



**REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECT/ENGINEER (A/E) PROFESSIONAL SERVICES
For the**

**District Office Building Seismic Retrofit
At
Contra Costa Community College District
500 Court St. Martinez, CA
March 21, 2016**

PART 1 - GENERAL

1.1 INTRODUCTION

The Contra Costa Community College District (District), acting through its Governing Board, is seeking Statements of Qualifications from experienced and proven architectural and engineering (A/E) firms (“Consultant”) to provide comprehensive architectural and engineering design and construction administration services for the District Office Building Seismic Retrofit project, located at the 500 Court Street in Martinez, CA 94553.

Responses to this RFQ shall be **due at 2:00 PM on April 13, 2016**, at the Contra Costa Community College District office located at 500 Court Street, Martinez, CA 94553.

Faxed or e-mailed Statements of Qualifications 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 submit six (6 sets) original statements, one (1) set loose leaf and one (1) set electronic copy on a CD or flash drive to:

Purchasing Department
Contra Costa Community College District
500 Court Street, Martinez, CA 94553
Attn: Jovan Esprit, Contract Manager
District Office Building Seismic Retrofit A/E Services

1.2 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 has been three major facilities bonds approving close to \$900M in capital improvement funds. \$120M 2002 Measure A is now 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 - \$450M facilities bond to continue to improve facilities on all three college campuses and two centers.

1.3 RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person or entity submitting in response to this RFQ, 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 RFQ, 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.

1.4 RFQ SCHEDULE (dates may be revised by addenda to this RFQ)

March 23, 2016	Issuance of Request for Qualifications
March 31, 2016	Mandatory pre-proposal conference, 10:00 AM, District Office
April 5, 2016	Deadline for submission of questions/requests for clarification*
April 7, 2016	Questions/clarifications addendum issued
April 13, 2016	SOQ submittal due at District office at 2:00 pm**
April 20, 2016	Issue short list of selected firms
April 27- 29, 2016	Interview and mutual understanding meetings (placeholder)
May 2 - May 6, 2016	Negotiation and selection of design team
May 25, 2016	Board Approval of Contract

* Please submit all questions in regard to this RFQ in writing, by email in accordance with the deadline noted above. Resulting addenda will be in the question/answer format posted to the District website.

**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.

PART 2 - PROJECT DESCRIPTION

2.1 PROJECT SCOPE

- A. Contra Costa Community College District is initiating a voluntary seismic retrofit, as defined in the 2013 California Administrative Code section 4-309(d) and the 2013 California Building Code sections 3417.11 and 3419.12, of the District Office (DO) building at 500 Court Street, Martinez, CA. Previous seismic evaluation studies for this building have been completed and prepared by Thornton Tomasetti, the most recent of which is dated October 29, 2010. Seismic deficiencies to be addressed include, but are not necessarily limited to, those identified in this report.
- B. In addition to the voluntary seismic retrofit scope, this project will include all necessary (minimum) Accessibility (ADA) and Fire and Life Safety (FLS) retrofits required by DSA to obtain approval for this project voluntary seismic work.
- C. In addition to voluntary seismic retrofit and other associated retrofits, the District wishes to explore the possibility of capturing the existing ground floor exterior courtyard space as interior square footage and limited alteration to the first floor by widening existing door area in an existing concrete wall on the second floor.
- D. The scope of work for this project will at a minimum include the following services:
 1. Review of previous Thornton Tomasetti seismic evaluation and retrofit study reports.

2. Development of conceptual structural and nonstructural seismic retrofit scopes, and if ADA and FLS retrofits as required, coordination of such with District for impacts on function and schedule of building operation during entire construction duration. Seismic retrofit concepts shall include additional options beyond those presented in the 2010 Thornton Tomasetti seismic evaluation study/report.
3. Development of conceptual options for conversion of ground floor exterior courtyard into interior space and options as related to structural retrofit of the building. Design options must take into consideration the fact the building must remain occupied and fully operational during construction. Design also needs to take into consideration aesthetics and surrounding community architecture.
4. Architectural design to accommodate the seismic retrofit scope, taking into consideration appearance of the building, finish removal and replacement, and placement of new finishes to accommodate new structural elements (including shear walls, columns, etc.).
5. MEP design, as required, to accommodate the seismic retrofit scope, including re-routing and/or temporary removal and replacement of utilities. MEP design must also take into consideration the fact the building must remain occupied and fully operational during construction.
6. Development of detailed construction cost estimates at, as a minimum, at the completion of the Schematics, Design Development and Construction Document phases.
7. Facilitation of the bidding process and contract award.
8. Performance of construction administration services, including but not limited to attending Owner-Architect-Contractor meetings, reviewing submittals, responding to contractor RFI's, and facilitating coordination with DSA, including all paperwork to gain DSA closeout and certification.

