Request for Qualifications/Proposal

Contra Costa Community College District

C-1168 Applied Arts (AA) Building Mechanical Systems Upgrade Energy Conservation Project

June 30, 2020

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I. STATEMENT OF QUALIFICATIONS/PROPOSALS

A. Introduction

The Contra Costa Community College District ("District"), acting through its Governing Board, is seeking Statements of Qualifications/Proposals (SOQ/P) from qualified Mechanical Contractors ("Design-Builder") to provide design build services for the Applied Arts Building Mechanical Systems Upgrade Energy Conservation Project ("Project"), proposing their firm as best qualified to provide above mentioned services.

Responses to this RFQ/P shall be due by 2:00 PM on July 28, 2020.

Due to the ongoing developments surrounding COVID-19 virus, the District has elected to accept Statement of Qualifications/Proposals electronically. All interested firms submitting on this project, need to contact Ben Cayabyab, Contracts Manager, via email, bcayabyab@4cd.edu, and copy Gaile Suarez, Asst. Project Manager, Critical Solutions, Inc., gaile_s@csipm.com, by 7/27/20 5:00pm to obtain an individual link that will be used for upload of individual proposals. To ensure a secure transmission and confidentiality of transmitted documents, each firm must submit a request to obtain their own specific individual link.

All proposal documents must be uploaded by the deadline specified above by 2:00pm on 7/28/20.

B. 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, two centers and the District office.

C. Restrictions on Lobbying and Contacts

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, contractor or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFQ/P, 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.

D. RFQ/P Schedule

6/30/20	Issuance of Request for Qualifications
7/8/20	Mandatory Pre-Proposal Conference Webinar at 9:00AM (See District Website http://www.4cd.edu/webapps/purchasingviewbids/default.aspx for posted instructions.)
7/9/20	Mandatory Pre-Proposal Site Walk at 2:30PM, Contra Costa College, San Pablo, CA.
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. (refer to Section A above)
8/5/20	Issue Short List of Selected Firms

Week of 8/10/20 Interviews, if needed.

E. Mandatory Pre-Proposal Conference

A mandatory pre-proposal webinar conference, including a building walk through, will be held for the project. The conference will include a socially/physically distanced site walk of the AA building. Each portion of the conference is mandatory. To that end, the pre-proposal conference schedule is as follows:

- July 8, 2020 at 9:00AM – Pre-Proposal conference webinar presentation and Q&A. (See District Website http://www.4cd.edu/webapps/purchasingviewbids/default.aspx for posted instructions.)

- July 9, 2020 at 2:30PM – Pre-Proposal building walk through of the Applied Arts (AA) Building at Contra Costa College, 2600 Mission Bell Drive, San Pablo, Ca, 94806 (meet at Parking Lot 11, southwest of the AA building.) https://www.contracosta.edu/wp-content/uploads/2020/01/Map-CCC-8.5-x-11_Current-1-29-2020.jpg).

This conference will provide an opportunity to discuss and clarify this RFQ/P, submission requirements and will include a tour of the site and the building mentioned in this RFQ/P. All attendees must comply with the State Covid-19 requirements for face coverings. Additional site visit information may be provided at the District's website:
http://www.4cd.edu/webapps/PurchasingViewBids/default.aspx

However, nothing said or represented during this conference shall be deemed to modify the requirements of this Request for Qualifications/Proposal (RFQ/P) unless followed by a written addendum. Individuals attending the mandatory pre-proposal meeting must be employees of the firm with identified business cards.

F. Additional Site Investigation

If a Design-Builder needs additional access to the site, submit a written request to Ben Cayabyab via email at **BCayabyab@4cd.edu** Arrangements must be made sufficiently in advance of that date in order to be accommodated.

G. Addenda

Please submit all questions in regard to this RFQ/P in writing, by email to Ben Cayabyab , at BCayabyab@4cd.edu in accordance with the deadline noted above, section D - schedule. All questions must be received by 5:00pm. Resulting addenda will be in the question/answer format posted to the District website. The District may modify this RFQ/P or any of its deadline dates set forth in the RFQ/P prior to the date fixed for submission of qualifications by issuance of an addendum. All addenda issued shall become part of this RFQ/P.

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.

All communications must be in writing only, submitted by electronic mail, directed to the address and contact person listed above. No oral questions or inquiries of any kind or contact with board members or District staff will be allowed.

H. Technical Review

After receipt of the Submittals, the District evaluation committee shall conduct a review of the Submittals 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 the committee recommends to be included in the next steps, during the Submittal evaluation period, it may become necessary for the evaluation committee to issue Requests for Clarification to the Design-Builders. These requests may be necessary to enable the evaluators to best understand the Design-Builders response(s). Requests for Clarification may be in the form of a written request issued by the evaluation committee.

I. Interviews

It may also be necessary at the discretion of District to conduct interviews with one or more of the qualified Design-Builders who submitted Submittals. The Design-Builders will be notified of the time and webinar/teleconference information as interviews will likely be conducted via an online platform. The purpose of this interview is to confirm information provided in Submittals submitted by the Design-Builders. This will also be another opportunity for the evaluation committee to request additional clarifications. In these interviews, the Design-Builder may expand on the information provided in their Submittal and will respond to questions from the evaluation committee. In case interviews are deemed as appropriate, each Design-Builder shall at minimum have their design-build team proposed project manager, lead mechanical engineer and site superintendent assigned to the project as shown on the organizational chart in the Design-Builders Submittal.

