



Request for Proposals (RFP)

#16/17 - MB05

Architectural and Design Services

**Bill and Adele Jonas Center (Building 19),
Building 18 (New Childcare Facility) and
Renovation of Building 17 (Old Library)**

MARIN COMMUNITY COLLEGE DISTRICT

2016 MEASURE B – BOND PROGRAM

Submittals Due:

3:00pm, Friday, March 24, 2017

Request for Proposals
Jonas Center (Building 19), Building 18 & Building 17
Architectural and Design Services
Marin Community College District

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SECTION 1 – INTRODUCTION

Overview of the District

Established in 1926, the Marin Community College District (“District”) serves Marin County with annual enrollment of approximately 9,000 credit and noncredit students. The District currently maintains one comprehensive community college with campuses in Kentfield and Novato (Indian Valley). The District is fully accredited by the Accrediting Commission of Community and Junior Colleges (“ACCJC”).

The District has been a Basic Aid district since fiscal year 2001-02. “Basic Aid” community college districts are districts whose local property taxes, student enrollment fee collections, and Education Protection Account funds exceed the revenue allocation determined by the program-based model.

The District is governed by a seven-member Board of Trustees (the “Board”), each member of which is elected at-large to a four-year term. Elections for positions to the Board are held every two years, alternating between three and four available positions. A non-voting student member of the Board is elected by the student body for a one-year term.

The management and policies of the District are administered by a Superintendent/President appointed by the Board who is responsible for the day-to-day operations of the District, as well as supervising the District’s other key personnel. Dr. David Wain Coon is the District Superintendent/President and Mr. Greg Nelson is the Vice President, Finance and College Operations.

Background

Marin Community College District (“District”) is requesting submittals from architects who can 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.

Submittals will be limited to 30 pages, which does not include the cover page. Examples of similar projects shall be submitted with the proposal for comparison purposes of similar work.

The 2016 Facilities Master Plan can be viewed at the following : <http://measurebcom.org/wp-content/uploads/2016/07/COM-FMP-e.pdf>

Project Overview

Former Building 19:

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 Measure B 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.

Former Building 18:

Building 18 is currently unoccupied and previously housed the BIS/CIS (Business Information Systems/Computer Information Services) programs at the Indian Valley Campus. This building was vacated 5 years ago.

In the 2016 Facilities Master Plan (FMP), this building is slated to be renovated for the purposes of relocating the Early Childcare Education (ECE) Program from Building 12 to Building 18. The relocation of this program will allow more space to meet State regulatory requirements and for the building of playground areas. The ECE program takes in children from the public for childcare purposes along with training students to become Early Childhood providers/teachers. The current ECE program will remain in building 12 while construction takes place on building 18.

The building, as part of the renovation will require at least 3 meetings with ECE faculty and staff for programming of the space and to understand their needs. The budget for this project (all in) is \$2.5 million dollars. This building will need new windows, interior layout, new restrooms, new fire alarm, new insulated roof, possibly a new envelope to match building 19, connections for a basic kitchen with stove, two (2) refrigerators, washer and dryer, new mechanical systems, new lighting etc.

Former Building 17:

Building 17 is the former library at the Indian Valley Campus. Currently the 2nd floor is not being used which was the old stack space for books. The first floor is currently being used for math and English tutoring but those support programs will be moved to other spaces on campus. The 2016 FMP has this building receiving small capital repairs/small renovations. Within the scope, the envelope needs to be reviewed, exterior painting needs to be completed, elevator needs to be upgraded and possibly replaced, interior carpet replacement, upgrades to restrooms on both floors to make them ADA and code compliant along with being gender neutral. In addition, this facility should be reviewed to have the greatest flexibility for future programs that are not yet developed or programmed for this campus.

Site in General:

The site in general should be part of the overall planning for the chosen vendor. Parking lots, access compliance and associated access to buildings 17, 18 & 19 shall be included in the planning of schematic designs for this project.

Schematic Design Firm Exclusion:

Due to this being a Schematic Design process using bridging documents to a design/build firm, the awarded vendor for this project will be excluded from participating as a team member for the Design Build team/selection process.

Square Footage:

Building 17 = 14,181

Building 18 = 6,253

Building 19 = 18,816, (Currently 2 story)

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Budget:

The total budget for all soft and hard costs for these 3 projects is as follows:

Building 17: 2,000,000

Building 18: 2,500,000

Building 19: 13,900,000

Total: 18,400,000

This is a design to budget process, no additions or amendments to the project budgets will be allowed.