2.2 ADDITIONAL PROJECT INFORMATION

- A. This Project will provide seismic retrofit to the existing District Office building located in historic down town Martinez, CA.
- B. This Project has been funded by the District Measure E bond. The Project is not dependent upon state funds.
- C. North and east side of this project adjacent to the public street, and shall remain open during entire construction and south and west sides of building adjacent to the existing parking lot that will be used by District staff.
- D. This Project shall develop architectural design for the future by enhancing its current undeveloped nature through creation of usable open space at the first floor (Lobby area). Conversely, if the Project budget allows, these options will be decided during schematic design.
- E. The District Office building must remain operational during entire construction.
- F. This Project consists of programming, schematic design, design development, construction documents, DSA review and approval, bidding, construction administration, commissioning, post occupancy coordination and implementation, and DSA project closeout.
- G. The District has established a total construction budget of \$4,500,000. Architectural firm will be responsible for all consultant engineers to accommodate the Project design within the construction budget. There are no supplemental funds available to change Project scope during design.

- H. As Thornton Tomasetti has performed all previous structural and seismic reviews of this building, it is District's preference that Thornton Tomasetti continues as part of the project design. Therefore, they are not precluded from participating in this RFQ process.

2.3. PROJECT OBJECTIVES

- A. The District is looking to procure comprehensive professional services for seismic retrofit and architectural related work. Provided in Exhibit B is District's Standard Architectural Services Agreement and associated Appendices outlining responsibilities and overall scope of services. Project specific scope items will be reviewed and discussed during contract negotiations with the selected Consultant.
- B. The selected Consultant shall work with the District as an integral member of the District Project Team for duration of the entire Project, from programming through final Project closeout.
- C. The objectives of this Project include, but are not limited to, the objectives below.
 - 1. Provide a fully designed and integrated structural seismic retrofit to the DO Building and all necessary (minimum) accessibility ADA and Fire Life Safety (FLS) retrofits as required by code for this project.
 - 2. Provide a fully functional, efficient, and effective District Office Building that incorporates sustainable design features where possible. Retain a community connection by integrating with the character of the surrounding community where possible.

- D. The following Exhibits are provided:

Exhibit A – 2010 Thornton Tomasetti Structural Retrofit Study

Exhibit B – District Standard Architectural Services Agreement

PART 3 - CONSULTANT SERVICES AND RESPONSIBILITIES

3.1 A/E PROFESSIONAL KNOWLEDGE, SKILLS, AND EXPERIENCE

- A. The statement of qualifications shall demonstrate:
 - 1. Knowledge and experience working with DSA regulations and requirements, and the California Building Code;
 - 2. Experience and ability to develop design programs, schedules and accurate construction estimates for higher education projects;
 - 3. The experience and ability to effectively and efficiently interface with District personnel and college faculty, staff, and student user groups during all phases of the Project; and
 - 4. The experience and ability to communicate design objectives and solutions with a large number of students, staff, and faculty in a shared governance environment.

PART 4 - SUBMISSION REQUIREMENTS

4.1 SUBMISSION AND FORMAT

- A. To be considered responsive to this RFQ, the submittals must be in the format identified below. The statements must include a table of contents clearly identifying each required section. Please note the maximum number of pages (8 ½ "x 11", or 11"x 17" to folded into 8"x11") allowed under each section; front and back cover and index tabs are not considered as pages.

- B. Submissions will not be made publicly available for inspection except as may be required by law. However, any portion your firm wishes to be 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.
- C. The submission shall adhere to the following format for organization and content. Submissions must be divided into the individual sections, with labeled tabs, as listed below:

Tab 1 - Table of Contents (1 page max.)

1. Provide index and title of each tab.

Tab 2 - Cover Letter (1 page max.)