J. Limitations

District reserves the right to contract with any entity responding to this RFQ/P. District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. District shall in no event be responsible for the cost of preparing any SOQ/P in response to this RFQ/P. The awarding of the contract, if at all, is at the sole discretion of District. 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.

District reserves the right to reject any or all SOQ/P, to waive any irregularities or informalities not affected by law, to evaluate the SOQ/P submitted, and to award a contract, if any, according to the SOQ/P which best serves the interests of District at a reasonable cost to District.

K. No Discrimination

District hereby notifies all Design-Builders that no respondent will be discriminated against on the grounds of race, color, gender, age, ancestry, religion, marital status, national origin, medical condition or physical disability on consideration for the award.

L. Reservation of Rights

This solicitation does not commit District to enter into an agreement, to pay any costs incurred in preparation of any response to this RFQ/P, or to procure or contract for services or supplies. District reserves the right to accept or reject any or all Submittals, to enter into a contractual agreement with any qualified Design-Builder or agent thereof, and to cancel in part or in its entirety this solicitation if it is most advantageous and in the best interest of District to do so.

Any SOQ/P submitted by a Design-Builder who has not attended the mandatory pre-proposal meeting and subsequent walk through shall be rejected.

District reserves the right to reject a Submittal if it is not in full and complete compliance with the requirements and formats specified in this RFQ/P, to reject a Submittal which omits or fails to complete any portion of the required documents, to reject a Submittal which is in any way incomplete or irregular, or to reject a Submittal upon evidence of the Design-Builder having engaged in any communication, contact, or other activity prohibited by this RFQ/P.

District reserves the right to waive any informality or irregularity in any Submittal received, to reject any or all Submittals, to re-solicit for Submittals, and to accept the Submittal which, it its sole judgment, is most advantageous to District and in District's best interest.

District reserves the right to publicly display any information, Submittal or other materials submitted by any Design-Builder in response to this RFQ/P. The Submittals and any other supporting materials submitted to District in response to this RFQ/P, will not be returned and will become the property of District unless portions of the material are designated as proprietary at the time of the 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, Submittals 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 Submittals. Furthermore, the District will have no liability to the Respondent or other party as a result of any public disclosure of any Submittal.

END OF SECTION

II. PROJECT OVERVIEW

A. Contract Scope

Contra Costa Community College District (District) is seeking Submittals from interested and qualified Mechanical Contractors with design build experience on energy conservation projects and retrofits, hereinafter referred to as Design-Builder to implement the design, construction and commissioning of the Applied Arts Building Mechanical Systems Upgrade Energy Conservation Project for the District. Performance specification documents and schematics have been prepared to define the energy conservation projects scope in more detail and are included in Exhibit 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.

Only Design-Builders who have experience in providing services on projects of this size or above will be considered. Only submissions by qualified Design-Builders, holding a **B license** and a **C-20 license**, recognized by the State of California, and registered as a public works contractor with the Department of Industrial Relations will be considered. Responses from other parties shall not be considered.

C-1168 Applied Arts Building Mechanical Systems Upgrade Energy Conservation Project is included in this RFQ/P. It is funded using Redevelopment Agency (RDA) funds combined with Local and State Scheduled Maintenance Funds.

For a detailed explanation of the scope of work, please reference Exhibit A, Section 23 00 00-1.15 and 1.16, 25 00 00-1.3 and 1.4, Exhibit B, Exhibit C and Contract Documents.

B. Project Cost

It is anticipated that this project will have a design-build cost (including DB Architectural and Engineering Fees and DSA fees) to approximately be $900,000. The funds for the project will be provided by Redevelopment Agency (RDA) funds combined with Local and State Scheduled Maintenance Funds.

C. Project Schedule

All work is being performed on an occupied community college campus, including the summer semester. Consequently, the Design-Builder shall coordinate around class schedules for each semester. Between semesters there are break periods with minimal class impacts. There are also Saturday and evening classes in this building during each semester. Pending District approval and

appropriate advance notice, classes may be able to temporarily shift to other classroom locations in the building for short durations (e.g. a few days or over a weekend).

The Academic Calendar for session dates for each semester are available at the following link: http://www.4cd.edu/hr/academic_calendar/Forms/AllItems.aspx. The academic calendar provides the recesses which both District and Campus are closed; e.g. Winter Break, Spring Recess and the interval between Spring and Summer semester.

The historical class schedules for the AA building are available at the District Website http://www.4cd.edu/webapps/purchasingviewbids/default.aspx. Specific class schedules are dynamic, however and may not fully reflect the occupancy of the buildings since the institution is also scheduled and used by other public uses and events. Spring 2020 schedule should be used to estimate Spring 2021 and Summer 2021 schedules for estimating construction impact. Impact to buildings during non-recess schedules will be coordinated with the proposed schedule.

To support these required scheduled completion dates, the following schedule is established for the Design-Builders:

C-1168	
Submit 50% Design Documents	10/05/2020
Submit 100% Design Documents	11/06/2020
DSA Submittal Approval*	02/04/2021
Substantial Completion	08/09/2021
Final Completion	08/23/2021

*Assume 12 week turnaround time for DSA approval. Includes a 2 week for Design-Builder to submit back check submittal to DSA.

District reserves the right to modify this schedule at any time.

D. Roles and Responsibilities

The roles and responsibilities of the District and the Design-Builder are summarized below and set forth in detail in this RFQ/P and the District project specifications and contract documents provided.

