



MARIN COMMUNITY COLLEGE DISTRICT

***Request for Qualifications
Project Number 16/17- MB06
for
Marin Community College District
“On-Call” Consultant Services Pool***

Submit proposals to:
Marin Community College District
1800 Ignacio Blvd
Building 8 – Purchasing
Novato, CA 94949
Attn: Mayra Ramirez
415-883-2211 Ext. 8308
mramirez@marin.edu

INTRODUCTION

Services sought by the District

The Marin Community College District (the District) requests the submission of Statements of Qualification (SOQ) from consulting firms in various design, engineering, construction and other consulting disciplines to provide “on-call” consulting services for planning, design, engineering, evaluation, testing, inspection and other consulting services related to planning, design, construction and renovation of various projects for both, the Indian Valley Campus, Bolinas Site and Kentfield Campus located in Marin County, California.

Background – The District

The District provides a dynamic learning environment that fosters excellence, opportunity and innovation in meeting the educational needs of our diverse students and community. Marin Community College District educates more than 20,000 students per year and offers vibrant cross-cultural experiences for our community to enjoy through its many performances, events, workshops, and exhibits.

On June 6, 2016 the voters approved a Proposition 39 bond known as Measure B-2016 in the amount of \$265,000,000. The bond measure will support the district’s efforts toward upgrading its facilities, constructing energy-efficient, technology-driven, classrooms and labs, upgrading outdated electrical, plumbing, heating/ventilation systems, and working toward achieving maximum efficiency, both in our teaching environments and in the infrastructure that supports those environments. The improvements made possible by these voter-supported bond measures have allowed us to continue our mission to assist students in achieving their educational and employment goals.

Along with this opportunity, comes responsibility. The District is committed to responsible stewardship of all bond funds. Measure B-2016 will adhere to all accountability standards governing the management of the Proposition 39 bond program. A Citizen’s Bond Oversight Committee, comprised of members of the community, will provide the Bond oversight. The oversight committee will review all bond expenditures to ensure alignment with the ballot text.

Purpose

The purpose of this Request for Qualifications is to assemble a pool of pre-qualified consulting firms to provide “on-call” consulting services for one or more projects or other Measure B-2016 purposes. The District staff will use this pool to solicit fee proposals and negotiate “on-call” contracts from the pre-qualified pool of consulting firms to perform occasional specific consulting assignments. The District anticipates entering into a “master agreement” with selected Consultants which establish basic terms and conditions; as consulting assignments are issued by the District to selected Consultants, for each such assignment, the District and the pre-qualified Consultant selected by the District for an assignment will negotiate and execute an amendment to the master agreement relating to each specific consulting assignment.

To differentiate from the “on-call” consulting services contracts to be awarded under this RFQ, please note that a separate RFP has already been issued awarded to specific consultants relating to architectural services, demolishing and abatement.

Consulting Services to be Provided

Services to be provided under this offering may include a wide range of disciplines relating to design, planning, engineering, evaluation, testing, inspection, and other consulting services related to the planning, design, construction, and renovation of various Measure B-2016 projects. The consultants entering into ongoing consulting services agreements with the District will be assigned specific consulting tasks from time to time to address specific campus issues and projects depending on the scope of work associated with a given project and a multitude of other needs that may arise.

The District may choose to utilize Building Information Modeling (BIM) to varying degrees depending on the project.

Direct construction services are NOT included in the scope of this RFQ; as required by applicable law, the District will engage in a competitive bidding process for the construction of each project.

Outreach Program

Prime consultants are encouraged to take positive steps to diversify and expand their subconsultant solicitation base and to offer contracting opportunities to all eligible subconsultants. To support its Equal Opportunity Contracting commitment, the District has established a goal to increase participation by Minority-owned, Woman-owned and Small Businesses. While attainment of the goal to achieve Subconsultant Participation Level goal is strictly voluntary, the District encourages diversity in your outreach and selection efforts. Participation levels may be used as a tiebreaker in cases of an overall tie between two or more firms.

Refer to Attachment G for the District’s Local Business Outreach Program for Minority-owned, Woman-owned and Small Business developed for Measure B-2016.

Pre-Submittal Conference

A pre-submittal conference will be held on March 28, 2017 from 10:00 a.m. to 11:30 a.m. at the Indian Valley Campus in Novato, Ca , 1800 Ignacio Blvd, Building 9 room 101

The conference, while not mandatory, is highly recommended. General program information will be provided as well as information specific to this solicitation.

