

MARIN COMMUNITY COLLEGE DISTRICT
Request for Qualifications/Proposals (“RFQ/P”)
For Program/Construction
Management Services

Questions and Answers

QUESTION NO. 1:

Page 4, of the RFQ/P, Item No. B. In this Section it states that “each firm submitting a proposal must submit a budget for each phase of the work and break-out each cost[] for each phase[] as well as an overall cost if the firm is given all phases of the work...” Could you please confirm what do you mean by phases? Are the Phases the same as the General Categories listed on the same Page as Item C, which are: Implementation of Updated Facilities Master Plan, Program Management and Project Construction Management? If not, could you please clarify what the Phases are?

In this Section, you also ask for a budget for each phase of work and break-out costs – Will you be providing a schedule or timeline for the execution of the bond program? Is this a 3, 5 or 7 year program? Also the information you requested in Item B, Is it the same information you request as part of the proposal submission on Page 9, Item M, titled “Fees”? Also, confirming that we can alternately submit Hourly Rates for our entire Team. In order to be responsive to this Section (Page 9, Item M, Fees), we would need the Phases defined and also a schedule / timeline of work in order to provide ‘not-to-exceed’ amount of work for each phase.

RESPONSE TO QUESTION NO. 1:

The word “Phases” is intended to mean the phases described in the General Categories listed on Page 4, Item C. If Proposers chose to identify additional phases of work or services, such additional phases should include break-out costs.

The Measure B bond program is a ten-year program and available for review on the District’s website: <http://www.marin.edu/WORD-PPT/COM-Measure-B-Program-Schedule-Entire-Bond-.pdf>

The cost information in Item B is not the same information to be provided by Proposers in response to Page 9, Item M, titled “Fees”. Item B requests budget information and Item M seeks fees/compensation information. Proposers may alternatively submit hourly rates for their team. The Measure B bond program schedule and timeline is available on the District’s website as noted above.

QUESTION NO. 2:

Top of Page 5, First Bullet. The Bullet states that we are to advise on the status of submittal and approval of projects with State agencies including DSA, OPSC and CDE. We would like to clarify that we typically do not interface with OPSC and CDE, as those agencies are involved with K-12 projects. On community colleges, we typically interface with DSA and CCCC (California Community College Chancellors Office).

RESPONSE TO QUESTION NO. 2:

The reference to “State agencies, including, but not limited to, DSA, OPSC and CDE, is intended to describe illustrative State agencies involved in K-14 facility projects. DSA and CCCCO typically provide oversight and approval of community college district projects.

QUESTION NO. 3:

Page 7, Item E. Project Team. We are planning on submitting for both Program Management and Construction Management Services. Can we title our Team, “Program Team” instead of Project Team? Also, in this Section, Resumes were not requested. Would you like resumes included for each team member? If so, could we add them to this Section? Also, we are assuming that if you do want resumes, they would not count towards the 30-page limit, as each resume is typically 2 to 3 pages long, and since we are submitting for both PM and CM services, we would not be able to provide the resumes within the 30-page limit.

RESPONSE TO QUESTION NO. 3:

Proposers who are interested in submitting for both Program Management and Construction Management Services may title their team “Program Team” instead of “Project Team”. Resumes of team members may be submitted, but they must be responsive to the request for information in Item E. Resumes of team members will be considered part of the 30 page Statement of Qualifications/Proposal (“SOQ/P”) limitation.

QUESTION NO. 4:

Page 7, Item F. Could we showcase our experience with Community Colleges first, and K-12 Second?

RESPONSE TO QUESTION NO. 4:

Yes.

QUESTION NO. 5:

Page 7, Item H – Proposed Methodology and Capabilities. In this Section, you request recent sample reports for Scheduling, Budgeting, Cost Estimating, Document Control and Public Information Website. Confirming that these sample reports will not counts towards the 30-page limit?

RESPONSE TO QUESTION NO. 5:

Sample reports will not be considered part of the 30 page SOQ/P limitation.

QUESTION NO. 6:

Page 6 Item A - General - Second Paragraph, states that we can include an Appendix of samples of Past Projects. Page 9, Item N, titled “Other” – States we can provide additional information here. Confirming that the Appendix is an additional Section and not the same as Section 9, titled “Other”?

RESPONSE TO QUESTION NO. 6:

The Appendix is an additional Section and not the same as Section 9, titled “Other”.

QUESTION NO. 7:

Page 6, Item A – General, Second Paragraph. Font Size of Proposal. In this Section it states that the Font Size needs to be 12. Would you consider a font size of 11? We want to ensure we have enough room to meet the 30-page limit requirements.

RESPONSE TO QUESTION NO. 7:

The font size of the SOQ/P is limited to 12-point.

QUESTION NO. 8:

Page 9, -Selection Criteria. In this Section it states that the evaluation of qualifications will be made based on multiple requirements. Several of those requirements that a firm will be evaluated on were not requested as part of the Proposal submission. We would like to include a narrative in our Proposal on the following items in order to meet the evaluation criteria:

No 2. We intend on providing a Narrative on our MBE/WBE AND DVBE commitment in the Proposed Methodology and Capabilities Section of the Proposal. Also, are you looking for a percentage goal of MBE/WBE and/or DVBE participation from the PM/CM firm?

No. 5. Profit Distribution of Joint Venture Agreements - Confirming that we will not be evaluated on this item, as we are not proposing as a Joint Venture. What happens to the 5 points in this Section?

No. 9. We intend on providing a Narrative on Delivery Methods in the Proposed Methodology and Capabilities Section of the Proposal.

No. 10. We intend on providing a Narrative on Project Labor Agreements in the Proposed Methodology and Capabilities Section of the Proposal.

No. 11. Principles underlying the differences between joint venture and single-entity service delivery – 10 points. Confirming that we will not be evaluated on this item, as we are not proposing as a Joint Venture – What happens to the 10 points in this Section?

No. 12. We intend on providing a Narrative on our Commitment to Sustainability in the Proposed Methodology and Capabilities Section of the Proposal.

RESPONSE TO QUESTION NO. 8:

It is permissible to provide the narratives described in Question 8. Evaluation criteria Nos. 5 and 11 pertaining to joint ventures will not be applied to an SOQ/P that is not based on delivery of program/construction management services through a joint venture. Phase 1 scoring will be scaled to avoid any penalizing proposers who are not joint ventures. It is left to the discretion of Proposers to submit single entity or joint venture SOQ/P. The District has no preference.

QUESTION NO. 9:

Forms to be Included with RFQ/P. Which of the Following Forms are to be included with our Proposal? Also, where in the Proposal should we place them – in a separate section titled “Forms”? in the Section titled “Other”? or behind the Cover Letter?

FORM – ACCEPTANCE OF TERMS AND CONDITIONS?

FORM – QUALIFICATION QUESTIONNAIRE?

FORM – NON-COLLUSION AFFIDAVIT TO BE EXECUTED AND RETURNED WITH PROPOSAL

RESPONSE TO QUESTION NO. 9:

The SOQ/P should include the above forms and be placed at the end of the SOQ/P, behind the appendix. The forms do not need to be separately titled.

QUESTION NO. 10:

Reference RFQ/P, Section V.B.5. This scoring criterion appears to presume that the prime is, or should be, a joint venture. Does the college expect the entity submitting for this work to be a joint venture? If not, how would a single entity score points by this criteria?

RESPONSE TO QUESTION NO. 10:

See response to Question 8.

QUESTION NO. 11:

Reference RFQ/P, Section V.B.11.: This scoring criterion appears to presume that the prime is, or should be, a joint venture. Does the college expect the entity submitting for this work to be a joint venture? If not, how would a single entity score points by this criteria?

RESPONSE TO QUESTION NO. 11:

See response to Question 8.