Demolition: All interior demolishing and abatement for the interior of buildings 18 & 19 will be done prior to work beginning on these facilities. This work will be completed by the District through a third party contractor.

Building 20 will be removed in its entirety prior to the end of Summer 2017.

All exterior abatement, envelope, roof etc. will need to be included in the bridging documents for the design build vendor. Reports will be made available but demo plan sheets will need to be included by initial architect.

Hazardous Materials:

Any exterior Asbestos Containing Material (ACM) will need to be scoped into the construction documents as the District does not want to abate the exterior until such a time that we are ready for the demolition of the exterior surfaces.

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, end users and administration of the District. Ultimately, both the District's Board of Trustees and the Rotary Club of Novato's Board of Trustees must sign off on the construction documents, for Building 19. The District's Board of Trustees will sign off on the documents related to Building 17 & 18. The District has committed to four meetings with the members of the Rotary assigned to the design process for Building 19:

- Space Planning and Room Programming - 1 meeting with architect. [Purpose is to communicate to architect mandatory elements and other items to include is 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 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. Provide 20% schematic design drawings.
7. Provide Bridging Documents to support bidding and award to a Design/Build firm.
8. Coordinate with District provided services to determine surface and underground utilities including identification/resolution of potential conflicts.
9. Work with the Team to build consensus for a final concept design.
10. Provide MEP design for new HVAC systems for all 3 facilities.

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. Submittals will be limited to 30 pages, which does not include the cover page.

Interested firms are requested to submit seven (7) copies of their Submittal and one (1) electronic PDF copy on a USB flash drive with 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.

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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. 3) your experience designing child centers for building 18 4) your experience designing general, but multi-functional, space for building 17 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.
4. Provide listing of all sub-consultants proposed to include but not limited to MEP, Low Voltage, Civil, Acoustical, etc. District has the right to approve sub consultant pool prior to work commencing.
5. Proposed Methodology and Capabilities- Describe the technical capabilities for scheduling, budgeting, cost estimating, document control and public information websites used by your firm in working with K-12 and community college districts. Provide recent examples of reports for each of the above categories.
6. Quality Control- Describe in detail how your company will ensure quality control during the pre-construction, construction, and post-construction phases for the bond program. Provide recent examples of quality control measures used for similar projects, including methods used to prevent and/or resolve conflicts.
7. Insurance- Please provide proof of insurance coverage as set out in this section. The intent of the required insurance is to protect the District from any claims, suits, actions, costs, damages, or expenses arising from any negligent or intentional act or omission of the firm or subcontractor, or their agents, while performing services under the terms of the program/construction management services agreement. Commercial General Liability: Limits of at least \$2,000,000 per occurrence and \$2,000,000 aggregate. District shall be included as additional insured on the CGL on a Primary, Non-Contributory basis (Including Completed Operations). Additional Insured will be notified within ten (10) days of insurance policy cancellation for reasons other than non-payment of premium. Automobile Liability: Limits of \$1,000,000 for each accident for owned, hired and borrowed and non-owned motor vehicles. District shall be included as additional insured on the auto policy on a primary, non-contributory basis. Additional Insured will be notified within ten (10) days of insurance policy cancellation for reasons other than non-payment of premium. Professional Errors and Omissions Insurance \$2,000,000 per occurrence or claim, \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a “claims made” basis, the retroactive date must predate the inception of the contract or agreement. Coverage shall remain in effect for two (2) years following the

completion of work. All insurance required under this section shall contain a waiver of subrogation if available. All insurance shall be issued by insurance companies with an A.M. Best financial rating of no less than A X.

8. Fees- Understanding that fees are negotiable depending on the scope of the project agreed to by the District and successful firm, provide a preliminary cost and fee summary for each phase of the work described in this RFP. The proposal can be in terms of a “fixed fee” for each phase or if you prefer to list an hourly rate for each member of the team to be assigned to a project also include any additional costs above the hourly rate as well as a “not-to-exceed” amount for each phase of the work identified in this RFP.
9. Conflict of Interest- No officer, member or employee of the District and no member of its Board of Trustees may have any financial interest, direct or indirect, in the award of the contract or the fees to be earned under the awarded contract further to this RFP. Respondents are asked to disclose any such pecuniary interest. In addition, respondents are asked to disclose any financial relationship with any existing officers, members of employees of the District, members of the Board of Trustees or agents or independent contractors of the District. Any such conflict of interest shall be described to provide transparency in the public procurement process. The purpose of such disclosures is to ensure transparency in the procurement process and compliance with California conflict of interest laws.
10. Other- Each firm is encouraged to provide any additional information or description of resources that are pertinent.

