REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

ARCHITECTURAL/ENGINEERING DESIGN SERVICES

FOR THE

CHABOT AND LAS POSITAS COLLEGES

RFQ B-18

Proposal Due:
WEDNESDAY, OCTOBER 18, 2017 by 4:00 PM

Return Qualifications To:
Donna Alaoen, Exec Asst, Facilities/Bond Programs Department
7600 Dublin Blvd., 3rd Floor
Dublin, CA 94568
REQUEST FOR QUALIFICATIONS (RFQ) B-18
FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES
FOR VARIOUS MAJOR MEASURE A BOND PROJECTS
(Chabot College and Las Positas College)

1.0 Request for Qualifications

The District requests the submission of a response to this Request for Qualifications (RFQ) from qualified firms, partnerships, corporations, associations, or professional organizations to provide Architectural and/or Engineering design (A/E) services to the District for, but not limited to, those types of projects described in Section 2.0 below. A first group of projects have been identified at both the Chabot College campus located at 25555 Hesperian Boulevard in Hayward, California, and the Las Positas College campus located at 3000 Campus Hill Boulevard in Livermore, California.

2.0 The District and the Measure A Projects

The Chabot-Las Positas Community College District is a public, two-year California Community College District founded in 1961 serving the San Francisco Bay Area, particularly southern Alameda County, through its two colleges: Chabot College in Hayward; and Las Positas College in Livermore. The Colleges specialize in providing education services for four-year university transfers, technical training, continuing education, contract education with local businesses and community cultural enrichment. The District serves in excess of 20,000 students and employs more than 1,200 faculty members and staff. A seven-member elected Board of Trustees sets policy for the District.

The registered voters of the nine communities elect the Trustees from the following trustee areas: Castro Valley, Dublin, Hayward, Livermore, Pleasanton, San Leandro, San Lorenzo, Sunol, and Union City.

The District is undertaking a major capital building program to implement the $950 million Measure A Bond Program approved by the voters in June 2016. The overriding goals of this program's repair, modernization and expansion efforts are to update the existing college campuses as needed to serve the projected enrollment and to modernize them to a “like new” condition for another 40 years of service to students and the community as a whole.

A list of projects included in the Facility Master Plan at the time the Measure A Bond was approved by the voters can be found on the District’s Website at http://www.clpccd.org/bond/LPC/LpcFacilitiesMasterPlan.php.

The current Measure A project list was developed from college reviews to identify current facility needs using the 2012 Facility Master Plan as a beginning point. The project list was approved by the Board of Trustees at the March 22, 2017 meeting and is posted on the District website at: http://www.clpccd.org/facilities/clpccdmeasureabond.php
The 2012 Facility Master Plan will be updated over the next fifteen months and the project descriptions will differ somewhat in scope, magnitude, budget and priority from those currently on the website. A/E services anticipated in response to this RFQ are intended for those major projects for which design is scheduled to begin during the next sixty (60) months from the date of this RFQ. At this time, the District has determined that the first projects to be designed will be those of the following type facilities and includes both the new facilities and modernizations, renovations, and repairs to existing facilities:

**PHASE ONE APPROVED PROJECT TYPES/FUNCTIONS:**
2.1 Classrooms/Laboratories- Sciences
2.2 Classrooms/Laboratories-CTE (including Auto, Welding, Public Safety, Horticulture and Viticulture)
2.3 Offices
2.4 Library/ Learning Resource Center
2.5 Playing Fields/other Athletic Facilities
2.6 Multi-Purpose Facilities
2.7 Student Center
2.8 Site/Utility and Infrastructure Improvements
2.9 Parking Structures

**FUTURE PROJECT TYPES/FUNCTIONS:**
2.10 Classrooms/Laboratories- Fine Arts
2.11 Classrooms/Laboratories- Engineering
2.12 Performing Arts

### 3.0 Architectural/Engineering Services Selection Process

The purpose of this Request for Qualifications is to assemble a pool of pre-qualified Architectural/Engineering firms to provide A/E design services for one or more of the above general project types. The District staff may use this pre-qualified pool of A/E firms to subsequently solicit proposals and negotiate agreements to perform specific architectural and engineering assignments. This pool of pre-qualified A/E firms will be retained by the District for a period of sixty (60) months from the date of the RFQ. Subsequent Requests for Qualifications for A/E Services will be issued at the discretion of the District and if required by Measure A Program requirements.

This RFQ is an opportunity for Architectural/Engineering Firms to:
- Demonstrate and rank their experience and expertise with specific educational project types
- Demonstrate their experience and expertise with different project delivery methods
- Discuss innovations and best practices applied by their team on projects similar to the planned Measure A projects
- Discuss their approach to delivering design services

Subject to the District’s express reservation of rights to modify the selection process, the selection process anticipated by the District will consist of the following:
- Qualifications received will be reviewed for responsiveness. Respondents whose
submittals are deemed Non-Responsive will be notified accordingly.