Annual Recertification

The District will maintain the pool of qualified applicants for the duration of the projected timeline of the bond program. Requests for recertification will be sent annually to all responding firms to confirm their continuing interest, and allow them to update their contact information and experience. Firms who do not reply to the request for recertification may be deleted from the pool of pre-qualified firms, at the sole discretion of the District.

Form of Contract

The District intends to enter into contracts for consulting services using a standard form of the Professional Services Agreement for On-Call Services, collectively referred to hereinafter as the "Consultant Contract". The scope of basic services will depend upon available funding, the services required, and the preparation of instruments of services necessary to complete the project.

Qualifications

Responding firms must provide a complete Statement Of Qualifications (SOQ), capabilities and experience to provide the consulting services contemplated by this RFQ. The statement of qualifications must address the following items:

- A) Statement of Qualification for "on-call" consultant services shall clearly indicate the specific area of discipline, applicable ONLY to the following specific consultation services:
 - 1. Structural Engineering Services
 - 2. Mechanical/Electrical/Plumbing Engineering Services
 - 3. Civil Engineering Services
 - 4. Inspection Services (IOR)
 - 5. Special Testing and Inspection
 - 6. Geotechnical/Soils
 - 7. Hazardous Materials Surveys/Air Monitoring
 - 8. Environmental Analysis
 - 9. Commissioning
 - 10. Topographic/Land Surveying
 - 11. Interiors Space Planning
 - 12. Geomorphology
 - 13. Archeological Services

- B) Experience. Minimum qualifications of responding firms are: (a) professional staff with California license(s) or accreditations (if appropriate) which are, as of the submission of a response to this RFQ, in good standing; and (b) the completion of services during the design, bidding and/or construction phases, as consultant of record, for a minimum of five (5) projects which were subject to the jurisdiction of the Division of State Architect ("DSA") or other State or public review agency having jurisdiction.

- C)

The RFQ response must specifically confirm that the responding firm possesses the foregoing minimum qualifications. In addition, the RFQ response must address the following:

1. Scope of consulting services typically provided or offered; summary of firm history.
2. Prior experience as consultant for public agency public works projects, including a general description of the scope of services provided on each contract.
3. Services provided for other California community college, university, or educational facility projects.
4. Identify the responding firm's principals or employees who are licensed or accredited under California law.

D) Capacity

1. Staff and Technical Resources

- i. Identify specific proposed staff personnel which the responding firm anticipates will be dedicated to the Project; provide description of each staff member's education and experience. For staff personnel identified, provide a description of the typical anticipated role(s) or responsibility(ies) of each staff member relative to the basic services for the Project.

2. Insurance Resources

- i. Identify insurance coverages maintained by the responding firm. Confirm that the Consultant has in place or will obtain each of the policies of insurance with the minimum coverage amounts set forth in the Consultant Contract.

3. Staffing and Methodology

- i. Address the extent to which the District will be permitted to request specific staff personnel to provide or perform all or portions of the basic services.
- ii. Provide the location of primary offices and which office would have responsibility for this project.

Schedule

The District will interview for and award projects as the need arises over the course of the Measure B-2016 bond program. Members of the District staff and members of the Program Manager's staff may be able to forecast the need for specific services. However, responding firms should not rely upon any verbal response to respondent questions or requests for clarification from any person or entity representing the District.

Compensation

Respondents must include a schedule of hourly rates for various classes of employees who will perform basic services and potential additional services which may be requested by the District.

Consultants selected through this RFQ will execute an agreement with the District to provide Consultant Services on an on-going and as-assigned basis. The agreement for ongoing Consultant Services will not establish a basis for compensation for all assignments issued under the agreement; the compensation for each specific consulting task assigned by the District to the Consultant will be established in an amendment to the agreement for ongoing Consultant Services. It is the intent of the District to award contracts for ongoing Consultant Services on the basis of firm qualifications, rather than cost. It is the preference and intent of the District that Consultant Contracts provide for the District's payment of fees to the consultant on a lump sum/fixed price basis. Candidates selected for interviews may be asked to submit a fee proposal for a specific scope of work consistent with the District's preference and intent. However, the District will not reject an RFQ response which is otherwise responsive to the requirements of the RFQ but which proposes a fee which is not a lump sum fixed price.

