



## **Request for Qualifications/Proposal**

### **Contra Costa Community College District Mechanical and Controls Design-Build Project**

May 22, 2018

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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 (“Vendor”) to provide design build services for the Districtwide EMS and Mechanical Equipment Retrofit (Mechanical and Controls Design-Build Project) (“Project”), proposing their firm as best qualified to provide above mentioned services.

Responses to this RFQ/P shall be **due at 2:00 PM on 06/14/18**, at the Contra Costa Community College District office located at 500 Court Street, Martinez, CA 94553.

Faxed or e-mailed Statements of Qualifications/Proposals (SOQ/P) will NOT be accepted and will be rejected as non-responsive. The District reserves the right to duplicate any provided materials for internal use. All Submittals become the property of the District. Please provide and (1) unbound original, five (5) bound copies and an electronic flash drive copy of the completed SOQ/P to:

Purchasing Department  
Contra Costa Community College District  
500 Court Street, Martinez, CA 94553  
Attn: Jovan Esprit, Contract Manager  
Mechanical and Controls Design-Build Project

**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**

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.	

**E. Mandatory Pre-Proposal Conference**

A mandatory pre-proposal conference, including buildings walk through, will be held on 5/30/18 beginning at the District Office in Martinez. Since the project includes buildings at Diablo Valley College, Contra Costa College and the District Office, the conference will include a site visit of each campus and the district office for buildings in this project. Each portion of the conference is mandatory. To that end, the pre-proposal conference schedule is as follows:

- Pre-proposal conference presentation, Q&A and building walk through: 10:00 AM – 11:30 AM District Office, 500 Court Street, Martinez, CA 2nd Floor Board Room.
- Diablo Valley College buildings walk through: 12:00 pm – 2:00 pm (immediately following the presentation part of the conference) – 321 Golf Club Rd, Pleasant Hill, CA - meet in front of Library
- Contra Costa College buildings walk through: 3:00 pm – 4:00 pm; 2600 Mission Bell Drive, San Pablo, CA – meet in front of Knox Performing Arts Center

This conference will provide an opportunity to discuss and clarify this RFQ/P, submission requirements and will include a tour of the site and most buildings mentioned in this RFQ/P. Additional 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 VENDOR needs additional access to the site, submit a written request to Jovan Esprit via email at [JEsprit@4cd.edu](mailto:JEsprit@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 Jovan Esprit, at [JEsprit@4cd.edu](mailto:JEsprit@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 VENDORS. These requests may be necessary to enable the evaluators to best understand the VENDORS 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 VENDORS who submitted Submittals. The vendors will be notified of the time and exact location in advance of any interview. The purpose of this interview is to confirm information provided in Submittals submitted by the Vendors. This will also be another opportunity for the evaluation committee to request additional clarifications. In these interviews, the Vendor 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 Vendor 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 Vendor 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 VENDORS that no respondent will be discriminated against on the grounds of race, color, sex, 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 VENDOR 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 VENDOR 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 VENDOR 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, in 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 VENDOR 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 projects and retrofits, hereinafter referred to as VENDOR to implement the design, construction and commissioning of the Mechanical and Controls Design-Build Project following energy conservation projects for the District. Performance specification documents and preliminary drawings have been prepared to define the energy conservation projects scope in more detail and are included in Exhibit A and B.

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 VENDORS who have experience in providing services on projects of this size or above will be considered. Only submissions by qualified VENDORS, 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.

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:

**PROJECT #: DESCRIPTION & FUNDING**

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

For a detailed explanation of the scope of work, please reference Exhibit A, sheet G0.02 and Exhibit B, Section 23 00 00 1.01 A and B, Exhibit C and Contract Documents.

**B. Project Cost**

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.