- RFQ Submittals will be reviewed to establish a list of qualified firms with notations of specific project type experience and expertise

- When a Measure A project is identified and defined during the master planning process, a RFP for Architecture/Engineering services will be developed.

- A short list of Qualified firms will be invited to submit a response to a project specific RFP, based on review of the specific project type experience of the list of Qualified firms.

- Based upon the District’s review of responses to the project specific RFP, a rank ordered list of qualified firms will be determined for the specific project.

- If deemed necessary, a short list of firms, based on firm ranking, may be requested to make oral presentations of the firm’s qualifications for the specific project.

The Review Committee will then recommend the highest ranked firm for the respective project to the Board of Trustees for approval as the A/E for that project(s). Subject to the review and approval process more than one Project may be awarded to a single A/E firm.

It is intended that the on-going process of selection of A/E firms will be conducted in a manner that the District can present recommendations to the Board of Trustees consistent with the schedule of project requirements of the Measure A Bond Program.

Recommendations by the Review Committee for the selection of A/E Services providers will be based upon the ability of the A/E service provider to achieve the District’s objectives and demonstrated competence and qualifications to perform the basic services at a fair and reasonable price to the District. The recommendation by the Review Committee is not binding on the District. Formal award of any A/E Agreement will only be affected after the District’s Board of Trustees has formally approved of such award. The District reserves the right to waive minor irregularities in the solicitation process. The District may award one or more agreements, or no agreements, as a result of this Request for Qualifications.

It is anticipated that the District will issue subsequent RFQ(s) for A/E design services for future projects beyond those identified above. The issuance of further RFQ(s) will be subject to Measure A Bond Program requirements. Interested parties are encouraged to monitor the District Bond Program website at: http://measureb.clpccd.cc.ca.us/bond/BiddingProjectBusinessOpportunitiesRev.php.

4.0 Submission of RFQ Response(s)

Responding firms must provide a complete submittal that highlights capabilities and experience to provide the A/E services contemplated by this RFQ. The completed submittal must address the information required below, referencing the same Section Headings and Section numbering as indicated, for clarity and evaluation purposes.
Respondents should include a cover letter of interest and firm introduction, signed by the appropriate managing executive, of not more than two (2) pages. The letter must include the physical address of the office in which projects will be managed.

A specific response is required to each of the following sections:
4.1 General Information
4.2 Project Experience
4.3 Project Team
4.4 Sub Consultants
4.5 Statement of Qualifications Supplemental Information Form

In addition to the information required, each respondent to this RFQ must complete and submit with its Proposal(s) the specific form entitled “Statement of Qualifications Supplemental Information” attached to this RFQ and posted on the District Bond Website at: http://measureb.clpccd.cc.ca.us/bond/BiddingProjectBusinessOpportunitiesRFPandServices.php.

Failure to submit a completed submittal package and executed “Statement of Qualifications Supplemental Information” form will render the respondent's RFQ submittal non-responsive and it will be rejected. The entries required on this form will indicate to the District those general project types for which the Respondent is to be considered.

Qualifications must be submitted by 4:00 PM on Wednesday, October 18, 2017 to the following:
Chabot-Las Positas Community College District
7600 Dublin Boulevard, 3rd Floor
Dublin, CA 94578
Attention: Donna Alaoen, Executive Assistant, Facilities/Bond Programs

The submittal should be submitted in a sealed envelope with one (1) bound original hard copy and a complete electronic copy submitted by mail to Donna Alaoen at the address above. No other collateral or reference materials should be submitted. All materials submitted to the District will become the property of the District and will not be returned.

The total volume of the proposal to comprehensively respond to these items may be no longer than 50, single-sided pages or 25 pages if printed on both sides. The page count does not include tabs and should be submitted on 8 1/2” x 11” paper in 12 point font.

Questions or comments regarding this RFQ should be submitted by Request for Information (RFI) Form to Victoria Lamica, Contracts Manager at vlamica@clpccd.org, no later than Tuesday, October 3, 2017. Subsequent addenda, if any, will be available only on the District Bond Program website at: http://measureb.clpccd.cc.ca.us/bond/BiddingProjectBusinessOpportunitiesRFPandServices.php.
5.0 Submittal Information

5.1 – General Information

5.1.1 Describe the professional and technical capabilities of your firm including a list of employees by discipline for each office that would be involved and a listing of the number of projects by type listed in Section 2 completed or in design by your firm over the past 10 years.

5.1.2 Describe your experience in communicating and managing design projects using network and web-based program management software and systems. Identify specific projects, the software/systems types, and the extent to which they were utilized.