Consultant Services Contracts

- A. Respondents must thoroughly review the form of Consultant Contract prior to submitting their response to this RFQ. Respondent's full and complete acceptance of the Consultant Contract format is one element that is necessary in order for a submittal to be deemed fully responsive to this RFQ.
- B. Pursuant to Public Contract Code §20103.6 all Respondents are advised that the Consultant Contract includes provisions which obligate the Consultant to indemnify and hold harmless the District.

CONSULTANT FIRMS - SELECTION PROCESS

The District's review committee will review the submitted proposals and establish a "short-list" of firms in the various disciplines. Selected firms may be requested to make verbal presentation of the firm's qualifications and proposal to a selection committee for the project. Applicants will be ranked after the review process. The selection committee will then make recommendation, to the District, of the highest rated firm(s) to be submitted to the Board of Trustees for approval.

Recommendation of the review committee for retention of a consultant(s) will be based upon the ability of the consultant 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 selection committee is not binding on the District. Formal award of any Consultant Contract will only become put into effect 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 contracts, or no contracts, as a result of this Request for Qualifications.

Evaluation & Acceptance of SOQ

The District reserves the right to reject any and all SOQs, to amend the RFQ and the RFQ process, and to discontinue or re-open the process at any time. The SOQs will be evaluated based on each respondent's qualifications, and relevant experience. By submitting a Statement of Qualifications in response to this solicitation, the submitting respondent(s) specifically represents that it has read the District's Professional Services Agreement for On-Call Services posted on the District's website at

<http://www.sjeccd.edu/business/fiscalservices/purchasingwarehouse/Pages/PurchasingDepartmentBids.aspx>, and that, if selected, it agrees to execute the Agreement without modifications.

Basis of Award

The SOQs received in response to this request will be reviewed and evaluated. Respondents found to be qualified to provide those services contemplated by this RFQ will be listed on the District's website. There is no guarantee expressed or implied that the District will provide work to all or any of the respondents that submit an SOQ in response to this RFQ.

Selection Criteria

The District retains sole discretion to determine issues of compliance and to determine whether a submitted SOQ is responsive, responsible, and qualified. The District's review committee will utilize several evaluation criteria, including, but will be primarily focused on the responding firm's information provided in response to the required SOQ information. The SOQs will be evaluated based on each firm's qualifications and relevant experience with similar work to determine the best qualified to provide the required services at a fair and reasonable price to the District.

Required format for Statement of Qualifications

Statement of Qualifications (SOQ) materials shall be 8-1/2" x 11" format, preferably in portrait orientation, bound in a ring binder or spiral comb-bound booklet, with a minimum size 12 Times New Roman font in the entire document. A maximum of thirty (30) individual pages, excluding cover and index sheets, are allowed, including any sheet exhibits. Sheets can be double-sided. A maximum of five (5) exhibits are allowed, no larger than 11"x17" format.

Tabbed dividers should separate and identify the response items described below, and be titled or numbered as indicated.

A qualifying SOQ must address ALL of the following points, in the following order:

1. **Cover:** Include the title "Marin Community College District, Response to Request for Qualification of "On-Call Consultant Services Pool", date and contact information, including email addresses.
2. **Letter of Transmittal:** Provide brief introduction to your firm and include an expression of the prospective firm's interest, abilities, and qualifications for the projects with the District. Include a statement that your firm agrees to the District's contract terms and can meet the

insurance requirements of this RFQ. The letter of transmittal must be under the signature of an officer of the lead firm.

3. **Table of Contents:** Bind in front of the first tab. Include a list of additional materials submitted, if any.

GENERAL INFORMATION

Disclosure of Indemnity Contract Provision as per Public Contract Code Section 20103.6

To the fullest extent permitted by law, except to the extent caused in whole or in part by indemnitee, the design professional shall indemnify, defend and hold harmless the District and its employees, officers, Trustees, agents, and representatives from any and all claims, demands, losses, responsibilities, or liabilities for: (a) injury or death of design professional's or the design professional's design consultants' employees arising out of this Agreement; (b) injury or death of persons or damage to property, including the removal or replacement of in-place work during or after project completion; or (c) all other proximately related costs or charges, to the extent the liabilities, damages, and losses are caused by willful misconduct, recklessness, or negligence, including concurrent negligence, of the design professional or a subcontractor or consultant of the design professional. The foregoing shall include without limitation, attorneys' fees and costs incurred by the District, and shall survive the termination of this Agreement until any such claim, demand, loss, responsibility or liability covered by the provisions hereof is barred by the applicable statute of limitations.

