



Request for Proposals

#16/17 - MB03

Bill and Adele Jonas Center (Building 19, IVC) Architectural and Design Services

Marin Community College District

Submittals Due:

12:00 Noon, Monday, February 27, 2017

Request for Proposals
Jonas Center Architectural and Design Services
Marin Community College District

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SECTION 1 - INTRODUCTION

Background

The Marin Community College District is requesting submittals from a preapproved list of on-call architects [RFP #092816] who have been qualified to provide architectural and design related services.

Submittals will be used to select a limited number of firms to interview with the District and key stakeholders for this high-profile and signature community project.

Project Overview

The District desires a large banquet facility which will serve the College of Marin and the entire Marin Community. The Center would be called the Bill and Adele Jonas Center and will have the capacity to cook, seat and serve meals to a minimum of 250 people. It is anticipated to be one of the most beautiful and sought after event facilities in Marin County and will be available for rentals (i.e. weddings and business expos), college use including performances, and Rotary Club luncheons and events. The Center is being funded partially by a \$5M Bill Jonas Bequest administered by the Novato Rotary Endowment.

The site for the facility is at the confluence of two creeks in a wooded setting. The building envelope of the facility would be constructed primarily within the footprint of the existing building (Building 19) at the site. Design could include utilizing some of the existing vacant building with targeted demolition or building a new structure on the existing foundation. It is anticipated that the facility will have decks and/or patios as well as landscaping.

It is estimated that the full cost of the facility including all hard and soft costs will be \$10 to \$12 Million. This facility is included in the budget for the recently voter approved bond funds.

The Facility will include at a minimum the following:

- The capacity at a minimum to reasonably seat 250 at 10-person round tables.
- Regular and disabled-accessible parking will be near and adequate to accommodate the venue.
- Audio Visual equipment shall allow for modern presentations, good sound quality, and ease of viewing.
- Permanent raised stage with wings and changing area.
- Commercial kitchen to accommodate cooking and preparation of meals at facility.
- Permanent or movable counter/bar area for serving of beverages.
- Patio or deck areas to accommodate events and socializing prior to meals.
- If financially and structurally feasible, no interior columns in main area that would impede sightlines to stage.
- At least one additional room for flex space approximately 1,000 square feet.
- Display somewhere in the facility to exhibit Rotary history and involvement in the community.

- Adequate storage for tables, chairs, and supplies.

Process

The District anticipates having a process whereby the selected firm would facilitate the design process through Schematic Design at which point the firm would prepare bridge documents. Using those bridge documents, the District would go out to bid for a Design/Build team to complete the design process and construct the facility.

The Design Process is collaborative in nature with the Rotary Club of Novato. Ultimately, both the College's Board of Trustees and the Rotary Club of Novato's Board of Trustees must sign off on the construction documents. The College has committed to four meetings with the members of the Rotary assigned to the design process:

- Space Planning and Room Programming - 1 meeting with architect. [Purpose is to communicate to architect mandatory elements and other items to include if financially feasible.]
- Schematic Design - 2 meetings with architect. [Development of one or more designs and get feedback.]
- General Cost Estimate and Revision – 1 meeting.

The Submittals will be used to select a limited number of firms to interview with District Staff and designated Rotary Club members for this high-profile community project. Selection will be based on the original submittal along with the interviews.

SECTION 2 – SCOPE OF SERVICES

The selected firm shall provide architectural design services including:

1. Work with the College and Rotary team to refine space programming requirements and desires given financial constraints.
2. Perform Field Investigation.
3. Document review, including Design Standards, Environmental Documents, Geo-technical and Engineering Reports, Hazardous Materials Reports, etc.
4. Perform Code Analysis.
5. Arrange Regulatory Review.
6. Prepare design options.
7. Provide Bridging Documents to support bidding and award to a Design/Build firm.
8. Coordinate with Local Services to determine surface and underground utilities including identification/resolution of potential conflicts.
9. Work with the College/Rotary Team to build consensus for a final concept design.

SECTION 3 – REQUEST FOR PROPOSAL REQUIREMENTS

Please prepare and organize your Submittal based on the requirements provided below. Any other information you would like to include should be placed in a separated section at the back of your Proposal.

