



REQUEST FOR PROPOSALS

ARCHITECTURAL DESIGN

For the
**DVC Print Shop Relocation,
Student Success Center
Health Services Station Projects**
Diablo Valley College, Pleasant Hill Campus

July 15, 2021

PART 1 - GENERAL

1.1 INTRODUCTION

- A. The Contra Costa Community College District (District), acting through its Governing Board, is publishing this Request for Proposals (RFP) from Professional Consultant Firms to provide Architectural Design services for the following projects at the Diablo Valley College campus, located at 321 Golf Club Rd., Pleasant Hill, CA 94523: DVC Print Shop Relocation, Student Success Center and Health Services Station Projects (DVC Project Numbers D-1190, D-1194 and D-1195).

Proposals are **due prior to 2:00pm on August 5, 2021** to:

**Contra Costa Community College District Purchasing Department
Attn: Ben Cayabyab, Contracts Manager
Contra Costa Community College District
500 Court St, Martinez CA 94553**

Submit 1 hardcopy and 1 electronic copy. Electronic copy is to be 1 file in pdf format and stored in a USB Flash Drive.

1.2 THE DISTRICT

The Contra Costa Community College District was established in 1949 and serves the residents of Contra Costa County. It is the eighth largest multi-campus community college district in California. The District Office is located in historic downtown Martinez. The District operates through three colleges and two centers.

1.3 RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting in response to this RFP, 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 RFP, the evaluation or selection process/or the award of the contract with any member of the DISTRICT, College staff, Governing Board, selection team members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the proposer.

PART 2 - PROJECT DESCRIPTION

2.1 DVC Print Shop Relocation Project.

- A. The overall project scope is to remodel the second floor of the DVC Bookstore to house the relocated print shop and all its equipment. The project will construct full ceiling height walls, add electrical and data outlets and modify the existing HVAC system. A structural assessment will need to be performed for the second floor to confirm it can support the added weight of the equipment.
- 2.2 DVC Health Services Station Project.
- A. The overall project scope is to remodel the ground level lobby of the DVC Student Union to house a future nurse station, health services station and student lounge. The project will construct full ceiling height walls, add power and data outlets, new furniture, and have HVAC and plumbing modifications.
- 2.3 Student Success Center Project.
- A. The overall project scope is to remodel the first floor of the DVC Learning Center, performing arts center and Planetarium to convert them to a Student Success Center Space. The project will involve demolishing full ceiling height wall adding power and data outlets, new furniture, adding walls and doors and have HVAC and plumbing modifications. A structural assessment will need to be performed for each section to confirm the new additions do not have structural impacts.

PART 3 - SCOPE OF WORK

- 3.1 A print shop sketch (Exhibit B), health services sketch (Exhibit C) and a student success center sketch (Exhibit D) have already been developed for the DVC campus using staff member feedback. The sketches were developed in 2021 in preparation of the future design of the spaces. The intent for this scope of work is to produce a design packaged for both projects separately using the sketches as a guide. The architect will be responsible for finalizing the design package, getting DSA approval and providing construction administration services through the bidding, construction, and closeout phases of both projects.

Exhibit A - Sample Professional Services Agreement.

Exhibit B - DVC Print Shop Sketch.

Exhibit C - Health Services Sketch.

Exhibit D - Student Success Center Sketch.

3.2 Design Phase

- A. Include time for meetings with the District, DVC Staff and CM (Kitchell) for design document development.
- B. Produce complete design documents for each project to convey a complete and coordinated design to allow contractors to quantify and qualify the complete scope of work for bidding purposes. In addition, the design must meet all DSA requirements.
- C. Identify demolition of existing walls and utilities to be included in the contractor's scope of work. Identify all locations that will need to be patched and painted. Architect is to field verify

- all existing dimensions, conditions, and equipment to be relocated and incorporate into project documents.
- D. Include assessment of all utilities and MEPF systems to confirm they are able to support added load. For the new print shop and student success center a structural assessment is to be performed to confirm the floors can support the added weight of the equipment (for the print shop) and the removal of walls and addition of doors and windows (for the student success center).
 - E. The design is expected to be a complete design. The District will not be providing any additional design services. Architect shall include all structural, mechanical, electrical, plumbing, fire system, AV, communication, security, signage, FF&E, and other design services as needed for a complete project.
 - F. Designer to use campus standards for IT, signs, and HVAC controls, which will be provided to architect to incorporate into the design.
 - G. Include assessment of all equipment to be moved as part of the print shop relocation project and incorporate all electrical, structural, communication and venting requirements into design of the new print shop. Include note for contractor to relocate all equipment as part of their scope.
 - H. Include FFE design for both projects.
 - I. Include DSA design review and backcheck revisions and DSA closeout.
 - J. Note: All three projects will need to be addressed with their own unique set of construction documents. One for the Health Services Station, Print Shop Relocation and the Student Success Center.

3.3 Bidding/Construction/Closeout

- A. Include bidding phase administration including pre-bid walk and pre-bid RFI response.
- B. Include meetings with the District, DVC Staff, CM (Kitchell) and the Contractor (TBD) during construction as well as review time of submittals, field inspections, punch list and other construction administration duties.
- C. Include processing of all necessary documentation associated with DSA for approval and closeout of the project.
- D. All project documents will be bid together as one package. Allocate time for one bidding phase.