**C. Project Schedule**

The Design-Build Project consists of four phases. It is set up in phases identified below in order to meet various funding finish date requirements. Each phase and corresponding projects are listed below:

**Phase I:** D-1044 Diablo Valley College Campus wide EMS upgrades.  
*Construction Completion by: January, 30 2019*  
*Project Close Out: March 15, 2019*

**Phase II:**  
C-1129 (Contra Costa College PAC Boiler Replacement);  
C-1130 (Contra Costa College PAC-Chiller Replacement)  
C-1131 (Contra Costa College) AT Packaged Unit Replacement  
*Completion by: March 15, 2019*  
*Project Close Out: May 15, 2019*

**Phase III:** D- 4017 Diablo Valley College Mechanical Equipment Retrofit  
*Construction Completion by: August 15, 2019*  
*Project Close Out: October 30, 2019*

**Phase IV:** P-4022 District Building AHU Replacement - Measure E Bond Funds  
*Completion by: August 15, 2019*

All work is being performed on an occupied community college sites. All buildings shall be available for class. During summer months there will be summer classes which require the Vendor to coordinate around class schedules. During winter months, there will be a 4 week winter break period with minimal class impacts. To support these required scheduled completion dates, the following schedule is established for the VENDORS:

<b>Phase I</b>	
100% design documents Submittal:	09/15/2018
Work completed:	01/30/2019
<b>Phase II</b>	
50% design documents Submittal	08/30/2018
100% design documents Submittal	09/30/2018
Submittals to DSA (if applicable):	10/15/2018
Work completed:	03/15/2019
<b>Phase III</b>	
50% design documents Submittal	08/30/2018
100% design documents Submittal	09/30/2018
Submittals to DSA (if applicable):	10/15/2018
Work completed:	08/15/2019
<b>Phase IV:</b>	
50% design documents Submittal	08/30/2018
100% design documents Submittal	09/30/2018
Work completed:	07/30/2019

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

**D. Roles and Responsibilities**

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

1. VENDORS Responsibility:
  - a. The VENDOR, including VENDOR'S designees, selected for contracting services shall be responsible for the design, procurement and implementation of specified Prop 39 energy efficiency and capital improvement projects at District sites. A detailed review of related HVAC and EMS systems, engineering design, and analysis of District's facilities shall also be included in the scope of responsibilities. Timely implementation of this project is of the essence. VENDOR shall also be responsible for obtaining all declared rebates from the public utility (PG&E) or any other declared source naming the District as the Payee.
  - b. The VENDOR shall be responsible for developing a schedule to complete the work for each phase by the completion timelines identified in section C – schedule. The VENDOR may also identify other work not requiring DSA approval and complete as necessary to meet the schedule.
  - c. The VENDOR and its subconsultants shall be responsible for identifying work that requires DSA approval and obtain it before starting any of that work.
  - d. VENDOR shall be responsible for the generation of all contract/bid documents and the bid management process for any subcontractors hired by VENDOR during the implementation of this project.
  - e. VENDOR 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. VENDOR also understands Vendor'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 VENDOR 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. VENDOR shall be responsible for scheduling work between 7am and 5pm Monday - Friday, where possible. The majority of Vendor's work shall occur so as not to cause any disruption to College services or District staff during normal work hours. 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

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will be incurred by District due to work done outside normal work hours. VENDOR shall also be responsible for coordinating scheduling with the District. VENDOR shall provide a construction schedule acceptable to the District prior to the commencement of any work. Two week look ahead schedules shall be provided to District so that sufficient time is available for District to coordinate any required rescheduling of college activities.

- h. Vendor will be responsible for complying with Proposition 39 requirements for all Prop 39 projects. Vendor is required to report all on-site full time employee and trainee/apprentice hours worked on this project on a Form J after project completion. Vendor must complete the sections at the top and bottom of the form and sign the form. See attached 'Sample Form J' in the Project Close Out section of the Agreement for reference on what will be required from Vendor at the end of the project. Vendor will also provide detailed itemized invoices after project completion to meet PG&E and Proposition 39 requirements. If invoices are found to not be in enough detail, the Contractor will be required to revise the invoices and submit new ones.
  - i. It is understood and agreed that the VENDOR 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.
  - j. This project is under a Project Stabilization Agreement (PSA) and those documents are provided as part of this RFQ/P package.
  - k. The VENDOR shall obtain all required permits and DSA approval where required including close out with DSA once the project is completed.
2. District will provide:
- a. VENDOR access to all facilities covered by the contract.
  - b. VENDOR access to all required work areas to perform the task.
  - c. District staff shall be available to VENDOR during normal work hours for consultation and clarification of task assignments.
  - d. Any hazardous material survey information that affects the Vendor's work.
  - e. A review of design documents, Submittals and construction progress by District D staff and Construction Project Management consultants for adherence to the contract term.
  - f. Building Department, DSA Project Inspector (PI) and any Fire Department Inspection contracts and costs. VENDOR shall assist and arrange the inspection process.
  - 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. VENDOR 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. VENDORS must thoroughly review the form of contract included herewith and must identify any term or condition of the contract which the VENDOR requests modifying or deleting existing provisions or adding new provisions. VENDORS 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. VENDORS 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 B 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 VENDOR. Substitutions or exceptions not authorized by District will not be allowed.

