



REQUEST FOR QUALIFICATIONS (RFQ)

**PROFESSIONAL
ARCHITECTURAL/ENGINEERING
DESIGN SERVICES**

2016 MEASURE B – BOND PROGRAM

**COLLEGE OF MARIN - INDIAN VALLEY CAMPUS
NOVATO, CALIFORNIA 94949**

**NEW OUTDOOR AQUATIC FACILITY
PROJECT #06302016**

I. General Information

The Marin Community College District (College of Marin) is soliciting statements of qualifications for the selection of architectural/engineering firms interested in providing professional services for the project listed in this RFQ. Any such service(s) obtained will be procured pursuant to all purchasing and procurement laws and regulations set forth in California code and regulations.

II. Project Services

The College is seeking professionals to assist in the design and construction of a new outdoor aquatic facility and related site development for the Indian Valley Campus (IVC). The new facility may include a new leisure pool for lane swimming, 50 x 25-meter competition pool, 20 person Jacuzzi or other hot water style system for competition swimmers, aquatic play structures, water slides, play features, diving boards for recreational and competition diving, starting blocks, spectator seating for 150-200, storage facilities for equipment,

vending/concessions area, electronic/motorized pool surface covering system, electronic timing system, LED display board/marquee, exterior lighting for night activities, connection to existing geo thermal system, connection to existing Building Management System, interior pool lighting with LED fixtures , office/bathhouse, filtration enclosure, concrete decks, fencing, open space area(s), pipes and plumbing, boilers, co-generation system, solar system for facility, filters, lockers, shade structures, and pool furniture. Other related site improvements may include parking and sidewalks, and other items of work required to complete the project to meet applicable codes and statutes including, but not limited to, Title 24, Federal ADA guidelines, etc. Based on the improvements identified above, the College is proposing to construct these facilities for an opening date of fall semester 2019. These improvements will be designed and managed by a single architectural/engineering team.

III. Project Budget

The total project budget (both hard and soft costs) for the IVC Aquatic Facility is \$8 million.

IV. Scope of Work

Professional services will be project specific and may include, but are not limited to:

- Initial Programming With Steering Group From the College
- Finalize Design Program and Conceptual Design
- Schematic Design
- Design Development
- Construction Documents
- Bidding Phase Services
- Board of Trustee Presentations After Each Stage of Design
- Contract Administration
- Construction Administration

V. Consultant Selection Process

Upon receipt of the Statement of Qualifications by the stated deadline, the selection committee will evaluate the respondents' qualifications and rank them based on the criteria in Section VIII of this document. The selection committee will select the firms. Based on the firms that qualify, a separate Request for Proposal (RFP) will be issued to only the firms qualifying during the RFQ process.

Acceptance of Evaluation Methodology: By submitting a Statement of Qualifications in response to this RFQ, respondents accept the evaluation process as outlined in Section VIII and acknowledge/accept that the determination of the "most qualified" firm may require subjective judgments by the College.

Public Information: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and may be subject to public disclosure after the solicitation has been completed and the contract executed with the selected firm.

Collaboration among firms in order to bring specific expertise and experience to the project is encouraged.

Tentative Proposal Schedule

Issue Request for Qualifications	June 30, 2016
Receive Qualification Statements	July 29, 2016 (by 3 p.m. PST)
Review Qualification Statements	August 8 – 12 2016
Issue RFP to Qualifying Firms	August 19, 2016

VI. Requirements for Statement of Qualifications

Respondents shall carefully read the information in the following evaluation criteria and submit a complete Statement of Qualifications answering all questions as formatted below:

A. Ability to Provide Services:

- Legal name of firm
- Contact person(s)
- Date of firm formation
- Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
- Evidence of licensure to do business in the State of California
- Evidence of liability insurance and amount of coverage

B. Qualifications and Availability:

- Provide a statement of interest for the project, including firm's history, a narrative describing the firm's specific expertise, and unique qualifications as they pertain to this particular project.
- Provide a statement on the availability and commitment of the team to undertake the project.
- Provide an organizational chart for personnel (including consultants) who are to work on this project. Include the role they will play in the project.
- Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- Provide a proposed project schedule which will meet the fall Semester 2019, deadline.

C. Project Experience:

- Provide verifiable examples of at least three (3) aquatic projects completed over the past seven (7) years. Include description of: services provided, project completion date, final construction cost (including soft costs), client name, and a contact person associated with the owner.
- List of other similar projects completed by lead members of the team.
- Provide example piece(s) of potential end product and any brochures or marketing pieces you wish to submit.

D. History of Successful Performance

- Provide information about past experience related to meeting project schedules and budgets. Provide examples comparing projected budgets vs. actual completion costs for recent projects.
- Provide contact information for any additional references.

E. Litigation

- Provide a listing of any and all open, closed, pending or actual litigation as it relates to errors and omissions, design, or any other litigation by any party against the proposed firm(s) submitting an RFQ for this project.
 - If litigation is listed, please provide summary of issue(s), how it was mitigated and final outcome, if any.

VII. Responsiveness to Request for Qualifications

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. **All responses should be no longer than 30 pages in length.** Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the College's needs. All text and exhibit products shall be computer-based and provided in both hard copy (3 copies) and electronic format (via flash drives) compatible with Microsoft Office 2007. Faxed submittals will not be accepted.

VIII. Evaluations of Qualifications

The following criteria will be considered in the evaluation of qualifications and selecting a consultant:

- Firm experience, capability, credentials, and experience of team members assigned to the project – 25%
- References and quality of comparable work performed for other public agencies – 15%
- Quality and organization of the RFQ response – 10%
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- Likelihood of ability to produce a quality product and meet project timeline – 25%
- Demonstrated understanding of College’s needs – 25%

In addition, the College reserves the right to request additional information from consultants submitting qualifications. The College reserves the right to reject any or all qualifications and the right, in its sole discretion, to accept the qualifications it considers most favorable to the College’s interest. The College further reserves the right to reject all qualifications and seek new qualifications when such procedure is deemed reasonable and in its best interest. The College reserves the right to waive any minor irregularities in the qualification submittals so as not to disqualify potential vendors on minor technicalities.

IX. Due Date and Contact Information

Three (3) printed copies and six (6) electronic copies of the Statement of Qualifications are required. Statement of qualifications is to be delivered by July 29, 2016, (by 3 p.m. PST) to:

College of Marin – IVC Aquatic Facilities RFQ
Attention: David Ehrlenheim, Purchasing Department
District Buyer
1800 Ignacio Blvd
Building 9
Novato, Ca 94949

NOTE: UPS DOES NOT DELIVER TO THIS ADDRESS. MUST SEND VIA FEDEX OR US MAIL.

All technical questions concerning the RFQ must be submitted in writing to David Ehrlenheim at buyer@marin.edu. All questions and corresponding answers will be answered and posted to the college website for all potential vendors to review.