1. Design-Builders Responsibility:

   a. The Design-Builder, including Design-Builder's designees, selected for contracting services shall be responsible for the design, procurement and implementation of specified energy efficiency/energy conservation and capital improvement projects at Contra Costa College. A detailed review of related HVAC and EMS systems, engineering design, and analysis of Contra Costa College facilities shall also be included in the scope of responsibilities. Timely implementation of this project is of the essence. Design-Builder shall also be responsible for obtaining all declared rebates from the public utility (PG&E or MCE) or any other declared source naming the District as the Payee.

   b. The Design-Builder shall be responsible for developing a schedule to complete the work for each phase by the completion timelines identified in section C – schedule. The Design-

Builder may also identify other work not requiring DSA approval and complete as necessary to meet the schedule.

c. The Design-Builder and its subconsultants shall be responsible for identifying work that requires DSA approval and obtain it before starting any of that work.

d. Design-Builder shall be responsible for the generation of all contract/bid documents and the bid management process for any subcontractors hired by Design-Builder during the implementation of this project.

e. Design-Builder understands they are proposing a complete turn-key project, inclusive of all trades and components necessary to provide a quality installation to District provided performance specifications and standards. Design-Builder also understands Design-Builder's proposed costs represent the total cost for all services provided including materials, labor, taxes, delivery, Payment & Performance Bonds, insurance and any other ancillary services and materials.

f. In the event that Design-Builder fails to correct a performance deficiency within 48 hours of District notification, excluding weekends, District may, without prejudice to any other remedy, (1) withhold payment, in whole, or in part, to such extent as may be necessary to protect the District from loss or (2) make good such deficiencies and adjust the total Contract Price by reducing the amount thereof by the cost of making good such deficiencies.

g. Design-Builder shall be responsible for scheduling work between 7am and 5pm Monday - Friday, where possible. The Design-Builder's work shall occur so as not to cause any disruption to College operations (e.g. classes, programs, and related activities, etc.). Work may have to occur before 7am or after 5pm and on weekends in certain circumstances to reduce the effect on College operations. No additional cost beyond cost proposal in the SOQ/P will be incurred by District due to work done outside normal work hours. Design-Builder shall also be responsible for coordinating scheduling with the District, College Police, and Buildings & Grounds. Design-Builder shall provide a construction schedule acceptable to the District prior to the commencement of work. Three week look ahead schedules shall be provided to District so that sufficient time is available for planning and notification purposes with the College.

h. It is understood and agreed that the Design-Builder and its subcontractors shall pay its employees and/or subcontract workers in accordance with the provisions of Section 1770 *et seq.* of the California Labor Code and shall be registered as public work contractors with the Department of Industrial Relations in accordance with Section 1725.5 of the California Labor Code.

i. This project is under a Project Stabilization Agreement (PSA) and those documents are provided as part of this RFQ/P package.

j. The Design-Builder shall obtain all required permits and DSA approval where required including close out with DSA once the project is completed.

k. The Design-Builder shall include applicable costs to comply with all guidelines under the Contra Costa Health Services Order for construction project safety protocol and will adhere to all future orders. Refer to the following link for the latest updates - https://www.coronavirus.cchealth.org/health-orders. Appendix B-2 Large Construction Project Safety Protocol applies to this project. The District will provide the 3rd party Jobsite Safety Accountability Supervisor (JSAS).

2. District will provide:

a. Design-Builder access to all facilities covered by the contract.

b. Design-Builder access to all required work areas to perform the task.

c. District staff shall be available to Design-Builder during normal work hours for consultation and clarification of task assignments.

d. Any hazardous material survey information that affects the Design-Builder's work.

e. A review of design documents, submittals and construction progress by the District and the District Representatives for adherence to the contract requirements.

f. DSA Project Inspector (PI), DSA Special Inspection & Testing Services; and any Fire District Inspection fees. Design-Builder shall arrange and coordinate for all required inspection services and approvals.

g. Progress payments for design and construction.

h. Payment of permit and inspection fees.

E. Record Drawings of Existing Buildings

The record drawings of existing buildings shall be used for guideline of the existing conditions. Please refer to Exhibit G. Design-Builder is responsible to field verify existing conditions.

F. Contract Type

This contract is a design-build contract in compliance with California Government Code section 4217.10 et seq. Design-Builders must thoroughly review the form of contract included herewith and must identify any term or condition of the contract which the Design-Builder requests modifying or deleting existing provisions or adding new provisions. Design-Builders must set forth a clear explanation of what modification would be sought and specific alternate language in its Submittal. District will review but is not obligated to accept any proposed changes.

G. Substitutions

The materials, products, systems, sub-systems and components described in the exhibits and shall establish the minimum standards of required performance, function, appearance and quality to be

met by each Submittal. Design-Builders are encouraged to exceed the specified minimum requirements within the approved contract amount and note it as added value. Products that are listed as equal in Exhibit A specifications, will be acceptable to District.

Any substitution or exception request must be submitted in writing to District during the formal question and answer period. Failure to make such written request is at the sole and exclusive risk of the Design-Builder. Substitutions or exceptions not authorized by District will not be allowed.

Products or workmanship described or included in Design-Builder's Submittal which exceed the minimum requirements of these RFQ/P documents are binding on the Design-Builder and shall not be eliminated, modified, or substituted for in any way unless specifically approved in writing by the District.

END OF SECTION

III. SUBMISSION REQUIREMENTS

A. Modification of Submittal

Prior to the time and date for receipt of Submittals, a Submittal may be modified upon written notice to District; provided, however, the modified Submittal is received by District by the Submittal delivery date specified herein. After the specified delivery date, a Submittal may not be modified. It is the sole responsibility of the Design-Builder to ensure that the modified Submittal is received by District no later than the Submittal delivery date and time specified herein.