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 April 18, 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 RFP. 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

March 1, 2017	Request for Proposals posted electronically.
March 10, 2017	Mandatory site visit will occur at 9:00 am, at the Indian Valley Campus, 1800 Ignacio Blvd., Novato, CA 94949. Meet in Building 8, lobby area. *If you attended a site walk for project #16/17-MB03, you are not required to attend the site walk on March 10, 2017.
March 17, 2017	Deadline to submit all questions to the District by 3pm
March 24, 2017	Deadline to Submit Final Proposal to the District by 3pm
April 7, 2017	Interviews for short listed firms
April 11, 2017	Notice of Intent to Award Contact to Recommended Vendor
April 18, 2017	Building 17, 18 & 19 – Project Authorization Agreement scheduled for approval by the District Board of Trustees

Please provide the requested copies of your Submittal to the District offices **no later than 3:00 p.m. on Friday, March 24, 2017**. The submittals should be addressed as follows:

**Marin Community College District
Mayra Ramirez, Buyer (Measure B Bond)
Fiscal Services Department
Building 8 Room 130
1800 Ignacio Blvd.
Novato, CA 94949**

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

All technical questions concerning this RFP must be submitted in writing to Mayra Ramirez, Buyer (Bond B) at mramirez@marin.edu no later than **3pm on March 17, 2017**. All questions and corresponding answers will be answered and posted to the college website via an addendum at: <http://www.marin.edu/fiscal/bids.html> for all potential vendors to review.

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TERMS AND CONDITIONS

1. **INSTRUCTIONS AND USE OF FORMS.** In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete and return the enclosed District-required forms with their responses.
2. **ACCEPTANCE OR REJECTION OF RESPONSES.** The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified vendors. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs.
3. **PROPOSAL PROTESTS.** The following instructions must be followed by a Respondent who wishes to challenge the District's selection and award of any contract pursuant to this Request for SOP's:
 - a) Any protest must be submitted in writing to the Vice President of Finance and College Operations, Marin Community College District 1800 Ignacio, Blvd, Novato, CA 94949, before 3:00 p.m. on the fifth (5th) business day following the District's notification of its intention to award a contract pursuant to this RFP.
 - b) Only vendors who submitted a proposal in response to this RFP may file a protest.
 - c) Protests must contain the following specific information:
 - Protestor's name, address, tele. #, and e-mail address;
 - Date on which protestor's Response was submitted to the District;
 - Protestor's specific, detailed basis for the protest, which must be supported by facts and/or documentation. Protests based on hearsay, feelings or opinions not supported by facts will be deemed invalid.
 - d) The protestor shall send a copy of the initial protest document and any attached documentation to all other parties that may be affected financially by the outcome.
 - e) The District will review and evaluate the protest for validity, including, if required, review by outside counsel. The District and/or counsel will provide a response within ten (10) days of review of the protest letter.
 - f) If upon review, the proposal protest is found to be frivolous or lacking validity, the protest will be rejected and the protesting party may be deemed ineligible to participate in future District bidding or contracts.
4. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Trustees.

5. **NO CONTACT WITH BOARD OF TRUSTEES.** Respondents may not contact any member of the Marin Community College Board of Trustees regarding this RFP, unless specifically invited to an interview conducted by the Board.

6. **NON-DISCRIMINATION.** The Marin Community College District does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition as defined in Section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law. The District likewise prohibits discrimination by contractors and subcontractors, and may require the successful vendor(s) to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement, in compliance with Government Code 12990.

ACCEPTANCE OF TERMS AND CONDITIONS

The undersigned hereby acknowledges receipt and acceptance of the above Terms and Conditions.

Company Name: _____

Authorized Signature and Date: _____

Printed Name: _____

Title: _____

MARIN COMMUNITY COLLEGE DISTRICT

Qualification Certification

I, the undersigned, certify and declare, with specific reference to the California False Claims Act, Government Code sections 12650, *et seq.*, that I have reviewed all of the information presented in this submittal and know its contents. The matters stated in the submittal are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true.

I declare under penalty of perjury that the foregoing is true and correct.