5.1.3 Provide brief and specific examples of your firm’s creativity and ingenuity in solving technical, schedule, budget, and personality related challenges on past projects, with particular emphasis on projects of similar types as those listed in Section 2.0 above.

5.1.4 Describe your approach to providing the design services. Describe the optimum level of collaboration between project team members and the roles each primary team member plays in a successful project, including the role as Owner’s Representative.

5.1.5 Describe how your firm will understand and incorporate the needs and desires of the end users of the project and maintain the project schedule and budget.

5.1.6 Generally describe your firm’s approach to address project budget control, maintainability/durability, sustainable building principles and processes (inclusive of LEED™) as well as energy efficiency standards and total cost of ownership.

5.1.7 Generally describe how your firm utilizes construction cost estimates to manage a project. Does your firm use in-house or outside consultants for construction estimating services?

5.1.8 Describe your firm’s experience with alternate project delivery methods including Design/Build, Construction Management at Risk, Construction Management Multi-Prime and Lease/Leaseback.

5.1.9 Describe your firm’s experience with assembling “Request for Proposal” or “Bridging” documents to select alternate delivery project teams. Specifically describe your approach to adequately defining building systems to ensure the quality of the project while allowing for the flexibility and innovation needed by a Design/Build entity.

5.1.10 Generally describe your firm’s quality control process to ensure that the design documents for the project conform to the program requirements established by the District and to minimize the extent of errors/omissions in the design documents. How that process is implemented to the design consultants.
5.1.11 Generally describe the application of drawing revision control and the incorporation of as-built information and other issues of project document control.

5.2 – Project Experience:

This section is to demonstrate experience with the project types currently planned as part of the Measure A program. The Respondent should illustrate its qualifications by referencing the project type for each project described:

5.2.1 List a maximum of ten (10) completed projects that were subject to the jurisdiction of the Division of State Architect (DSA) for which your firm served as the Architect or Engineer of record. Include DSA approval dates and owner references for each. Include the following information:

- The Building type, size and primary programs/functions housed within.
- The original construction contract sum or cumulative value of all trade contracts for projects constructed with multiple prime contractors,
- The project delivery method and date of completion
- Key design subconsultants
- Comparison of original project budget and final cost and schedule with discussion of significant variances.
- Sustainability features
- Describe relevance to Phase 1 project type/function

5.3 Project Team

5.3.1 Identify key staff personnel your firm anticipates will be assigned to each specific Project types. For each person identified, also provide a brief (one page or less) summary indicating the individual’s education, experience, and the anticipated role(s) or responsibility(s) of the individual relative to the A/E services anticipated.

5.4 Design Sub-consultant(s)

5.4.1 Discuss how design subconsultants are selected for individual projects.

5.4.2 List specialty sub-consultants whose scope of services do not fall within those covered by the District’s Agreement for Architectural/Engineering Services.

5.5 Statement of Qualifications Supplemental Information Form

5.5.1 Use question 2 to rank order your firm’s experience for the project types listed in Section 2 of this RFQ. Rank order only those project types that your firm has interest in providing A/E services for District projects of that type.

6.0 Compensation

Following the qualifications-based selection process, fees for services will be determined in accordance with the provisions of the Chabot-Las Positas Community College District Architectural/Engineering Agreement. If an agreement on fees cannot be reached in a
timely manner, the District will seek to reach an agreement with the next best qualified Respondent.

7.0 Form of Architectural/Engineering Agreement

The District intends to enter into an agreement for architectural/engineering services using a standard form, referred to hereinafter as the “A/E Agreement”. This format can be viewed on the District Bond Program website at: http://measureb.clpccd.cc.ca.us/district/bond/BusinessOpportunitiesRFQs.php

The scope of basic services will depend upon available funding, the services required, and the preparation of instruments of services necessary to complete those services.

7.1 Respondents should thoroughly review the A/E Agreement prior to submitting their response to this RFQ. By submitting a response, Respondent agrees to execute the District’s A/E Agreement.

7.2 Pursuant to Public Contract Code §20103.6 Respondents are advised that the A/E Agreement includes provisions which obligate the Architect to indemnify and hold harmless the District. Respondents are referred generally to the A/E Agreement for the substantive indemnification provisions.

8.0 Evaluation & Acceptance of Statements of Qualification

The District reserves the right to reject any and all submittals, to amend the RFQ and the RFQ process, and to discontinue or re-open the process at any time.