B. Form and Style of Submittal

Submit documents as indicated in this RFQ/P. Any delineation or alteration of forms, material, or figures inserted by the Design-Builder must be initialed by the party under whose name and signature the Submittal is made. The Submittal shall not and may not qualify the requirements of this RFQ/P, including design, performance, and program requirements, in any manner. Failure to provide all required data, forms, and documents may cause the Submittal to be rejected by District and result in disqualification of the Design-Builder.

C. Submittal Organization

Submit documents as one electronic copy in word-searchable format such as Adobe pdf, via uploaded to individual Google docs link, refer to Section I.A above. Paper copies will not be accepted. Include electronic tabs/bookmarks for each tab and index as defined below. Firms are required to submit a Statement of Qualification/Proposal as one complete electronic package/file of their SOQ/P. Do not submit separate PDFs for each section. Each Submittal shall be limited to a maximum of forty (40) pages, excluding covers and tabs, and shall be organized in accordance with the following outline. District will allow a maximum of ten (10) exhibits sized to 11" X 17'' to clarify any data within the 40-page limit.

1. **Cover Letter (1 page max):** The cover letter shall provide a statement of interest, including Design-Builder's unique qualifications and services. The letter needs to include a statement of accepting the terms of this RFQ/P or noting significant and specific exceptions taken to any of the terms and conditions specified in this RFQ/P, performance specification section 23 00 00 and 25 00 00, performance schematics, the agreement and contract documents. If exceptions exceed the 1 page limit, place exceptions as one of the exhibits. The names, telephone/fax numbers and email address of person(s) authorized to provide any clarification requested. The letter must be in the name of and electronically signed by the legal entity that will execute the contract.

2. **Table of Contents:** Include a detailed table of contents for all sections of the Submittal.

3. **Background (1 page max):** Design-Builder shall submit a description of the firm's organizational structure, history and legal status (i.e., partnership, corporation, etc.). Provide general information on the responding firm, including; name, business address, local telephone number, officers of the firm, and contact person for this project. Indicate the age of the company, number of years in providing mechanical upgrade projects,

including performance contracting; number of guaranteed performance contracts or design-build energy efficiency projects, and the firm's approach to performance contracting. Also include a complete description of the firm's local branch or office service strength and capabilities. In the cost Submittal section provide the financial statement for 2018/19.

4. **Project Team**: Provide an organizational chart of the project team. Provide a list of the personnel to be used on this project, the company who they work for, their education and how long they have worked for the company. One page resume limit per team member, including, experience, and any other pertinent information shall be included for key team members assigned to this project. Refer to performance specifications for qualifications required. It is important that the project team is aligned with the project scope requirements. The project manager who will be responsible for overall management shall be shown first followed by the lead mechanical engineer and superintendent who will manage on site day to day activity. Any other key team members will be shown next.

5. **References:** Include three (3) references for each company which shall indicate the prior relevant work experience of the Mechanical Contractor, designer, mechanical subcontractor and controls sub-contractor a type and size similar to the one being proposed on, including higher education and DSA experience. Provide the references, organization, name, title, phone number and email address. References shall be from clients who can verify the type of contract and work performed. The references should be notified in advance of District calling them and be able to answer the following questions:

   a. What type of contract did the Design-Builder have with the reference?
   b. Did the scope of work include HVAC modifications and Controls upgrades?
   c. Did the contract include energy, and cost savings as well as O&M savings?
   d. What was the initial cost of the work?
   e. What was the final cost and % of change orders?
   f. Was the contractor collaborative to work with?

6. **Experience: Design-Builder shall** include five (5) projects similar in scope and complexity to the Applied Arts Building Mechanical Systems Upgrade Energy Conservation Project within last ten (10) years showing design-build experience and 5 projects each from the Design-Builder's HVAC, controls and design sub-contractors that show the experience of providing the services outlined in this RFQ/P. At least three (3) of the five (5) projects each shall be from active campus education facilities requiring DSA approval. The selection criteria are shown in section IV "Evaluation & Award". Experience with higher education campuses will score higher points in this category.

7. **Technical Approach (part of Qualification and Methodology selection):** Provide a detailed description of how the Design-Builder would approach the following:

   a. Indicate the Design-Builder's approach to verifying the scope of work shown in Performance specifications and Exhibits A thru C and contract documents contained in this RFQ/P document, describing in narrative format the systems, subsystems, materials, equipment, phasing, rigging/laydown and design solutions proposed,

including the intended approach to coordinating / integrating various systems on an occupied building.

b. Indicate the Design-Builder's approach to the design of improvement measures and a comprehensive solution that addresses all aspects of energy and operating cost reduction.
c. Indicate Design-Builder 's approach to projecting the energy and cost savings associated with each energy conservation measure. Describe the methodology, tools, formulas, and reporting of energy and cost savings.
d. Describe how your projections are validated by PG&E/MCE for rebates, if any, and how you ensure that the equipment used on this project meets PG&E/MCE rebate requirements.
e. Indicate the Design-Builder 's approach to effective project management, managing the project design teams and subcontractors.
f. Provide a design and construction plan for the project (separated by each AU and VAV as appropriate). The plan should include the following elements:
    1. Include a schedule that shows milestone activities that indicates how the Design-Builder proposes to complete the scope of work.
    2. Include a brief design approach that discusses how the Design-Builder works with the client to ensure timely client reviews and approvals while ensuring adherence to performance specifications and schedule constraints Discuss how you will approach working on this active campus , including executing the construction work in the occupied building. Discuss methods in ensuring that all critical building systems are operational during construction.
    3. Include a discussion on any proposed adjustments to the building occupancy schedules as options for completion of the project in the occupied building.
g. Discuss your communication plan and approach and how do you ensure safety on all projects. Be specific.
h. Provide detailed information on the training programs available to in-house maintenance personnel, including course content, location, and schedule. Design-Builder may also include programs available for promoting energy awareness among District staff.
i. Provide any exclusions in addition to those already clearly excluded in RFQ/P and contract documents. Do <u>not</u> exclude anything that is obviously required for the project; this is a turn-key project. Do <u>not</u> repeat exclusions that are already clearly listed in the RFQ/P and contract documents. Provide reasons for exclusions.