This indemnity agreement shall not be construed to limit the enforceability of other contractual provisions between the District and the design professional requiring cooperation with the District regarding any claim by a construction contractor and any contractual requirement concerning participation in any court proceeding or arbitration.

It is the intent of the District that this indemnity agreement shall be in accordance with California Civil Code 2782.8 and shall apply to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the design professional.

Evidence of Insurance

Top-ranked firms must provide evidence of insurance after notification of selection. The firm will be required to carry the following insurance:

- a) Commercial General Liability Insurance (including Bodily Injury or Death and Property Damage) with a minimum limit of one million dollars per claim (\$1,000,000), and an aggregate amount of two million dollars (\$2,000,000);
- b) Comprehensive Automobile Liability Insurance (including owned, non-owned, and hired vehicles) with minimum limit of one million dollars per claim (\$1,000,000), and an aggregate amount of two million dollars (\$2,000,000);
- c) Workers' Compensation and Employers' Liability; statutory limit required by law;
- d) Professional Liability Insurance with minimum of two million dollars (\$2,000,000) per claim and four million dollars (\$4,000,000) per annual aggregate. Deductible not to exceed \$25,000 each claim; and

- e) All insurance must be issued by an admitted insurance carrier (licensed to do business in the State of California), carrying a rating of not less than A-VII in the most current A.M. Best's Insurance Rating Guide – or otherwise acceptable to the District.

Conflict of Interest

These RFQ procedures prohibit the practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful considerations, and prohibit district employees from participating in the selection process when such employees have a relationship with a person or business entity seeking agreement under this RFQ that would create a conflict of interest.

Amendment and Acceptance of Statements of Qualifications

The District reserves the right to reject any and all SOQ's to amend the RFQ and the RFQ process, and to discontinue or re-open the process at any time. The District reserves the right to waive minor irregularities in the solicitation process or SOQ's.

QUESTIONS REGARDING THIS RFQ

Questions regarding this Request for Qualifications and further information must be submitted to the District by email **no later than 3pm, March 31, 2017** . Submit questions to the following individual:

Mayra Ramirez
Purchasing Agent
Marin Community College District
mramirez@marin.edu
415-883-2211 Ext. 8308

Answers to questions requiring clarification to this RFQ will be posted on the District's website **no later than 3pm, April 4, 2017**. District's website can be found at:

<http://fiscal.marin.edu/bids>

SUBMITTAL OF STATEMENTS OF QUALIFICATION

Submit eight (8) bound, printed copies of the SOQ and any associated documents, including an original, signed hard copy, in a sealed envelope AND an electronic copy on a flash drive in Microsoft Word or PDF format. Any collateral materials should be provided on a flash drive and not in binders, and suitable for reproduction by the District. Candidates are solely responsible for timely submission of RFQ responses to the designated location prior to the latest time for submission. The District will reject any RFQ response which is submitted after the date/time set forth above or which is non-responsive to material requirements of the RFQ. The District reserves the right to cancel or amend this RFQ by issuance of written addenda. 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. All materials submitted to the District will become the property of the District and will not be returned.

All responses to this Request for Qualifications must be submitted to:

Mayra Ramirez
Purchasing Agent
Marin Community College District
mramirez@marin.edu
415-883-2211 Ext. 8308

Hand-delivered SOQ's must be delivered to the following:

College of Marin
Building 8 – Purchasing
Measure B Bond Program
1800 Ignacio Blvd
Novato, Ca 94949

Faxed or emailed proposals will not be acceptable to the District. **Sealed proposals will be received until 3pm (PST) on April 11, 2017.** Any proposals received after the time specified in this notice will be returned unopened.

NOTE: United Parcel Service DOES NOT deliver to this address. Please use FEDEX or USPS

The Marin Community College District is not liable for proposal termination or submission expense that may be incurred by the respondents.

Facilities Master Plan:

Facilities Master Plan for Measure B 2016 Bond and other public reports related to facilities can be found at the following link:

<http://measurebcom.org/program-documents/>

Attachments

A: Sample Master Agreement can be found at:

http://www.marin.edu/WORD-PPT/Design-Prof-Master-Agreement_REV9-26-16.pdf

End of Request for Qualifications