Name: _____

Signature: _____

Title: _____

Date: _____

MARIN COMMUNITY COLLEGE DISTRICT

NON-COLLUSION AFFIDAVIT TO BE EXECUTED AND RETURNED WITH PROPOSAL

(Public Contract Code Section 7106)

_____, deposes and says that
Authorized Representative

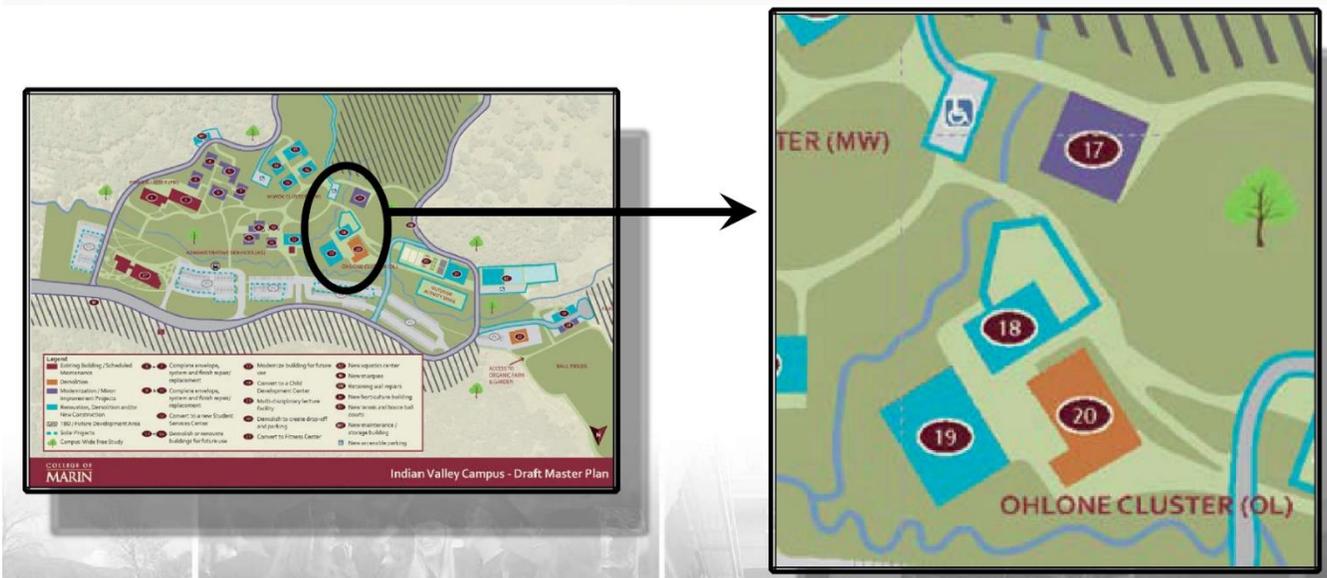
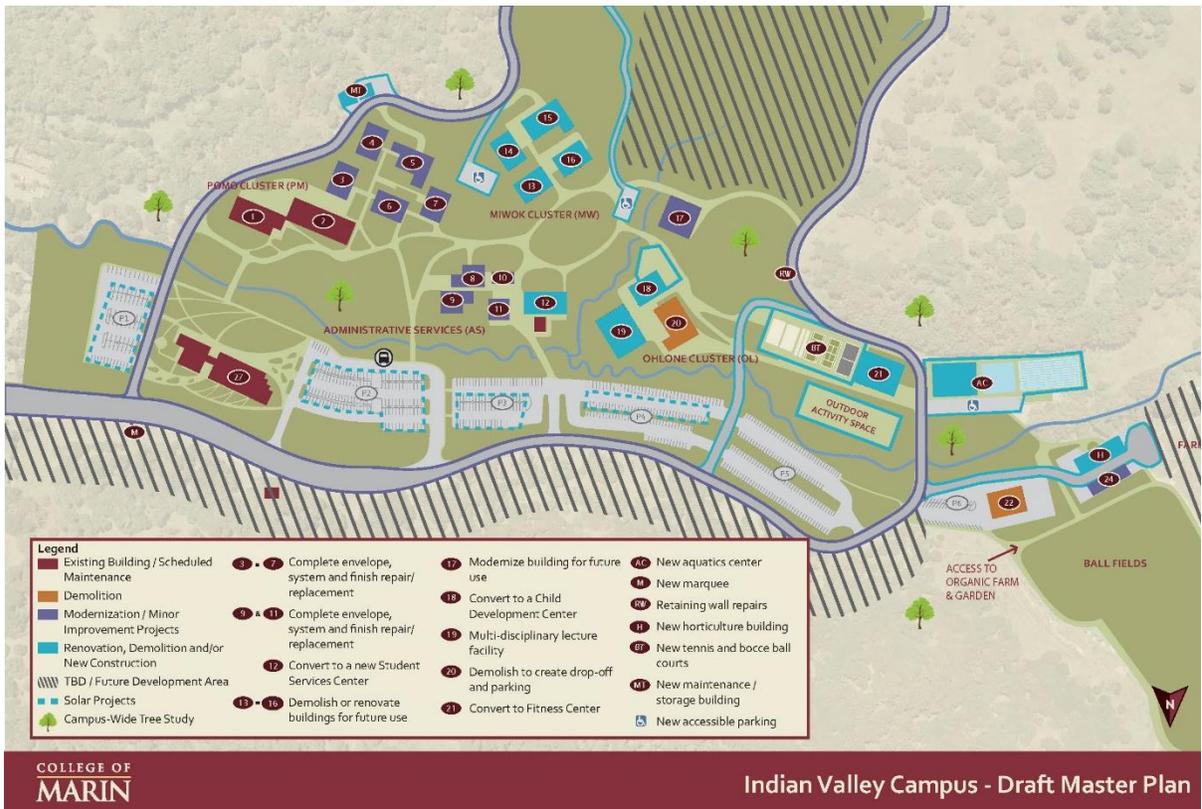
he/she is _____ of _____
Title Contractor/Company Name,