8. **<u>Financial Approach, Schedule and Best Value</u>:** Provide a detailed description of how the Design-Builder would approach the following:

a. Provide a break-down of the construction cost by each major element shown in the Cost Proposal form, referencing Exhibit A, Section 23 00 00-1.15 and 1.16, 25 00 00-1.3 and 1.4, Exhibit B, Exhibit C and Contract Documents.
b. Indicate the approach that the Design Builder would apply to develop an accelerated schedule for this project where possible during design, preconstruction and/or construction phases. Discuss your specific approach to completing design for projects that require DSA approval within established timelines For any schedule acceleration options, be specific as to how and to which extent.

c. Describe any enhancements the Design-Builder would offer District to either reduce cost, increase energy savings or reduce O & M costs.
d. Provide a list of the potential federal, state, utility and manufacturers rebates that will be sought for this project.
e. Describe the restrictions on temperature and schedules would you recommend to achieve maximum energy and cost savings.
f. Project the annual energy and energy cost savings for the measures shown in Exhibit A, Section 23 00 00-1.15 and 1.16, and 25 00 00-1.3 and 1.4. Separate the savings for each of the add/deduct alternates so District will know the construction cost/savings and annual energy savings to add or deduct the measure. Also, describe how the annual energy savings were calculated. Assume the systems that will be replaced as a result of this RFQ/P will operate from 5am-10 pm Monday through Saturday, year round, except during the winter break when systems are shut down. Assume existing systems have been operating as constant volume reheat systems supplying fixed 55 degree supply air to the inlet of the VAV boxes, and the VAV reheat coils can reheat that air back up to 95 degrees when heat is needed. Assume economizers are broken on each existing AHU and they are providing a fixed amount of outside air (with a range between 20% and 100% outside air to provide a low and high range of energy savings). Assume the chiller and boiler provide a fixed chilled water and heating hot water setpoint (42 and 160 respectively). Use the provided equipment schedules and the provided TAB report (supplemented by existing as-built as needed) to determine CFM, TSP, GPM, hp, etc for your energy savings calculations. Use a fixed utility rate of $0.18/kWh and $1.11/therm.
g. Describe the responsibilities that District staff would incur to ensure they achieved the maximum energy and cost savings achievable.
h. Identify and describe potential energy savings, estimated rebates and potential energy cost savings (in the Proposed Savings Form).
i. Describe what risks could occur that would prevent District from achieving the possible energy and dollar savings.

9. **Declaration**: A declaration (Exhibit D) that the entire Submittal shall be valid for a period of ninety (90) days following the Submittal date of the Submittals.

10. **Subcontractors:** The Design-Builder shall provide a list of all subcontractors including the design personnel, including the Department of Industrial Relations registration number.

11. **Litigation:** Indicate any pending, mediated and settled litigation issues and any current litigation issues that the Design-Builder and any of the major sub- contractors have had within the past 10 years.

12. **Insurance Requirements:** Provide proof that the Design-Builder can provide the insurance requirements listed in the agreement if awarded the contract.

13. **Bond Requirements:** Provide proof that the Design-Builder can obtain payment and performance bond for the amount of the contract. Indicate bonding company that the Design-Builder may use. Upon notification of award the successful Design-Builder will be required to obtain a payment and performance bond for the contract amount.

14. Cost Proposal

A cost proposal shall be contained in a separate, section marked **"COST PROPOSAL."**

Submittals shall clearly state the cost of all services. This information shall be shown on the cost proposal form **"EXHIBIT E."**

Certain Controls and VAV issues may arise during construction that were not previously identified. District requires a unit cost be provided with the cost proposal. Complete **"EXHIBIT F"** and enclose in the cost proposal.

The quality of the products being offered to District is extremely important and must meet District standards. **"EXHIBIT A "** contain the minimum standards for the major equipment and systems being provided. Within the cost proposal provide a list of the manufacturers that are being proposed to be used for major cost items such as VFDs, VAV boxes, Reheat Coils, HVAC units, and controls.

The final costs shall include all tasks and components to provide a complete, high quality, and turn-key installation. The Contract Price shall include a 5% District's allowance to address any unforeseen conditions, modifications, agency clarifications and upgrades. Approval by District will be required prior to the use of these funds. The balance of the funds will be returned to District after project completion. It is assumed District shall bear no further costs for any change orders, oversights, miscalculations, omissions or mistakes. All additional charges shall be borne by Design-Builder.

END OF SECTION

IV. EVALUATION AND AWARD

A. Selection Committee Members

A Selection Committee composed of District Facilities Planning and Construction and College representatives will review the Submittals and make recommendations on interviews and contract award.