1. Provide a cover letter indicating your interest in being selected, including a brief description of why your firm, personnel, and consultants that are well suited for and can meet the needs of this Project.
2. Include name of firm, address, website, telephone, and name and email of principal to contact. The letter shall be signed by the individual authorized to bind the respondent or group to all statements and representations made therein and to represent the authenticity of the information presented.
3. Statement of Compliance with District Contractual Requirements: A sample of the District's standard architectural services agreement is attached to this RFQ. Each proposal must include a statement of Consultant firm's commitment and ability to comply with each of the terms of the District's standard contract. As part of Submittal, Consultant firm must advise District of any objections to any terms in the District's standard architectural services agreement and provide an explanation for the inability to comply with the required term(s). If no objections are stated, District will assume the Consultant firm is prepared to sign the District's contract as-is.

Tab 3 - Architectural Firm's Information (4 pages max.)

1. Provide a brief description and history of the firm, including a brief summary of qualifications and specialized experience pertinent to this project. State the number of years the firm has been in business providing design services. If the firm has more than one office, keep the summary information brief, and identify the primary design office. For the primary design office, identify:
 - the number of years it has been in operation;
 - the number of employees (licensed professionals, technical support, administrative support);
 - specialized capabilities such as the number of personnel with specific complex structural retrofit experience in a higher education setting;
 - number and nature of projects which have similar project goals and scope;
 - the dollar amount of the firm's revenue for the past three years; and
 - The projected design revenue for 2016/2017 excluding any projection for this project.
 - Company organization chart.
 - Location of office where the bulk of services solicited will be performed.

Tab 4 - Project Experience (5 pages max.)

1. Provide detailed experience information per following requirements:
 - a. Provide list of ten (10) public works projects of which at least five (5) projects must be similar in size and scope in the educational sector on which the firm has provided significant structural design, retrofits or seismic retrofit/renovation in the past ten (10) years. Projects must be in the State of California. Projects on which current employees have contributed when working for other firms are not to be included in this section. Those projects may be submitted as a part of Tab 6, Project Staff Qualifications.
 - b. For each project submitted to support item 1.a above, provide the following information:
 - i) Name, location and a brief description of the project; identify if the project was a renovation or new construction and any specific seismic requirements
 - ii) Please indicate if this was a DSA project or not
 - iii) Name of the primary design professional from your firm
 - iv) Approximate size of project in square feet
 - v) Initial professional fee
 - vi) Final professional fee
 - vii) Initial construction contract cost
 - viii) Final construction contract cost
 - ix) Project owner
 - x) Name of main consultants on the project
 - xi) Date of project completion
 - xii) Owner reference, contact name, title, email, and phone number
 - xiii) Name of contractor and telephone number

Tab 5 - Subconsultant Information (5 pages max.)

1. Provide a brief description and history of each subconsulting firm you propose to include on this Project, including a brief summary of qualifications and specialized abilities.
 - a. Indicate address, telephone number and contact person for each subconsultant.
 - b. Provide a resume for each proposed subconsulting firm (not individual subconsultant personnel).
 - c. State the number of years the consulting firm has been in business, how many years they have worked with your firm and how many projects they have been engaged on with your firm. Please be sure to identify experience with similar type projects as District's.
 - d. Indicate the business location that will serve this Project, and the availability and capability to support this Project from start to completion to demonstrate capacity and commitment in providing service to clients.

- e. Identify the subconsultants as part of the overall team proposed (team members as well as firms), and include an organization chart indicating how the entire team will operate and report.
- f. Concise presentation of this material is strongly encouraged. The District anticipates that the proposed Project will require the Consultant to provide the services of external subconsultants, or professional expertise from its own staff, in at least the following disciplines:
 - Structural Engineering
 - Civil Engineering
 - Mechanical, Electrical & Plumbing Engineering
 - Landscape
 - Fire Protection Engineering
 - Cost Estimating
- g. Other subconsultants may be required for this Project. The District reserves the right to approve or reject any external subconsultants, or internal staff performing consulting services, proposed by the Consultant either during or after the selection process.