Interested firms are requested to submit (2) sealed copies of their Submittal and one electronic copy on a PDF format as follows:

- 1. Enclose a cover letter describing the firm's interest, commitment, and experience to perform the scope outlined, as well as the approach the firm might take. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.
- 2. Provide examples of similar or related projects. In particular, 1) your experience with beautiful or striking exterior and interior spaces such as religious sanctuaries, restaurants, theaters, or banquet facilities; and 2) your experience with the design of commercial kitchens and eating facilities. Include a brief description of the role associated with the example, and the role of the respective team member.
- 3. State the qualifications and experience of the firm/individual(s) that would be assigned to the Project. Please emphasize the specific qualifications and experience with engagements of similar scope and complexity. List key staff members and provide an organizational chart for the project, including identification of the Principal-in-Charge and primary point-of-contact.

Please provide the requested copies of your Submittal to the District offices **no later than 12:00 noon on Monday, February 27, 2017**. The submittals should be addressed as follows:

**Marin Community College District
 Mayra Ramirez, Buyer (Measure B Bond)
 Fiscal Services Department
 1800 Ignacio Blvd. Building 8 Room 130
 Novato, CA 94949
 (415)883-2211 Ext. 8308
 E-mail: mramirez@marin.edu**

PLEASE NOTE: United Parcel Service (UPS) DOES NOT DELIVER TO THIS ADDRESS. FEDEX AND USPS DOES DELIVER.

All inquiries and questions shall be directed to mramirez@marin.edu

SECTION 4 - SELECTION OF CONSULTANTS

The Proposals will be evaluated and scored using the following criteria:

1. Experience with engagement of facilities displaying out of the ordinary interior and exterior spaces.
2. Experience with engagement of similar project size and complexity including experience with the State Architect's Office.
3. Qualifications and specific experience of key project team members.
4. Quality and completeness of the proposal.

Selection Process

The District reserves the right to make the selection based at its sole discretion.

The Vice president of Finance & College Operations along with a District consultant will review and evaluate submittals and, depending on number of firms, select 2 – 5 to move forward in the process.

A subcommittee selected by District Staff and the Rotary Club of Novato will evaluate and interview those firms selected. This subcommittee will make a recommendation to the District Board of Trustees for award of contract services. Staff anticipates going to the Board at their Board Meeting on March 14, 2017.