B. Presentation to Selection Committee

One or more Design-Builders may be given an opportunity to present its Technical Submittal to the Selection Committee, if the Selection Committee feels it is necessary for clarification of Submittals. The presentation should address issues such as:

1. The qualifications and expertise of the Design-Builders and designated subcontractors;
2. An overview of the schedule of activities indicating what can be accomplished to meet schedule constraints.
3. How the Design-Builder intends to meet the requirements of the RFQ/P;
4. Review of the Design-Builders proposed Design and Construction Management Plan;
5. Review of enhancements included in the bid amount to improve the value of services to District.

A maximum of thirty (30) minutes will be allowed for each presentation, followed by a twenty (20) minute question and discussion period. During the question and discussion period, clarification questions from the Selection Committee regarding the Submittal may be directed to the Design-Builders but no modification to the Submittal will be allowed.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

C. Basis for Selection

The Selection Committee will rank/score each Submittal based upon the criteria established in these RFQ/P documents. The following **two primary areas of evaluation will be considered – each of equal importance.**

1. Qualifications and Methodology

(Percentage of Total Score - 50 %)

The manner in which the Design-Builder has structured its team to deliver the project in an effective, efficient and collaborative manner and the methods used to implement the project. This shall include, but is not limited to, the items in Table A below:

Table "A" Qualification & Methodology Response	
Experience & Background	**Points**
Team background	10
Design-Builders Project Manager	15
Superintendent	15
References - Design-Builder	10
References - HVAC sub-contractor	10
References – EMS sub-contractor	10
References – design sub-contractor	10
Experience with educational projects with DSA	10
Experience with educational occupied campuses facilities	10
Technical approach	
Mechanical systems and equipment retrofit	25
Controls new & upgrade	15
Design with DSA projects	15
Energy savings and rebates plan	15
Design and construction plan, project management	20
Training programs	5
Chart "A" Total	**200**

Each category will be evaluated and awarded points up to a maximum of 200 points as follows:

- Marginal 0 – 100 of the available points.
- Satisfactory 101 – 150 of the available points.
- Excellent 151 – 175 of the available points.
- Outstanding 176 – 200 of the available points.

2. Financial Approach, Schedule and Best Value:
(Percentage of Total Score - 50 %)

The cost of construction of the project, schedule, potential energy, operational and maintenance savings as well as best value will be scored. The degree to which the Design-Builder provides operational, functional, sustainability, schedule enhancements and best value as described in these RFQ/P documents will also be scored. The breakdown of this section are the items in Table B below:

Table "B" Cost, value & quality enhancements.	
Financial Approach	**Points**
Proposed cost (Cost Proposal Form: Base Scope plus Alternates)	90
Accelerated schedule	25
Best Value Enhancements	20
List of Potential Rebates Available	10
Energy Cost savings	20
Potential annual energy and annual energy cost savings (Proposed Savings Form)	25
Potential Risks to reduce savings	10
Chart "B" Total	**200**

M: Moderate 0 – 149 of the available points.
S: Significant 150 – 174 of the available points.
O: Outstanding 175 – 200 of the available points.

District will total the scores for **Qualifications and Methodology** and **Financial Approach, Savings and Best Value** as noted above, and rank them sequentially in order of highest to least points. District may interview one or more proposers to clarify the written Submittals. The award of the contract shall be made to the Design-Builder whose Submittal is determined, to be the most advantageous.

It is not necessarily District's intent to obtain the lowest possible cost, but rather the best value. District will make its selection after assessing the quality of the proposed products, services and lifecycle savings as well as the cost of the products and services.

The results of District evaluation and ranking of the Design-Builder Technical and Financial/Cost Proposals will be final.

END OF SECTION

V. CONTRACT NEGOTIATIONS

A. Contract Execution

Immediately following selection of the highest ranked Design-Builder, representatives of District and the Design-Builder will meet to review and finalize contract terms and conditions.

In the event District is unable for any reason to enter into a contract with the selected, District reserves the right to terminate negotiations with the otherwise successful Design-Builder and, at District's sole option, to enter into negotiations with the next best qualified Design-Builder as determined by the Selection Committee.

After a contract has been negotiated, a public hearing will take place at a regularly scheduled Board meeting pursuant to Government Code section 4217.10 et seq. District may enter into an energy services contract if the Board determines the contract is in the best interest of the District and that the anticipated cost to District for conservation services provided by the energy conservation projects under the contract will be less than the anticipated marginal cost to the public agency of thermal, electrical, or other energy that would have been consumed by the public agency in the absence of those purchases.

All required insurance certificates, endorsements, and payment and performance bonds, and any other requirements of the Public Contract Code must be submitted to and approved by District before District will execute the contract.

B. Submittal Review

These RFQ/P documents and Addenda will become part of the contract executed with the successful Design-Builder and will take priority over anything to the contrary included, whether directly or indirectly, in the Submittal of the Design-Builder. The basis for contract award and District's review of subsequent design and construction activities for conformity will be this RFQ/P.

District will meet with the Design-Builder as required during design completion to discuss and review in detail the Design-Builder’s design solutions and proposed enhancements for the purpose of confirming they meet the RFQ/P documents and which provides the highest possible level of functional, program and performance utility.

C. Compensation Schedule

During negotiations a detailed milestone construction schedule shall be developed. Once accepted by District the milestone schedule shall be the basis of compensation to the Design-Builder. Invoices shall be submitted monthly based upon % complete of each milestone.

