



**MANDATORY PRE-PROPOSAL CONFERENCE AGENDA
ENGINEERING TECHNOLOGY BUILDING RENOVATION PROJECT
REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)**

DATE: December 7, 2022
PROJECT: D-628 DVC Engineering Technology Renovation Project Criteria Architect RFQ/P
TIME: 1:00 PM – 2:00 PM Mandatory Pre-Proposal Conference
and Site Walk
PLACE: 268 Viking Dr. Pleasant Hill, CA 94523, Room ET-108

1. WELCOME & INTRODUCTIONS

OWNER:

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

Diablo Valley College

Susan E. Lamb, President

Dr. Joe Gorga, Vice President, Equity and Instruction

Dr. Despina Prapavessi, Dean, Mathematics, Computer Science and Business

Dr. Beth Arman, Dean, Career and Community Partnership

Ronke Olatunji, Interim Vice President Business and Administrative Services

Jim Buchanan, Director of Maintenance and Operations

Vicki Ferguson, Vice President of Equity and Student Service

District Facilities Planning Team:

Ines Zildzic, Vice Chancellor, Facilities Planning and Construction

P.J. Roach, Facilities Project Manager

Tracy Marcial, District Energy and Sustainability Manager

Amy Sterry, Director of Purchasing and Contracts

Ben Cayabyab, Contracts Manager

Project/Construction Management Team:

Ron Hoyle, Sr. Project Manager, Kitchell

Bob Parks, Design-Build Manager, Kitchell

Project Information Website: <https://webapps.4cd.edu/apps/purchasingviewbids/default.aspx>

2. 4CD MEASURE E BOND PROGRAM OVERVIEW

3. SCOPE OF PROJECT

- a. Contra Costa Community College District is seeking submittals from interested and qualified architectural/engineering firms to provide Project Criteria Documents and Temporary Swing Space planning and design for the Engineering Technology Building Renovation Project.
 - 1) Renovate and expand the existing Engineering Technology (ET) Building.
 - 1.3.a1.1 Hazardous material abatement & selective demolition of the existing building.
 - 1.3.a1.2 Bring existing structural systems up to current code.
 - 1.3.a1.3 Re-build within the existing footprint to modernize the overall facility and its systems for current and future programs.
 - 2) Provide for expansion or reconfiguration of existing spaces to incorporate a new Math and Engineering Student Success Center
 - 3) Evaluate and develop Temporary Swing Space to be implemented during construction.
 - 4) Approximate Square Footage:
 - 1.3.a4.4 33,000 SF of existing building renovation
 - 1.3.a4.5 Up to 7,000 SF of new space for the Math & Engineering Student Success Center
 - 5) Established Construction Budget: \$43M
 - 6) Renovation Project is planned to be delivered using Design Build
 - 7) Temporary Swing Space is planned to be fully evaluated, designed, permitted, and have Construction Administration provided by the successful A/E team.

4. SCOPE OF SERVICES

- a. See Attachment A – Criteria Architect Agreement with Exhibits.
- b. Additional Project Information – Section 2.2 of RFQ/P.
- c. A/E Team will attend, take part in, conduct meetings, and participate as required with the District, College Leadership Team, Project Manager, Campus End User Groups, and other Stakeholders as part of the District’s Participatory Governance Process.
- d. Provide Project Criteria Documents that will become part of the RFP for Selection of a Design-Build Entity (DBE)
 - 1) Design Criteria Documents
 - 2) DBE Procurement Phase
 - 3) DBE Design, Subcontracting, and DSA Phases
 - 4) DBE Construction & Closeout
- e. Temporary Swing Space
 - 1) Evaluate options/scenarios for required swing space development
 - 2) Development of design documents
 - 3) Permitting
 - 4) Bidding
 - 5) Construction Administration & Closeout
- f. Construction Cost Estimating

5. SUBMISSION OF SOQ/P

- a. Please pay close attention to the requirements set forth in the RFQ/P documents as you prepare your SOQ/P.
- b. Due date is 1/6/2023 by 2:00 PM at the District Office in Martinez
- c. SOQ/P shall be submitted in one (1) original hard copy and one (1) electronically on a USB flash drive
- d. Submission and Formatting
 - 1) Hard copy must have properly labeled tabs
 - 2) PDF copies must be 25MB or less, word searchable, and properly bookmarked
 - 3) Contents:
 - a. Tab 1 - TOC (1 page max)
 - b. Tab 2 – Cover Letter (1 page max)
 - c. Tab 3 – Architectural Firm’s Information (3 pages max)
 - d. Tab 4 – Project Experience (1 page max for each project)
 - e. Tab 5 – Sub-Consultant Information (1 page max for each sub-consultant)
 - f. Tab 6 – Project Staff Qualifications/Experience
 - i. Staffing Overview – 2 pages max
 - ii. 2 pages max for each person
 - g. Tab 7 – Project Approach (5 pages max)
 - h. Tab 8 – Litigation History (no. of pages as needed)
- e. Fee Proposal shall be submitted in one (1) hard copy in a separate sealed envelop
 - 1) Staffing plan and workplan with recommended number of user group meetings
 - 2) See format requirements for fee proposal in RFQ/P
- f. Please be sure to provide all information as requested.
- g. To be considered responsive to this RFQ, the submittals must be in the format identified in the RFQ/P document.
- h. 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

6. EVALUATION & SELECTION PROCESS

- a. Please review evaluation factors and the evaluation process as identified in the RFQ/P.
- b. SOQs submitted will be scored and ranked by an evaluation committee to determine a shortlist of firms for an interview
- c. Technical Evaluation Factors
 - 1) Factor 1 – Firm (Tab 2 and 3)
 - 2) Factor 2 – Design Firm Experience (Tab 4 and 5)
 - 3) Factor 3 – Proposed Project Staff (Tab 6)
 - 4) Factor 4 – Project Approach (Tab 7)
- d. Following the interviews, the selection committee will provide a recommendation for final selection.

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

- 12/2/2022 Issuance of Request for Qualifications/Proposals
- 12/7/2022 Mandatory pre-proposal conference, 1:00 PM DVC Campus, Engineering Technology Building, Room ET-108, Address: 268 Viking Dr. Pleasant Hill, CA 94523
- 12/15/2022 Deadline for submission of questions/requests for clarification
- 12/20/2022 Questions/clarifications addendum issued
- 1/6/2022 SOQ & Fee Proposal submittal due at District office by 2:00 pm
- 1/12/2022 Issue Short List of Selected Firms
- 1/17/2023 Target date for Interviews

8. PROJECT SCHEDULE

Project Criteria Phase	March 2023 – July 2023
Design-Build Entity (DBE) RFP Phase	July 2023 – December 2023
DBE Design Phase	January 2024 – January 2025
DBE Subcontract Bidding	February 2025 – August 2025
DSA	February 2025 – January 2026
Hazmat & Selective Demolition	September 2025
Construction/Renovation	February 2026 – August 2027
Move-in/Project Closeout	September 2027 – November 2027

Temporary Swing Space Design	March 2023 – September 2023
DSA Approval	October 2023 – May 2024
Bidding Phase	June 2024 – September 2024
Temporary Swing Space Construction	October 2024 – April 2025
Move Existing ET Tenants into Swing Space	May 2025 – August 2025

9. SITE VISIT