The submittals will be evaluated and scored (maximum of 100 points) based on the below criteria:

1. Respondent’s qualifications
2. Relevant experience of key project team members
3. Quality and completeness of the proposal
4. Experience with similar project type and scope

The District reserves the right to cancel or to amend this RFQ by issuance of addenda hereto. Subsequent addenda, if any, will be available only on the Measure A Bond Program website. Please refer to the location on the website entitled “Bidding/Project Business Opportunities.” Questions or clarifications requested by Respondents will be considered by the District only if submitted in writing to the Contracts Manager, no later than Tuesday, October 3, 2017. Respondents may not rely upon any verbal response to respondent questions or requests for clarification. All responses to questions will be distributed by Addendum by Tuesday, October 10, 2017.

The District retains the sole discretion to determine issues of compliance and to determine whether a submittal is responsive, responsible and qualified. The District’s Review Committee will utilize several evaluation criteria but will be primarily focused on the Respondents’ information provided in response to this RFQ.

Respondents are solely responsible for timely submission of RFQ responses to the designated location prior to the latest time for submission. The District will reject summarily as Non-Responsive any RFQ response which is submitted after the date/time
set forth above or which is considered by the District in sole and absolute discretion as Non-Responsive to material requirements of the RFQ. If addenda to this RFQ are issued, Respondents must acknowledge receipt of addenda in their RFQ responses and RFQ responses must address materials/requirements relating to this RFQ as described in addenda issued by the District. Failure to acknowledge and respond to any addenda issued by the District may render the respondent’s RFQ submittal to be deemed Non-responsive and it may be rejected.

9.0 Basis Of Award

The District intends to utilize the determination of “best qualified to provide the required services at a fair and reasonable price to the District.” as the basis to award any design services contract. There is no guarantee expressed or implied that the District will provide work to all or any of the Respondents that submit a response to this RFQ.

END OF PAGE
The Respondent shall furnish the following information. Failure to comply with this requirement will render the submittal incomplete and may cause its rejection. Additional sheets may be attached if necessary.

1. Firm name and home office address:

2. Rank order your firm’s experience for the project types listed in Section 2 of this RFQ. Rank order only those project types that your firm is highly qualified and has interest in providing Architectural and/or Engineering services for District projects of that type identified in the RFQ, Qualifications, Section 2.0. Rank order project type in descending order of preference. Respondents may rank one or more of the project types in Section 2.0 of the RFQ.

PHASE ONE APPROVED PROJECT TYPES/FUNCTIONS:

2.1 _____ 2.2 _____ 2.3 _____
2.4 _____ 2.5 _____ 2.6 _____
2.7 _____ 2.8 _____ 2.9 _____

FUTURE PROJECT TYPES/FUNCTIONS:

2.10 _____ 2.11 _____ 2.12 _____

3. Telephone: ______ Facsimile:

4. Website (if any): ______

5. Address of responding office of the firm if other than 1.0 above: ______

6. Names and titles of not more than two officers of the firm:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.1</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>6.1.2</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>
7. Specific type of ownership (Check one)

- [ ] Individual  
- [ ] Partnership  
- [ ] Corporation  
- [ ] Joint Venture  
- [ ] Other (Specify) ______
- [ ] Taxpayer Identification ______

8. Number of years the Respondent has been in business: ______

9. Number of years the Respondent has conducted business under the present name: ______

10. Has the Respondent ever been licensed under a different name or different license number? ______? If Yes, give name and license number: ______

11. Number of years experience in California Community College, University or educational facility projects ______.

12. In the past five years has any claim in excess of $50,000 been filed in court or arbitration against the firm principals or the firm concerning its design work on a project? ______

   If “yes”, on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, and a brief description of the nature of the claim.

13. In the past five years have the firm principals or the firm, made any claim in excess of $50,000 against a project owner concerning its architectural work on a project and filed that claim in court or arbitration? ______

   If “yes”, on separate page identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, and a brief description of the nature of the claim.

14. In the last five years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for the principals of the firm or the firm, based on non-payment or losses? ______

   If “yes”, on separate page give name the insurance carrier, the form of insurance and the year of the refusal.

15. Has the Respondent ever failed to complete a project in the past three years? ______

   If so, provide details including owner’s information.

16. Do you now or have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? ______ If so, please elaborate.

   ______
17. Do you have in place or will obtain each of the policies of insurance with the minimum coverage amounts set forth in the District’s Agreement for Architectural/Engineering Services. 

LIST OF REFERENCES
The following information should contain persons or entities familiar with the Respondent’s services:

1. Name of Organization: ____
   Address and Telephone Number: ____
   Contact Person: ____
   Type of Project: ____
   Contract Amount: ____

2. Name of Organization: ____
   Address and Telephone Number: ____
   Contact Person: ____
   Type of Project: ____

3. Name of Organization: ____
   Address and Telephone Number: ____
   Contact Person: ____
   Type of Project: ____

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this _____ day of _____, 2017, at _____ [city and county], State of _____.

__________________________________________________
Signature and Title

(Respondent is required to execute)