END OF SECTION

EXHIBIT A

AA Building Mechanical Systems Upgrade Energy Conservation Project Performance Specifications and Schematics can be downloaded from the following link:
https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx

EXHIBIT B

Pre-TAB Report and AA Building HVAC Evaluation Report can be downloaded from the following link:
https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx

- Testing & Balance Report for Contra Costa Community College Applied Arts Building Existing System Survey by RSAnalysis, RSA Project Number 26675-S, dated May 20, 2020
- Contra Costa Community College District Applied Arts Building HVAC and Controls Evaluation by Taylor Engineering, dated March 29, 2019

EXHIBIT C

Hazardous Materials Reports can be downloaded from the following link:
https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx

- Supplemental Asbestos and Lead Survey, Contra Costa College – Applied Arts Building HVAC Renovation Project by Terracon Consultants, Inc., Terracon Project No. R1197614, dated June 24, 2020

EXHIBIT D

I. DECLARATION

Design-Builder acknowledges that they have read the enclosed Request for Qualifications/Proposal (RFQ/P) for the acquisition of a qualified design builder to provide complete implementation of specified projects in its entirety, has addressed all issues pertaining to this RFQ/P to the Design-Builder's satisfaction, acknowledges Design-Builder's ability to conform to all conditions of this RFQ/P, that all information submitted in this Submittal is current and true, and that the undersigned is an authorized representative of the proposing firm. Design-Builder also agrees that the Submittal is valid for 90 days from the due date of the Submittal.

_____

Name of Proposer/Contractor (Person, Firm, or Corporation)

_____

Signature of Proposer/Contractor's Authorized Representative

_____

Printed Name & Title of Authorized Representative and date signed

EXHIBIT E

COST PROPOSAL FORM AND PROPOSED SAVINGS FORM

1. **Project Description**

Design-Builder shall provide a detailed description of each individual project listed below and include it in the cost proposal section. Design-Builder shall provide a detailed description of rebates, energy and cost savings as outlined in the Proposed Savings Form.

It shall be the burden of the Design-Builder to conduct coordinated site visits to thoroughly describe the scope of work, construction schedules, proposed products to be utilized and any information which will validate the efficient implementation of a complete, turn- key project installed to District standards. To maintain quality components, all components being replaced shall be like for like or equal.

A 5% District's allowance shall be shown on the Cost Proposal Form. Use of the allowance will require the approval of District. Any funds left in the allowance at the end of the project shall be returned to District.

Design-Builder shall utilize the attached Cost Proposal Form & Proposed Savings Form to document proposed project costs and potential rebates, energy and cost savings.

COST PROPOSAL FORM

C-1168 Applied Arts (AA) Building Mechanical Systems Upgrade Energy Conservation Project

Energy Conservation Project

Column A	Column B Description	Column C Total DB Project Cost ($)
Base Scope	Measure 1: Rooftop Air Handler Upgrade	
	Measure 2: AHU-1-1 Replacement	
	Measure 3: Replace Existing Induction Boxes with VAV boxes	
	Measure 4: For existing VAV reheat boxes with pneumatic actuators, replace control valves and remove strainers	
	Measure 5: Remove strainer basket from existing VAV boxes with electric actuators	
	Measure 6: Remove Compressed Air Systems	
	Measure 7: Configure existing boiler mixing valve to be fixed in the normally closed position, remove mixing valve pneumatic actuator.	
	Measure 8: Replace existing VAV boxes with new VAV boxes	
	Measure 9: Install new VAV boxes	
	Measure 10: Drain, cut and cap hot and chilled water piping associated with hot water pump PHY-1 and chilled water pump CHP-2	
	Measure 11: Add supply diffuser and return grille to Office 216A	
	Measure 12: Abandon HC-17 serving Rooms 201A, 201B and 201C in-place.	
	Measure 13: Control System Upgrade	
District Allowance 5%		
SubTotal		$
Alternate 1 **23 00 00-1.16**	If existing boiler mixing cannot be configured to be normally closed, remove mixing valve, cut and cap bypass leg.	

Column A	Column B Description	Column C Total DB Project Cost ($)
Alternate 2 23 00 00-1.16	Remove all existing pneumatic piping downstream of shut-off valves at mains to the building.	
Alternate 3 23 00 00-1.16	Demolish heating hot water pump PHY-1 and chilled water pump CHP-2	
Alternate 4 23 00 00-1.16	First and Second Floor As-Built Drawings	
Alternate 5 23 00 00-1.16	Install hot water minimum flow bypass either at plant or end-of-line just below the roofline, change all scheduled 3-way valves to 2-way valves.	
Alternate 6 23 00 00-1.16	Determine Maximum Chilled Water Differential Pressure Setpoint (CHW-DPmax)	
Alternate 7 23 00 00-1.16	New roof rails. Add roof safety railing at locations specified by Owner.	
Alternate 1 25 00 00-1.D	Add chilled water DPT-1 differential pressure transducer, five-valve manifold, and provide new PCH-1 speed output and network interface to PCH-1 VFD.	
Alternate 2 25 00 00-1.D	Provide new natural gas meter on main building gas supply line, associated programming and graphics. Installation by Division 230000 Contractor.	
Alternate 3 25 00 00-1.D	Provide minimum flow hot water bypass valve and magnetic insertion type flow meter, associated programming and graphics. Installation by Division 230000 Contractor.	
Alternate 4 25 00 00-1.D	Exclude chilled water and heating hot water plant programming.	
Alternate 5 25 00 00-1.D	Provide 2-way valves for all reheat coils in lieu of 3-way valves, where scheduled. Installation by Division 230000 Contractor.	
Alternate 6 25 00 00-1.D	Relocate existing power meter and reinstall on main building service. Assume work will occur during off-hours to allow for de-energizing of building power. De-energizing of building to be coordinated with District.	

