



REQUEST FOR QUALIFICATIONS/ PROPOSALS (RFQ/P)

**PROFESSIONAL
ARCHITECTURAL
DESIGN SERVICES**

**Renovation of Building 21 (Old Pool Complex)
PROJECT # 16/17-MB04**

MARIN COMMUNITY COLLEGE DISTRICT

2016 MEASURE B – BOND PROGRAM

I. General Information

The Marin Community College District (“District”) is soliciting Statements of Qualifications and Proposals (“SOQ/P”) for the selection of architectural firms interested in providing professional services for the project listed in this RFQ/P. 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 District is seeking professionals to assist in the design and construction of a renovated/redesign of building 21 (old pool building) and associated pool space and related site development for the Indian Valley Campus (IVC). The existing pool location will be transformed into playing surfaces for the following:

- Outdoor bocce ball court(s)
- Tennis court(s)
- Basketball court
- Outdoor beach volleyball
- Others as defined within programming stage

The area between the playing surfaces shall be synthetic turf to help not only manage the surfaces better but also forgo any potential maintenance issues with trying to mow lawns, weed control etc. The entire outdoor area shall be wrapped in an 8-foot fence to match district standard for security and aesthetics. This shall also be cohesive with the new aquatic center facility to ensure that the two projects look as one once it is completed.

III. Project Budget

The total project budget (both hard and soft costs) for renovation of the old pool building 21 and associated pool location is 2.5-3 million dollars. The renovated/repurposed facility shall house a small fitness center for use by the community and college alike. The facility shall intertwine this project with the existing work that is happening with the new aquatic facility that is currently in design by ELS Architecture on the adjacent lot. Due to the close proximity, the two projects must be cohesive and uniform in nature.

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 District
- 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

NOTE: work CANNOT begin on this project until new Aquatic Center is completed. Current pool building and associated facilities MUST remain open and operation during construction of the new facility.

V. Consultant Selection Process

Upon receipt of the Statement of Qualifications/Proposals (SOQ/P) 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.

Acceptance of Evaluation Methodology: By submitting a Statement of Qualifications in response to this RFQ/P, 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 District.

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 Schedule

Issue RFQ/P	February 21, 2017
Last day to submit questions	March 1, 2017 (by 2 p.m. PST)
Receive SOQ/P	March 7, 2017 (by 3 p.m. PST)
Review SOQ/P	March 7-9, 2017
Award to Qualified Firm	March 14, 2017

VI. Requirements for Statement of Qualifications/Proposals (SOQ/P)

Respondents shall carefully read the information in the following evaluation criteria and submit a complete Statements of Qualifications and Proposals (SOQ/P) 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 2019 semester deadline.

C. Project Experience:

- Provide verifiable examples of at least three (3) projects completed over the past five (5) 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 an 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 SOQ/P for this project.
 - If litigation is listed, please provide summary of issue(s), how it was mitigated and final outcome, if any.

F. 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 RFQ/P. 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.

VII. Responsiveness to Request for Qualifications/Proposals

The Statement of Qualification/Proposal (SOQ/P) shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ/P.

Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the District's needs. Three (3) copies of the SOQ/P shall be submitted in a sealed envelope. One (1) additional copy of the complete SOQ/P shall be submitted in an electronic format on a USB flash drive compatible with Microsoft Office 2007. All copies must be in 12-point font and, all copies shall be spiral bound into books of approximately 8 ½" x 11" format, **not to exceed thirty (30) pages**. Faxed submittals will not be accepted.

VIII. Evaluations of Qualifications/Proposals

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 – 35%
- References and quality of comparable work performed for other public agencies – 5%
- Quality and organization of the RFQ/P response – 10%
- Likelihood of ability to produce a quality product and meet project timeline – 25%
- Demonstrated understanding of the District's needs – 25%

In addition, the District reserves the right to request additional information from consultants. The District reserves the right to reject any or all SOQ/P's and the right, in its sole discretion, to accept the qualifications it considers most favorable to the District's interest. The District further reserves the right to reject all SOQ/P's and seek

new qualifications when such procedure is deemed reasonable and in its best interest. The District reserves the right to waive any minor irregularities in the proposal submittals so as not to disqualify potential vendors on minor technicalities.

IX. Due Date and Contact Information

Three (3) printed copies and one (1) electronic copy on a USB flash drive of the Statements of Qualifications and Proposals (“SOQ/P”) are required. SOQ/P shall be delivered by **March 7, 2017, (by 3 p.m. PST) to:**

**Marin Community College District
Mayra Ramirez, Buyer (Measure B Bond)
Fiscal Services Department
Project: # 16/17-MB04
1800 Ignacio Blvd.
Novato, CA 94949**

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

All technical questions concerning this RFQ/P must be submitted in writing to Mayra Ramirez at mramirez@marin.edu no later than **2:00pm on March 1, 2017**. All questions and corresponding answers will be answered and posted to the college website at <http://www.marin.edu/fiscal/bids.html> for all potential vendors to review.

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 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

Date