 1 -- Cover Letter
  - Tab 2 – Table of Contents
  - Tab 3 -- Background
  - Tab 4 -- Project Team
  - Tab 5 – References
  - Tab 6 – Experience
  - Tab 7 – Technical Approach
  - Tab 8 – Financial Approach, Schedule & Best Value
  - Tab 9 – Exhibit D – Declaration



- Tab 10 – Subcontractors
- Tab 11 – Litigation
- Tab 12 – Insurance
- Tab 13 – Bond Requirements
- Tab 14 – Cost Proposal (Exhibit E and F)

**5. SCOPE OF WORK SUMMARY**

- a. The scope of work covered by this RFQ/P includes the complete design and construction of mechanical HVAC and controls retrofits and upgrades, including all required design, construction and commissioning by other disciplines to support the completion of this project. The scope of work includes all drawings, specifications, calculations, design, approvals/permits, equipment, material and labor necessary for complete and operable systems, including all contract documents identified elements.
- b. Cost Proposal Form: cost breakdown details and proposed potential energy and cost savings form.
- c. Discussion on the schedule constraints: work is being performed in an occupied building that includes classes during the day and evening.
- d. Contra Costa Health Services – all guidelines under the CCHS regarding construction project safety protocol must be adhered to throughout the life of the project. The District will provide the 3<sup>rd</sup> party Jobsite Safety Accountability Supervisor (JSAS).

**6. BUDGET**

- a. It is anticipated that this project will cost approximately \$900,000.00. The funds for the project will be provided by the District’s Local and State Scheduled Maintenance funds and Redevelopment Agency (RDA) funds.

**7. PROJECT SCHEDULE**

- a. The DB project consists or milestones identified in the RFQ/P page 10.
- b. All work will be performed on an occupied community college site. Close coordination and collaboration with the District Construction Manager will be essential.

**8. QUESTIONS**

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