the party providing the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the respondent has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the respondent has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

Signature

Typed or Printed Name

ATTACHMENT A – SITE LOCATION



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ATTACHMENT B – SITE WALK SIGN-IN FOR PROJECT #16/17-MB03

Bill and Adele Jonas Center Architectural and Design Services #16/17-MB03
Mandatory Job Walk
10:00 a.m. Wednesday, February 15, 2017

Company Name	Representative Name	Signature	E-mail	Phone #
	Michael Frank	[Redacted]		
MCCD	Mayra Ramirez	[Redacted]	[Redacted]	[Redacted]
Aedis Architects				
Brick				
Dougherty & Dougherty Architects LLP	Lance Kutz Raime Serrano	[Redacted]	[Redacted]	[Redacted]

Bill and Adele Jonas Center Architectural and Design Services #16/17-MB03
Mandatory Job Walk
10:00 a.m. Wednesday, February 15, 2017

Company Name	Representative Name	Signature	E-mail	Phone #
HMC Architects	GRAND LEE	[Redacted]	[Redacted]	[Redacted]
Interactive Resources				
Kwan Henmi Architecture	BOLIVAR PUYOL	[Redacted]	[Redacted]	[Redacted]
LPAS				
Noll & Tam Architects				
WLC Architects	MICHAEL TERRY	[Redacted]	[Redacted]	[Redacted]

Bill and Adele Jonas Center Architectural and Design Services #16/17-MB03
Mandatory Job Walk
10:00 a.m. Wednesday, February 15, 2017

Company Name	Representative Name	Signature	E-mail	Phone #
MCCD	David Erbenheim	[Redacted]	[Redacted]	[Redacted]
HMC Architects	Lisa Hedstrom	[Redacted]	[Redacted]	[Redacted]
COM	Billy Pato	[Redacted]	[Redacted]	[Redacted]

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Mandatory Job Walk
10:00 a.m. Friday, February 17, 2017

Company Name	Representative Name	Signature	E-mail	Phone #
MCCD	Greg Nelson		[REDACTED]	[REDACTED]
	Michael Frank	[REDACTED]		
Aedis Architects	TRICIA TANIMURA	[REDACTED]	[REDACTED]	[REDACTED]
Brick	NATT COMBERG POB ZIEGLER	[REDACTED]	[REDACTED]	[REDACTED]
Dougherty & Dougherty Architects LLP				

Bill and Adele Jonas Center Architectural and Design Services #16/17-MB03
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10:00 a.m. Friday, February 17, 2017

Company Name	Representative Name	Signature	E-mail	Phone #
HMC Architects		[REDACTED]		
Interactive Resources	ERIN FOTER AIA, PRINCIPAL	[REDACTED]	[REDACTED]	[REDACTED]
Kwan Henmi Architecture				
LPAS	Hannah Leys	[REDACTED]	[REDACTED]	[REDACTED]
Noll & Tam Architects				
WLC Architects				

Bill and Adele Jonas Center Architectural and Design Services #16/17-MB03
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10:00 a.m. Friday, February 17, 2017

Company Name	Representative Name	Signature	E-mail	Phone #
Steve Moreland	KPFF Civil/ Structural	[REDACTED]	[REDACTED]	[REDACTED]
Billy COM Pate	Billy Pate	[REDACTED]	[REDACTED]	[REDACTED]

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ATTACHMENT C – EXISTING BUILDING PLANS