Tab 6 - Project Staff Qualifications/Experience (Staffing overview 2 pages max., and 2 pages max. each person)

1. Identify the key members of your Project team that will be assigned to this Project. Clearly identify and describe the role that each team member will be assigned to on this Project. Include your key team members:
 - a. Principal-in-charge for this Project;
 - b. Project manager;
 - c. Project architect(s);
 - d. Project designer(s);
 - e. Construction administrator; and/or
 - f. Any alternate team roles.
2. In composing your team, the District urges that you propose teams and individuals which have the requisite experience for the size, scale and complexity of this Project, and that will be available for the full Project time frame. In particular, candidates for project manager should have the proven, commensurate experience on similar projects, either in the submitting organization, or in past employment.
3. Provide comprehensive detailed resumes stating their qualifications and experience relevant to this project anticipated services. Please identify the education, qualifications, project experience, and skills of the individual personnel proposed to work on this Project, including specific qualifications and recent related experience on similar projects.
 - a. Information to be provided should include a focus on educational projects (include public works agencies, community college or school district, project name, location, name of A/E firm, construction value, project type, and the specific role the individual held for each project).

- b. Provide a list of references with contact names and phone numbers on all submitted projects. Provide specific projects that are of similar size and nature that they have worked on in the past ten (10) years.
- c. Provide data and any other relevant information similar to the information submitted to support projects in Tab 4 above. Note that the District does not intend to request redundant information in Tab 4 and in Tab 6, however, there should be a clear link, by project title or some other reference means, so the information for individuals requested here in Tab 6 can be specifically linked to projects in Tab 4 if the individuals worked on those listed projects.
- d. Tab 6 provides an opportunity to provide experience on projects for which key staff may have been working on while with a previous firm. However, clearly indicate assignments that were under the employment of firms other than the current firm.

Tab 7 - Project Approach (5 pages max.)

- 1. This section shall describe the proposed approach for meeting the scope of services required by the District during the project cycle. Describe how Consultant will fulfill the needs of the District included in this RFQ by clearly outlining the proposed management and staffing approach to address the required comprehensive services for the duration of the Project. State if any of the work will be outsourced or otherwise contracted to individuals who are not long-term employees or employee-owners of the firm, or to subconsultants with which you do not have long-term professional relationships. Explain how your firm leverages or stays on top of technological advances in design and construction. Explain how your firm will communicate with the project team, including District project and construction managers, the contractor, and the firm’s subconsultants.
- 2. Describe each phase of design and construction administration, and identify staffing (personnel, roles, and levels of engagement), for each phase. Identify documents and deliverables the firm expects the District to provide. Identify in some detail the levels that building information modeling (BIM) will be used on this Project. Identify both the client and contractor-oriented BIM deliverables that you would propose for this Project.
- 3. Identify your approach in designing a seismic retrofit of an occupied building that may require creative design solutions to meet the required structural code elements.

Tab 8 - Litigation History (no. of pages as needed)

- 2. Provide a list of all construction-related litigation in the last five (5) years, filed either by an owner, owner’s consultant or contractor, against the individual or firm, or related to any project for which the individual or firm provided services, regardless of the outcome. State the outcome of the litigation. If there has been no litigation pursuant to the above, state “No Litigation” on this tab.

PART 5 - SELECTION PROCESS / EVALUATION FACTORS

5.1 SELECTION PROCESS

- A. Statements of Qualifications submitted in response to this RFQ will initially be rated and ranked by a technical evaluation committee according to the Technical Evaluation Factors listed below. The committee will be made up of District users and District Facilities Planning staff. 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, and a list of the strengths and weaknesses of each submittal to be used in the next steps.

- B. The shortlisted firms will be invited to attend an interview and meeting of mutual understanding with an interview committee made up of campus personnel and District Facilities Planning staff. Because the District recognizes it is difficult for firms to fully understand the goals, concerns, and requirements for a project based solely on a written RFQ, this part of the process provides an opportunity for both parties involved to learn more about each other, and more about the Project.
 - 1. During this meeting, the interview committee and the submitting firm may each ask and answer questions, and the committee will discuss the strengths and weaknesses of the firm's original submittal.
 - 2. Within five (5) working days of interview and meeting of mutual understanding, or as modified by notice to all shortlisted firms, the District may request that select firms resubmit or supplement the original statement of qualifications with information that may arise as a result of the meeting. At each firm's discretion, this submittal may be limited to information relative to the tabs that will be evaluated in the final selection process, or a complete resubmission may be provided. This information will be reevaluated by the interview committee according to the factors below. If a firm believes that no revisions or supplemental information are needed, or if no revisions or supplemental information are provided, the committee will evaluate the statement of qualifications as originally submitted.