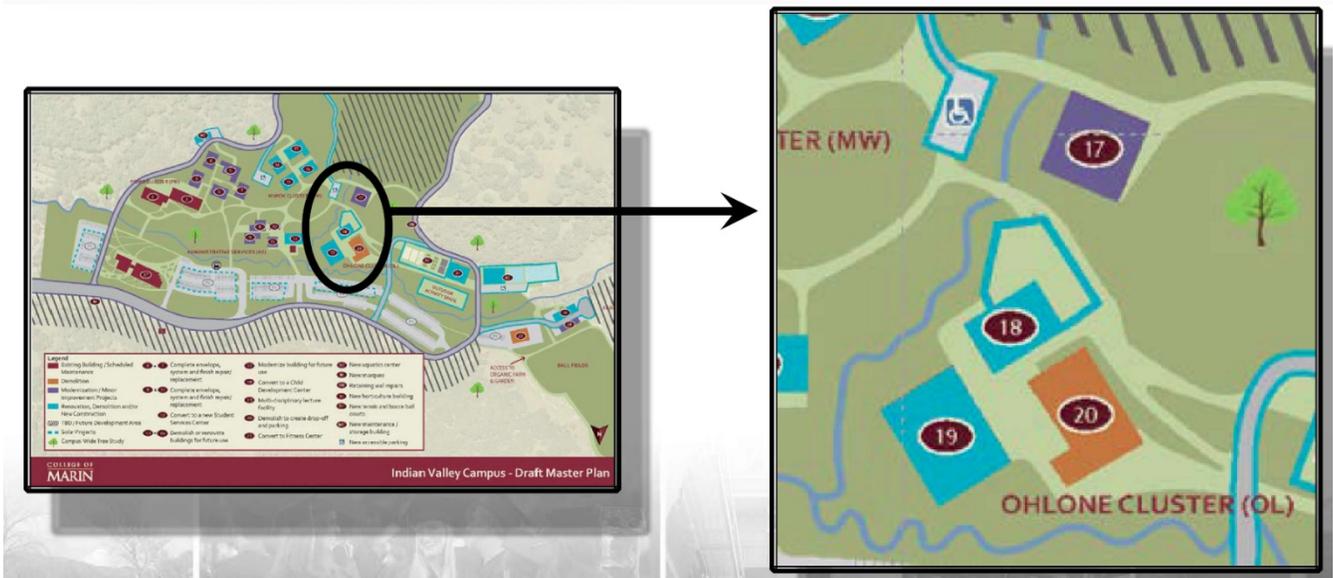
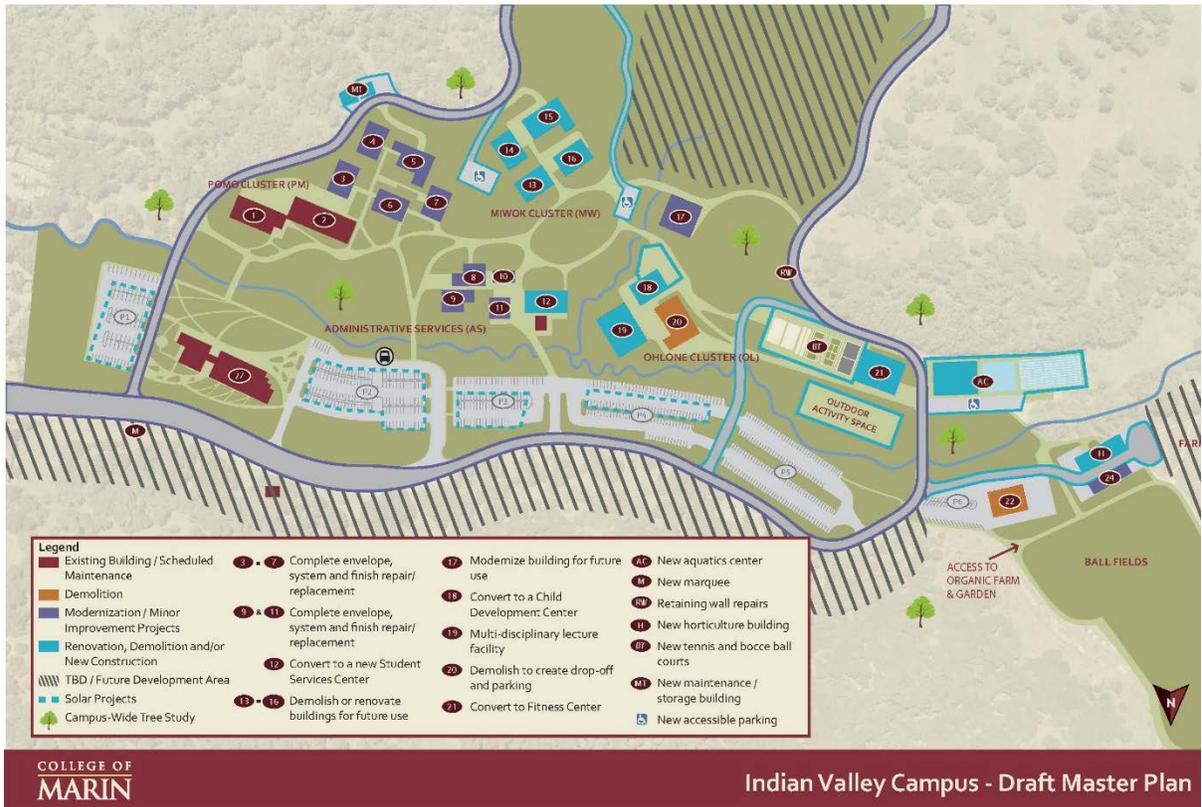
The District reserves the right to reject any or all submittals. The District reserves the right to award a contract to the firm(s) that the District feels best meets the requirements of this Request. The District reserves the right to reject all proposals prior to execution of the Agreement, with no penalty to the District.

SECTION 5 - SELECTION PROCESS DATES

February 13, 2017	Request for Proposals posted electronically.
February 15 & 17, 2017	Site visit will occur 10:00am, Wednesday, February 15, 2017 and at 10am, Friday 17, 2017 at the Indian Valley Campus.
February 27, 2017	Submittals are due at noon, Monday, February 27, 2017.
March 14, 2017	Jonas Center Project Authorization Agreement scheduled for approval by the District Board of Trustees

All requests, questions or other communications regarding this Submittal shall be made in writing to the District via email. Address all communication to Mayra Ramirez, District Buyer at mramirez@marin.edu.

ATTACHMENT A – SITE LOCATION



ATTACHMENT B – EXISTING BUILDING 19 PLANS