Products or workmanship described or included in VENDOR'S Submittal which exceed the minimum requirements of these RFQ/P documents are binding on the VENDOR 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 VENDOR 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 VENDOR 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 VENDOR.

#### C. Submittal Organization

Submit documents in an 8-1/2" x 11" loose leaf 3-ring hard cover binder, with tabs and an index. Firms are required to submit a Statement of Qualification/Proposal in writing (1) unbound original, five (5) bound copies and an electronic flash drive copy of the completed SOQ/P. Each Submittal shall be limited to a maximum of thirty (40) pages (a double sided page counts as two 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 Vendor'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, 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 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)**: VENDOR 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 performance contracting, number of guaranteed performance contracts, 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 envelope provide the financial statement for 2017/18.

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. 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 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 VENDOR 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 payback calculated to be and is the reference on track to achieve the payback stipulated?
  - e. Did the contractor perform the work on time?
  - f. When was the contract started and completed?
  - g. What was the initial cost of the work?
  - h. What was the final cost and % of change orders?
  - i. Was the contractor collaborative to work with?
  
6. **Experience**: Include five (5) relevant projects from the Mechanical Contractor showing design-build experience and 5 projects each from the VENDORS 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 VENDOR would approach the following:
  - a. Indicate the Vendor's approach to verifying the scope of work shown in section II.A-C Performance specifications section G.02 and Exhibits A thru C contained in this RFQ/P document, describing in narrative format the systems, subsystems, materials, equipment, and design solutions proposed, including the intended approach to coordinating / integrating various systems.
  - b. Indicate the Vendor's approach to the design of improvement measures and a comprehensive solution that addresses all aspects of energy and operating cost reduction.

- c. Indicate VENDOR'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 for rebates, if any, and how you ensure that the equipment used on this project meets PG&E rebate requirements.
- e. Indicate the VENDOR's approach to managing the project design teams and subcontractors.
- f. Provide a design and construction plan for each project (and each building within each project), including a schedule that shows milestone activities that indicates how the VENDOR proposes to complete the scope of work. Indicate design approach including client reviews and approvals and adherence to performance specifications. Discuss approach to working on active educational campuses, including construction work on occupied buildings and methods in ensuring that all critical building systems are operational during construction. Discuss your communication plan and approach and how do you ensure safety on all projects.
- g. Describe the various responsibilities and coordination of your team members for effective project management.
- h. Describe the responsibilities District staff would incur during design completion, construction, commissioning and project close out.
- i. Provide detailed information on the training programs available to in-house maintenance personnel, including course content, location, and schedule. VENDOR may also include programs available for promoting energy awareness among District staff.
- j. District is extremely interested in providing student interaction and involvement with this project during design, construction and measurement and verification. Provide information on how VENDOR would involve students in this project.

**8. Financial Approach, Schedule and Best Value:** Provide a detailed description of how the VENDOR would approach the following:

- a. Provide a break-down of the construction cost by each major element shown in the Cost Proposal form, referencing section IIA-C and performance specification G.02 (Exhibit B).
- b. Indicate methods used to accelerate the schedule where possible and your approach to completing design for projects that may require DSA approval. Indicate additional cost that may result from an accelerated schedule. Phase I and Phase II project milestones for completion and close out are hard dates due to funding source deadlines. To that end, discuss and indicate which projects could be completed this year without DSA approval and how you can meet and/or accelerate the milestone schedule for each project and phase. Also indicate which projects would require DSA approval and when would they be completed.
- c. Describe any enhancements the VENDOR 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 operating and maintenance savings for each of the measures shown in IIA A-C. Also, describe how the annual operation and maintenance savings were calculated.
  - 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 VENDOR 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 VENDOR and any of the major sub- contractors have had within the past 10 years.
12. **Insurance Requirements:** Provide proof that the VENDOR can provide the insurance requirements listed in the agreement if awarded the contract.
13. **Bond Requirements:** Provide proof that the VENDOR can obtain payment and performance bond for the amount of the contract. Indicate bonding company that the VENDOR may use. Upon notification of award the successful VENDOR will be required to obtain a payment and performance bond for the contract amount.
14. **Other Information:/Exhibits** The VENDOR may include in this section of the Submittal additional information it deems appropriate, intended to clarify its Submittal, if such information will enable the District and the Selection Committee to more fully review and evaluate the Submittal. It is limited to 10 exhibits. The format and content of such information is at the option of the VENDOR provided it is no larger than 8-1/2" x 11" or is bound into the document and folded to 8-1/2" x 11". Additional information relating to the qualifications or experience of the VENDOR or any of its members, other than that specifically requested in the RFQ/P shall not be included in this section of the Submittal.
15. **Cost Proposal**

A cost proposal shall be contained in a separate, sealed envelope marked "COST PROPOSAL." The envelope will be returned if VENDOR is not short listed.

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 was not previously identified. District require a unit cost be provided with the cost proposal. Complete "EXHIBIT F" and enclose in the cost proposal envelope.

The quality of the products being offered to District is extremely important and must meet District standards. **“EXHIBIT A and B”** 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 District includes a 5% owner’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 VENDOR.

END OF SECTION

#### **IV. EVALUATION AND AWARD**

##### **A. Selection Committee Members**

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

##### **B. Presentation to Selection Committee**

One or more VENDORS 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 VENDOR and designated subcontractors;
2. An overview of the schedule of activities indicated what could be accomplished this year to meet Prop 39 schedule constraints.
3. How the VENDOR intends to meet the requirements of the RFQ/P;
4. Review of the VENDORS proposed Design and Construction Management Plan;
5. Review of enhancements included in the bid amount to improve the value of services to District.

The presentation shall be limited to materials included with the Submittal. 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 VENDORS 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 VENDOR 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:

<b>Table “A” Qualification &amp; Methodology Response</b>	
<b>Experience &amp; Background</b>	<b>Points</b>
Team background	10
Design-Build Contractor Project Manager	15
Superintendent	10
Key team members	5
References GC	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 higher ed. occupied campuses	10
<b>Technical approach</b>	
Mechanical systems and equipment retrofit	25
Controls new & upgrade	15
Design	15
Energy savings and rebates plan	15
Design & construction plan	10
Project management plan	5
Training programs	5
Student Interaction	5
<b>Chart “A” Total</b>	<b>200</b>

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 VENDOR 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:

<b>Table "B" Cost, value &amp; quality enhancements.</b>	
<b>Financial Approach</b>	<b>Points</b>
Proposed cost (Cost Proposal Form)	50
Accelerated schedule	30
Best Value Enhancements	25
List of Potential Rebates Available	20
O&M savings	20
District responsibilities	10
Potential energy savings, estimated rebates and potential energy cost savings (Proposed Savings Form)	30
Potential Risks to reduce savings	15
<b>Chart "B" Total</b>	<b>200</b>

**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 VENDOR 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 VENDOR Technical and Financial/Cost Proposals will be final.

END OF SECTION

**V. CONTRACT NEGOTIATIONS**

**A. Contract Execution**

Immediately following selection of the highest ranked VENDOR, representatives of District and the VENDOR 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 VENDOR and, at District's sole option, to enter into negotiations with the next best qualified VENDOR 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 VENDOR and will take priority over anything to the contrary included, whether directly or indirectly, in the Submittal of the VENDOR. 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 VENDOR as required during design completion to discuss and review in detail the VENDOR'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 VENDOR. Invoices shall be submitted monthly based upon % complete of each milestone.

END OF SECTION

## **EXHIBIT A**

Mechanical and Controls Design-Build Project Performance Drawings

## **EXHIBIT B**

### **Mechanical and Controls Design-Build Project Performance Specifications**

## **EXHIBIT C**

Available Hazardous Materials Reports can be downloaded from the following link:

<https://drive.google.com/drive/mobile/folders/1jFgikXUImN0c-KyUiWStyOJ6d4LJA2Ns>

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## **EXHIBIT D**

### **I. DECLARATION**

VENDOR 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 VENDOR'S satisfaction, acknowledges VENDOR'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. VENDOR also agrees that the Submittal is valid for 90 days from the due date of the Submittal.

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

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Signature of Proposer/Contractor's Authorized Representative

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Printed Name & Title of Authorized Representative and date signed

## EXHIBIT E

### COST PROPOSAL FORM AND PROPOSED SAVINGS FORM

1. **Project Description**

VENDOR shall provide a detailed description of each individual project listed below and include it in the cost proposal envelope. VENDOR 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 vendor 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% owner'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.

VENDOR 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

Project #	Location/Project Name	Project Cost
<b>C-1129</b>	CCC PAC Boiler Replacement	
<b>C-1130</b>	CCC PAC Chiller Replacement	
<b>C-1131</b>	CCC AT Packaged Unit Replacement	
<b>D-1044</b>	DVC Campus Wide EMS Upgrades	
	Building Network Controllers	
	Kinesiology	
	Performing Arts	
	Library	
	Physical Science	
<b>D-4017</b>	DVC Mechanical Equipment Retrofit	
	Music	
	Kinesiology	
	Life Health Sciences	
	Performing Arts Center	
	Library	
P-4022	District Office Air Handler Replacement	
Allowance 5%		
<b>Total</b>		

Project #	Location/Project Name	Project Cost
ADD Alternate 1	DVC Bldg. 11 Kinesiology, Replace existing CHW and HHW temperature control valves in AHU-1 to AHU-5	
ADD Alternate, 2	DVC Bldg 23 Performing Arts Center, Replace the existing CHW and HHW Temperature Control Valves in AHU-2 and AHU-3.	
ADD Alternate, 3	DVC Bldg 57 Library, Replace the existing CHW and HHW temperature control valves in AC-12, 24 and 16.	
ADD Alternate, 4	For DVC Building 23 Performing Arts, and 57 Library, in lieu of the Andover Continuum DDC Controls System to match existing campus EMS System: Provide New BACNET based EMS System for the entire building. Include new Front-end central operators' workstation (CSW) and network controller in each building for communication with the CWS. Locate CWS at a designated location as directed by the Buildings and Ground Department. For new systems, provide new software, graphics, programming of the CWS, complete training of the new system and commissioning of the new system.	-
Add Alternate, 4a	Automated Logic Controls	
Add Alternate, 4b	Distech with Niagara Jace	
Add Alternate, 4c	Delta Controls	

## PROPOSED ENERGY AND COST SAVINGS FORM

Project #	Location/Project Name	Estimated Rebates	Potential Energy Savings	Potential Cost Savings
<b>C-1129</b>	CCC PAC Boiler Replacement			
<b>C-1130</b>	CCC PAC Chiller Replacement			
<b>C-1131</b>	CCC AT Packaged Unit Replacement			
<b>D-1044</b>	DVC Campus Wide EMS Upgrades			
	Building Network Controllers			
	Kinesiology			
	Performing Arts			
	Library			
	Physical Science			
<b>D-4017</b>	DVC Mechanical Equipment Retrofit			
	Music			
	Kinesiology			
	Life Health Sciences			
	Performing Arts Center			
	Library			
P-4022	District Office Air Handler Replacement			
<b>Total</b>				

## EXHIBIT F

### UNIT COST PROPOSAL FORM

- Furnish and install one (1) new VAV box with hot water reheat coil at locations that did not have a hot water coil. Provide associated ductwork, new hot water piping and controls to allow new installation. Interface with EMS.  
Provide Cost \$ \_\_\_\_\_
  - Furnish and install one (1) new VAV box with hot water reheat coil at a location that has a hot water coil. Provide associated ductwork, hot water piping modifications and controls to allow new installation. Interface with EMS.  
Provide Cost \$ \_\_\_\_\_
  - Furnish and install one (1) new VAV box and controls with the hot water reheat coil to remain in place. Provide associated ductwork modifications to allow new installation. Interface with EMS.  
Provide Cost \$ \_\_\_\_\_
  - Unit cost to provide EMS analog point including all wiring and graphics. Provide Cost \$ \_\_\_\_\_
  - Unit cost to provide EMS digital point including all wiring and graphics. Provide Cost \$ \_\_\_\_\_
-

## EXHIBIT G

Available existing mechanical drawings can be downloaded from the following link:

<https://drive.google.com/drive/folders/1-C5K5J1ZVWxGIAMA4FurdF0Ky69C3oUK>

## **EXHIBIT H**

District Project Stabilization Agreement (PSA)

## **EXHIBIT I**

Agreement for Design, Installation and Commissioning for Mechanical and Controls Design Building Project