Column A	Column B Description	Column C Total DB Project Cost ($)
Total (subtotal + alternates)		$

PROPOSED POTENTIAL ENERGY AND COST SAVINGS FORM

	Description	Estimated Rebates ($)	Electric Energy Savings (kWh)	Electric Energy Cost Savings ($)	Gas Energy Savings (therms)	Gas Energy Cost Savings ($)	Total Cost Savings ($)
Base Scope	Measure 1: Rooftop Air Handler Upgrade						
	Measure 2: AHU-1-1 Replacement						
	Measure 3: Replace Existing Induction Boxes with VAV boxes						
	Measure 4: For existing VAV reheat boxes with pneumatic actuators, replace control valves and remove strainers						
	Measure 5: Remove strainer basket from existing VAV boxes with electric actuators						
	Measure 6: Remove Compressed Air Systems						
	Measure 7: Configure existing boiler mixing valve to be fixed in the normally closed position, remove mixing valve pneumatic actuator.						
	Measure 8: Replace existing VAV boxes with new VAV boxes						
	Measure 9: Install new VAV boxes						
	Measure 10: Drain, cut and cap hot and chilled water piping associated with hot water pump PHY-1 and chilled water pump CHP-2						
	Measure 11: Add supply diffuser and return grille to Office 216A						

	Description	Estimated Rebates ($)	Electric Energy Savings (kWh)	Electric Energy Cost Savings ($)	Gas Energy Savings (therms)	Gas Energy Cost Savings ($)	Total Cost Savings ($)
	Measure 12: Abandon HC-17 serving Rooms 201A, 201B and 201C in-place.						
	Measure 13: Control System Upgrade						
Alternate 1 23 00 00-1.16	If existing boiler mixing cannot be configured to be normally closed, remove mixing valve, cut and cap bypass leg.						
Alternate 2 23 00 00-1.16	Remove all existing pneumatic piping downstream of shut-off valves at mains to the building.						
Alternate 3 23 00 00-1.16	Demolish heating hot water pump PHY-1 and chilled water pump CHP-2						
Alternate 4 23 00 00-1.16	First and Second Floor As-Built Drawings	N/A	N/A	N/A	N/A	N/A	N/A
Alternate 5 23 00 00-1.16	Install hot water minimum flow bypass either at plant or end-of-line just below the roofline, change all scheduled 3-way valves to 2-way valves.						
Alternate 6 23 00 00-1.16	Determine Maximum Chilled Water Differential Pressure Setpoint (CHW-DPmax)						
Alternate 7 23 00 00-1.16	New roof rails. Add roof safety railing at locations specified by Owner.	N/A	N/A	N/A	N/A	N/A	N/A
Alternate 1 25 00 00-1.D	Add chilled water DPT-1 differential pressure transducer, five-valve manifold, and provide new PCH-1 speed output and network interface to PCH-1 VFD.						

	Description	Estimated Rebates ($)	Electric Energy Savings (kWh)	Electric Energy Cost Savings ($)	Gas Energy Savings (therms)	Gas Energy Cost Savings ($)	Total Cost Savings ($)
Alternate 2 25 00 00-1.D	Provide new natural gas meter on main building gas supply line, associated programming and graphics. Installation by Division 230000 Contractor.						
Alternate 3 25 00 00-1.D	Provide minimum flow hot water bypass valve and magnetic insertion type flow meter, associated programming and graphics. Installation by Division 230000 Contractor.						
Alternate 4 25 00 00-1.D	Exclude chilled water and heating hot water plant programming.						
Alternate 5 25 00 00-1.D	Provide 2-way valves for all reheat coils in lieu of 3-way valves, where scheduled. Installation by Division 230000 Contractor.						
Total							

EXHIBIT F

UNIT COST
PROPOSAL FORM

- 23 00 00-1.16B: Unit cost to Replace terminal unit isolation valves. Assume pipe work is already being done on the zone (e.g. per Measure 3 or 4).
  Provide Cost $ _____

- 23 00 00-1.16B: Unit cost per zone to rebalance air outlets downstream of VAV boxes so that at least one balancing damper is wide open.
  Provide Cost $ _____

- 23 00 00-1.16B: Unit cost to replace 3-way reheat valve with a new 2-way reheat valve provided by Controls Contractor. Cut and cap bypass leg.
  Provide Cost $ _____

- 23 00 00-1.16B: Unit cost to Isolate and drain the hot water piping on a per-floor basis (1st Floor, 2nd Floor, Roof) as required to perform unit price replacements on isolation valves.
  Provide Cost $ _____

- 25 00 00-1.4E Unit cost to provide DDC Control of existing Exhaust Fan – assume start/stop and status (CS-1).

  Provide Cost $ _____

- 25 00 00-1.4E: Unit cost to provide CS-1 current switch for monitoring of existing exhaust fans.
  Provide Cost $ _____

- 25 00 00-1.4E: Unit cost add to upgrade VAV box thermostat from TS-3A to TS-3C.
  Provide Cost $ _____

- 25 00 00-1.4E: Unit cost to replace line size 2-way control valve – installation by Division 230000 Contractor.
  Provide Cost $ _____

- 25 00 00-1.4E: Unit cost to replace line size 3-way control valve – installation by Division 230000 Contractor.
  Provide Cost $ _____

EXHIBIT G

Available existing reports and As-Built drawings can be downloaded from the following link:

https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx

EXHIBIT H

District Project Stabilization Agreement (PSA) can be downloaded from the following link:

https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx

EXHIBIT I

Agreement for Mechanical and Controls Design Build Project can be downloaded from the following link:

https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx