

MARIN COMMUNITY COLLEGE DISTRICT

Request for Qualifications For Program/Construction Management Services

Request for Qualifications Issued:

September 21, 2016

Deadline for Submittal of Qualifications:

October 11, 2016

Notification of Short Listed Vendors:

October 14, 2016

Deadline for Request for Proposals:

November 8, 2016

Selection and Award:

December 6, 2016

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR PROGRAM/CONSTRUCTION MANAGEMENT SERVICES
FOR THE MARIN COMMUNITY COLLEGE
DISTRICT**

The Marin Community College District (“College of Marin”) or (“District”) is seeking Statements of Qualifications (SOQ) from qualified persons, vendors, firms, partnerships, corporations or organizations to perform planning, program management and/or project/construction management services related to the District’s capital facility program. Services may include any or all of the following: program management, construction management, and may also include augmenting District staff for either program management, construction management or both. The District intends to approve one or more “preferred” firms that will be used to update the Facilities Master Plan and complete projects during the next several years under the recently passed \$265,000,000 Measure B bond.

Qualifications will be evaluated by the District’s screening committee in accordance with the Submittal Specifications stated in this RFQ. Qualified persons, firms, vendors and organizations are invited to submit an original plus eight (8) copies of said RFQ and e-mail one PDF version of the SOQ that meet the requirements described herein no later than **3:00 p.m. on October 11, 2016**, to the following address:

College of Marin
Attention: Greg Nelson, Vice President Finance and College Operations
Fiscal Services Department
1800 Ignacio Blvd.
Novato, CA 94949
e-mail: gnelson@marin.edu

This RFQ does not commit the College of Marin to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any SOQ or to cancel in part or in its entirety this RFQ. The District further reserves the right to accept the SOQ that it considers to be in the best interest of the District.

Thank you for your interest in working with our District.

David Wain Coon, Ed.D.
Superintendent/President
MARIN COMMUNITY COLLEGE DISTRICT

INSTRUCTIONS FOR SUBMITTAL OF SOQ'S

I. GENERAL INSTRUCTIONS

A. Submittal of SOQ'S

SOQ's should be reviewed for accuracy before submission to the District since said document may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any SOQP. The District reserves the right to reject any and all SOQ's, or to waive any irregularities, or informalities in the SOQ's.

B. Signatures

All SOQ's must include a signature of an authorized officer of the firm submitting the SOQ.

C. Disqualified SOQ's

Any SOQ received after **3:00 p.m. on October 11, 2016**, shall be refused and returned to the firm unopened.

D. Withdrawal of SOQ's

Firms may withdraw their SOQ, either personally or by written request, at any time prior to **3:00 p.m. on October 11, 2016**. Any request to withdraw a SOQ is effective only if received on or before **3:00 p.m. on October 11, 2016**, at the following location and addressed to:

College of Marin
Attn: Greg Nelson, Vice President Finance and College Operations
Fiscal Services Department
1800 Ignacio, Blvd
Novato, CA 94949

E. Copies of SOQ's

Each firm submitting a SOQ must include the signed original plus eight (8) printed copies, along with a PDF version submitted on a drive or by e-mail.

F. Contacts

In order to control information disseminated regarding this RFQ, firms interested in submitting SOQ's are directed **not** to make personal contact with members of the Board of Trustees and District Administration with the exception of the individual listed below:

Greg Nelson, Vice President Finance and College Operations
College of Marin
(415) 883-2211 ext. 8100
E-Mail Address: gnelson@marin.edu

Any questions concerning this Request for SOQ's must be submitted by e-mail to the above address no later than **September 29, 2016**. Responses to individual queries will be provided as soon as possible. An anonymous summary of all Q&A's will be e-mailed to all interested Respondents after **October 4, 2016 but no later than October 7, 2016**. Respondents who wish to be placed on an e-mail list to receive the summary Q&A's and any updates concerning this Request for SOQ's must e-mail gnelson@marin.edu to request placement on the e-mail list.

G. Rights of the District

The District reserves the right to incorporate terms and conditions it determines to be proper or necessary into any contract negotiated as a result of a SOQ submitted in response to this RFQ.

II. DESCRIPTION OF SERVICES REQUIRED

A. Background Information

The District has a long-range facility master plan in place that it is in the process of updating. The facility master plan includes demographic information, proposed improvements to existing campuses based on updated district educational specifications and standards, proposed improvements to existing campuses and funding for facility improvements funded by Measure B.

Measure B was placed on the ballot through a vote of the governing officials of the District and was approved on June 7, 2016, by 64.04% of voters. Measure B authorizes \$265 million in bonds to update and maintain the College of Marin campuses by modernizing classrooms, science, computer/biotechnology labs; repairing, modernizing and providing job-training classrooms; ensuring that classrooms meet earthquake, fire and safety codes; providing access for disabled students; and repairing, constructing, acquiring, and equipping classrooms, labs, sites and facilities.

B. Selection of Qualified Organization

To fulfill the purposes of Measure B, the District intends to enter into agreements with program/construction management firms for services as identified in the RFQ for determining the selected program/construction management firms to work with District staff to implement the District's facility master plan, which is on track to be completed and updated for both the Indian Valley and Kentfield campuses this fall.

The District intends the initial qualification process to be done "identity blind." That is, the Board of Trustees has appointed a screening committee to initially review and evaluate SOQ's, which will not contain any identifying information. As directed herein, all SOQ's will be submitted in response to this RFQ to Mr. Greg Nelson, Vice President of Finance and College Operations. Mr. Nelson will then remove all identifying information from the submitted SOQ's before distributing them to the screening committee. Mr. Nelson will shepherd the initial "identity blind" process but will not be a member of the screening committee.

This screening committee may consist of two (2) Board Members, two (2) staff members, two (2) faculty members, and two (2) administrators. The screening committee will conduct an "identity blind" review of the SOQ's, score the firms, and then short-list qualified firms based on the score outcome.

On October 14, 2016, the screening committee will then issue Requests for Proposals to the short-listed qualified firms and distribute Requests for Proposals to such vendors. The short-listed vendors will have until November 8, 2016, to submit their proposals. The screening committee will review and score the proposal responses and notification for interviews will be submitted to short-listed qualified firms between November 17-18, 2016. Interviews of short-listed qualified firms will be conducted by the screening committee on November 29, 2016. The screening committee will then make its recommendations of award of contract to the Board of Trustees at the Board Meeting on December 6, 2016.

C. Services Required of Selected Firm

The firm(s) selected as a result of this initial screening process shall be responsible for the following general categories of work:

1. **Implement the Updated Facilities Master Plan:** Using the District's Facility Master Plan Update, the selected firm shall update cost estimates, provide feedback on appropriate scope and advise the District on phasing, grouping of projects and other cost-saving methods.
2. **Program Management:** Work with the District on overall scheduling, budgets and communication for all capital projects; report to the District on program and individual project status on a regular basis.
3. **Project and Construction Management:** Provide design-phase services in conjunction with all architectural firms awarded work by the District; assist with bidding; manage the construction contracts and "close-out" the projects. Assist the District in the selection of the most appropriate construction delivery method (design, bid, build; construction management/multiple prime; design/build, etc.).
4. **Coordinate with District Facilities Staff:** Coordinate with existing District facilities staff, which could include augmentation of District staff for either program or construction management services or both.

III. SUBMITTAL SPECIFICATIONS

A. Format & Delivery

- Respondents shall submit one (1) original plus eight (8) copies of the SOQ in 12-point font and **not to exceed five (5) pages in length**. Further, a CD or electronic version of the SOQ shall also be made available to the District at the time the SOQ is submitted. **The envelope in which the copies are submitted must identify the title of the SOQ.** All respondents shall follow the order and format specified below.
- Other than the cover page and signature at the end of the statement, **do not** include any other identifying information in the SOQ. Such prohibited information includes firm or organization's name, the name of principals within the organization, the names of specific projects on which your firm or organization has worked, and any other information that might lead to identifying the proposer.
- For SOQ's to be considered, they must be clear, concise, complete, well-organized and demonstrate both respondent's qualifications and its ability to follow instructions. The quality of answers, not length of responses is what is important in the SOQ. At this initial stage of evaluation, the District requests SOQ's to be no longer than five (5) pages in length.

B. Cover Letter

- The cover letter to the SOQ shall be brief (one page maximum). Please only include one (1) cover letter with your firm's submission. Include the SOQ's title and submittal due date, the name, address, fax number and telephone number of the responding firm (or firms if there is a joint venture or association). If your firm is proposing to co-respond with another principal firm, your cover letter must specify the type of services to be provided by each firm and the proposed percentage allocated to that phase or function for the co-respondent. The submittal letter will **NOT** be considered part of the five (5) page limit.

C. Information Section

1. Without identifying the school districts, indicate whether your firm has experience in assisting at least five (5) K-14 school districts in California in providing program, planning and constructions services as outlined in this RFQ in the last ten (10) years.
2. Indicate whether your firm has experience with the California State Chancellor's Office and the Facilities Utilization, Space Inventory Options Net ("FUSION") database.
3. Indicate whether your firm has worked on a California general obligation bond program that was under \$100M in size, and if so, indicate how many times your firm has done so.
4. Indicate whether your firm has worked on a California general obligation bond program that was between \$100M to \$300M in size, and if so, indicate how many times your firm has done so.
5. Indicate whether your firm has worked on a California general obligation bond program that was between \$301M to \$500M+ in size, and if so, indicate how many times your firm has done so.
6. Indicate whether your firm's principals who would participate in the District's program/construction services have worked on a California general obligation bond program that was under \$100M in size, and if so, indicate how many times your firm's principal officers have done so and describe their experience (*i.e.*, whether program management experience, construction management experience, or both).
7. Indicate whether your firm's principal officers that would participate in the District's program/construction services have worked on a California general obligation bond program that was between \$100M to \$300M in size, and if so, indicate how many times your firm's principal officers have done so and describe their experience (*i.e.*, whether program management experience, construction management experience, or both).

8. Indicate whether your firm's principal officers that would participate in the District's program/construction services have worked on a California general obligation bond program that was between \$301M to \$500M+ in size, and if so, indicate how many times your firm's principal officers have done so and describe their experience (*i.e.*, whether program management experience, construction management experience, or both).
9. Define the method and process to be used to develop project budgets.
10. Define the method and process to be used to design and manage the project to meet and not exceed an approved project budget.
11. Define the anticipated time required for your firm and any subconsultants to respond to RFIs.
12. Describe your firm's technical capabilities for scheduling, budgeting, cost estimating, document control and public information websites used by your firm in working with K-14 California school districts.
13. Is there now pending any legal action against your firm by another public agency related to services, or lack thereof, provided by your firm?
14. Have there been any settlements or judgments involving such actions within the last ten (10) years?
15. Within the past ten (10) years, has your firm ever had a professional services contract terminated by a California public agency?
16. Indicate whether your firm has error/omission insurance of at least \$2,000,000 aggregate and \$1,000,000 per occurrence. Provide the name of the professional liability carrier, whether the policy is on an occurrence or claims-made basis, the policy limits, the deductible on the policy of insurance, the number of years with the carrier, the claims made on the policy of insurance held by your firm (including a brief explanation of the nature and type of claim, whether the claim has been resolved, and the terms of the resolution).
17. Indicate whether your firm has the financial capacity to fulfill its obligations if awarded a contract.
18. Discuss your firm's change order history, including your firm's approach to problems and change orders, and a summary of change orders for your firm's similar projects.

Submittals must be signed by a representative of your firm with authorization to bind the organization by contract.