5.2 EVALUATION FACTORS

- A. Statements of Qualifications will be evaluated initially by a technical evaluation committee, and then by an interview committee using the factors noted below.
- B. Technical evaluation factors are listed in ascending order of importance, with Factor V being twice as important as Factor I.

- 1. Technical Evaluation Factors

- Factor I.** Firm: Overall experience, history, and capabilities providing similar services to public works and educational organizations, with particular emphasis on the primary design office (Tabs 2 and 3)
- Factor II.** Design firm experience: Relevant project experience on projects of similar size and scope, and organization and relation to subconsultants and architect-engineer principal and support staff (Tabs 4 and 5)
- Factor III.** Proposed Project staff: Members assigned to the Project, related experience, and expertise (Tab 6). Reference checks for projects and personnel will be included in this factor.
- Factor IV.** Project understanding: Understanding of the Project requirements and the District/college goals and objectives (Interview, mutual understanding meeting, and supplemental information (if any) only)
- Factor V.** Project Approach (Tab 7)

- 2. The firm with the best evaluation will be invited to submit a cost proposal and negotiate a fee and schedule for the Project. Unsuccessful firms may schedule a phone meeting

with the District Associate Chief Facilities Planner at izildzic@4cd.edu for a brief discussion of why the firm was not selected.

PART 6 - GENERAL INFORMATION/CLARIFICATION

6.1 ADDITIONAL 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 submitter. Neither the District nor its representatives shall be responsible for any expense entailed in the delay of late submittal delivery.
- B. Notice of interest: This RFQ will be distributed via multiple channels, including being posted on the District website at:

<http://www.4cd.edu/webapps/PurchasingViewBids/default.aspx>
- C. All firms that are interested in submitting qualifications for this Project should provide a Notice of Interest with a contact name, phone number, and email address to the District's RFQ point of contact below.
- D. RFQ Contact/Addenda/Clarification. Submit notice of interest, questions/requests for clarification IN WRITING VIA EMAIL ONLY to:

Jovan Esprit, Contract Manager
Email: JEsprit@4cd.edu
Contra Costa Community College District
500 Court St, Martinez CA 94553
Phone: (925) 229-6959
- E. If it becomes necessary for the District to revise any part of this RFQ, or to provide clarification or additional information after this document is released, a written addendum will be posted on the District website and will be sent to each firm that provides a Notice of Interest. Recipients of record are those parties which obtained a copy of the RFQ directly from the District, (District website). Addenda will be sent by E-mail and will be posted to the District Website at <http://www.4cd.edu/webapps/PurchasingViewBids/default.aspx>
- F. It shall be the responsibility of the submitter to inquire of the District as to any addendum issued. This may be done by contacting the Contract Manager, Mr. Jovan Esprit at (925) 229-6959 or via email at jesprit@4cd.edu prior to submittal or submittal deadline. The District may modify this RFQ or any of its deadline dates set forth in the RFQ prior to the date fixed for submission of qualifications by issuance of an addendum. All addenda issued shall become part of this RFQ.
- G. Evaluation of Submittals. The District may reject any or all submittals and may waive any immaterial deviation from the RFQ. The District's waiver of an immaterial defect shall in no way modify the RFQ documents or excuse the proposer from compliance with other provisions of the RFQ. The District's evaluation is solely for the purpose of determining which consultants are deemed qualified. Statements of Qualification will be reviewed and a determination made by the District based upon the submitted information and any other information available to the District. The District may request that a Consultant submit additional information pertinent to the submittal. The District also reserves the right to investigate other available sources in addition to any documents or information submitted by the Consultant.

- H. 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.
- I. No Commitment to Award. Issuance of this RFQ and receipt of submittals does not commit the District to award a contract for services. The District expressly reserves the right to postpone the submittal opening for its own convenience, to accept or reject any or all submittals received in response to this RFQ, to negotiate with more than one proposer concurrently, or to cancel all or part of this RFQ without obligation in any manner for proposal preparation, interview, fee negotiation, marketing costs, or any other costs associated with this RFQ..
- J. Joint Offers. Where two or more firms desire to submit a single submission in response to this RFQ, they should do so on a prime-subconsultant basis rather than as a joint venture or informal team. The District intends to contract with a single firm and not with multiple firms doing business as a joint venture.

END OF DOCUMENT