3.4 Include an estimate of the full construction cost for each project at the Design Development phase and upon submittal to DSA.

3.5 Provide a draft schedule to complete the design documents.

PART 4 - SUBMISSION REQUIREMENTS

4.1 SUBMISSION AND FORMAT OF PROPOSALS

Submissions will not be made publicly available for inspection except as may be required by law; however, any portion 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.

The submission shall adhere to the following format for organization and content.

Project Experience

- Provide detailed project experience information per following requirements:
 1. Provide a list of at least three (3) projects on which the firm has provided similar services with DSA within the past five (5) years.
 2. For each project submitted to support item 1 above, provide the following information:
 - Name and location of the project
 - Photos of completed work
 - Sample of design documents produced

Project Team Experience

- Provide a list of the key members of your project team who will be assigned to the “DVC Print Shop Relocation, Health Services Station, and Student Success Center Projects” for the duration of construction and indicate the roles and responsibilities of each proposed individual.

Hourly Rate Sheet

- Provide an hourly rate sheet for all proposed personnel (name)/title/role that could be assigned to the “DVC Print Shop Relocation, Health Services Station, and Student Success Center Projects” throughout the project duration, and the hourly billing assumption that will be used during the entire timeframe for this project. The hourly rates may be used for pricing the cost of additional services on this project, if needed.
- Provide list of items expected to be reimbursable from the DISTRICT. Please be aware that the DISTRICT generally expects to pay a fully burdened labor rate, with all normal charges like office equipment, mileage, routine printing, postage, etc., to be included in the labor rate. Reimbursable charges are generally only allowed for non-routine items which the DISTRICT specifically requests the Consultant to provide during the course of construction.

Fee Schedule Proposal Provide a breakdown of anticipated fees to provide the services desired for the entire duration of the project. Include the following information:

- List of individuals who will be assigned to the project and their roles
- Hourly rates per individual
- Number of hours expected to work in a given quarter and total hours
- Total fees per individual
- District is not responsible for any errors or omissions in the formatting of the fee proposal worksheet.
- Estimated project duration is below:

Design	DSA	Bid / Award	Construction
To be determined by firm	To be determined by firm	60 Days	200 Days

PART 5 - PART 5 - GENERAL INFORMATION/CLARIFICATION

5.1 General 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 proposer. Neither the District nor its representatives shall be responsible for any impact or expense caused by delay or late submittal delivery.
- B. RFP Addenda/Clarification. If it becomes necessary for the District to revise any part of this RFP, or to provide clarification or additional information after the RFP is released, a written addendum will be sent to each recipient of record of this re-solicitation RFP. It shall be the responsibility of the proposers to inquire of the District as to any addenda issued.
- C. The District shall not, under any circumstance, be liable for any pre-contractual expenses incurred by proposers, and proposers shall not include any such expenses as part of their submittals.
- D. No Commitment to Award. Issuance of this RFP and receipt of submittals does not commit the District to award a contract. The District expressly reserves the right to postpone submittal opening for its own convenience, to accept or reject any or all submittals received in response to this RFP, to negotiate with more than one proposer concurrently, or to cancel all or part of this RFP.
- E. Joint Offers. Where two or more proposers desire to submit a single submission in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. The District intends to contract with single firms and not with multiple firms doing business as a joint venture.
- F. All questions (RFIs) related to this project must be submitted by email prior to 2:00pm July 23, 2021 and shall be directed to:

Ben Cayabyab, Interim Contracts Manager
Contra Costa Community College District
500 Court St, Martinez CA 94553
Email: bcayabyab@4cd.edu

Copy to Yousef Areigat, Project Manager, Kitchell CEM
Email: c/o yareigat@kitchell.com

Schedule:

Release RFP
 Last Day of RFI
Proposal Due

July 15, 2021
 Prior to 2:00pm, July 23, 2021
Prior to 2:00pm, August 5, 2021

PART 6 - SELECTION FACTORS

- A. Award will be made to the one firm or individual who's technical and price proposal factors provide the best value to the District.
- B. Technical and price evaluation factors are considered of equal importance.

- 1. Technical Evaluation Factors

Technical evaluations will consist of the following equally important evaluation factors:

Factor I: Project approach – the approach proposed for staffing, managing, and reporting during entire construction of the project.

Factor II: Project experience – the experience of the firm on similar-sized public-sector projects.

Factor III: Project staffing – the experience, skills, and education of the key members proposed to provide services on this project, including first level field project support and management oversight of field staff, if any.

- 2. Price Evaluation Factors

Price evaluations will consist of the following equally important evaluation factors:

Factor I: Hourly rate schedule (tab 6)

Factor II: Fee estimate (tab 7)

Price evaluation will consist of review of fee estimate projections based on proposed staffing and on the hourly rates and will not be based solely on the total proposed cost estimate. Proposals which contain unreasonably low or unreasonably high staffing levels may both be negatively evaluated.

See attached for:

Exhibit A – Sample Contract

Exhibit B – DVC Print Shop Sketch

Exhibit C – Health Services Sketch

Exhibit D – Student Success Center Sketch

END OF REQUEST FOR PROPOSAL