

MANDATORY PRE-PROPOSAL CONFERENCE AGENDA
MECHANICAL AND CONTROLS DESIGN-BUILD PROJECT
DESIGN BUILD SERVICES REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)

DATE: May 30, 2018
PROJECT: Mechanical and Controls Design Build Project
TIME: 10:00 AM – 11:30 AM District Office
12:00 PM – 2:00 PM Diablo Valley College site walk
3:00 PM – 4:00 PM Contra Costa College site walk
PLACE: District Office, 2nd Floor Board Room, Martinez CA

1. WELCOME & INTRODUCTIONS

OWNER:

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

Diablo Valley College

John Nahlen, Vice President Business and Administrative Services
James Buchanan, Director Maintenance and Operations

Contra Costa College

Mariles Magalong, Director Business Services
Bruce King, Buildings and Grounds Manager

Performance Criteria Engineering Team

Shuen Lo Principal
Eileen Yeung-Ohara, Senior Mechanical Engineer

District Facilities Planning Team:

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

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

2. MEASURE E BOND PROGRAM PRESENTATION

3. 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.



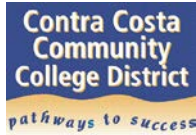
- b. Performance specification documents and preliminary drawings have been prepared by Gayner Engineering to define the energy conservation projects scope in more detail. These are included in the RFQ/P as Exhibit A and B.
- c. Special consideration needs to be given to projects with Prop 39 funding source due to their specific funding deadlines and documentation requirements. Please review the schedule section of the RFQ/P in detail.
- d. Construction of this project is crucial in completion of critical Diablo Valley, Contra Costa and District Office energy efficiency projects.
- e. 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.
- f. Please pay close attention to the requirements set forth in the RFQ/P documents as you prepare your SOQ/P.
- g. Please be sure to provide all information as requested.
- h. 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.
- i. NO EMAIL or FAXED responses will be accepted.
- j. To be considered responsive to this RFQ, the submittals must be in the format identified in the RFQ /P document.
- k. Addendum 1 will cover clarifications and the Agreement Exhibit I of the RFQ/P
- l. Verbal questions and answers are considered to be non-binding. All questions related to this project must be in writing and directed to: **Jovan Esprit, Contracts Manager** email: jesprit@4cd.edu

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

5/22/18	Issuance of Request for Qualifications
5/30/18	Mandatory Pre-Proposal Conference, 10AM District Office in Martinez
6/8/18	Deadline for submission of questions/requests for clarification
6/11/18	Last day for questions/clarifications addendum issuance
6/14/18	SOQ/P Submittal due at District Office in Martinez, by 2:00 PM
6/22/18	Issue Short List of Selected Firms
Week of 6/26/18 Interviews, if needed.	

5. KEY COMPONENTS OF THE RFQ

- a. Total of 15 tabs; please note maximum number of pages for each tab. Double sided pages will be counted as 2 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 – Other Information/Exhibits
- Tab 15 – Cost Proposal, sealed envelope (Exhibit E)

6. 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 – need to be split by Project ID and by Building
- c. Requirement to separate close out for Prop 39 projects vs. bond funded projects. Where there is Prop 39 funding combined with other funding, that entire project is constrained by the Prop 39 deadlines (D-1044 as an example).
- d. Discussion on the schedule constraints: Prop 39 is driving those constraints as they aren't as flexible.
- e. Specific projects that are included in this RFQ/P as part of the Mechanical and Controls Design-Build Project are listed below, along with corresponding funding sources:

<i>PROJECT #:</i>	<i>DESCRIPTION & FUNDING</i>
C-1129	Contra Costa College Performing Arts Center (PAC) C-Boiler Replacement – Prop 39 Funds
C-1130	Contra Costa College PAC-Chiller Replacement - Prop 39 Funds
C-1131	Contra Costa College Advanced Technology (AT) Packaged Unit Replacement – State scheduled maintenance funds
D-1044	Diablo Valley College Campus wide EMS upgrades – Prop 39 and Measure E Funds
D-4017	Diablo Valley College Mechanical Equipment Retrofit - Measure E Bond Funds
P-4022	District Building AHU Replacement - Measure E Bond Funds
- f. Gayner Presentation

7. BUDGET

- a. It is anticipated that this project will cost between \$6.5M and \$7.5M. The funds for the project will be provided by the District’s Measure E Bond, Prop 39 Funds and State scheduled maintenance funds.

8. PROJECT SCHEDULE

- a. The DB project consists of four phases. It is set up in phases identified in the RFQ/P page 9 in order that meets various funding date requirements.
- b. All work will be performed on occupied community college sites and in most cases buildings. Close coordination and collaboration with the District Construction Manager will be essential.