

**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)
RFQ #14-002**

**ARCHITECTURAL SERVICES
Bond Measure "G"**

The Solano Community College District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural planning and design services for the renovation of the Building 1200 (Performing Arts) under the Measure "G" Bond Program.

Respondents to this RFQ/P should mail or deliver eight (8) bound copies, one (1) unbound copy, and one (1) electronic copy of the completed SOQ/P in a sealed envelope or box identified as "**RFQ#14-002 SOLANO COMMUNITY COLLEGE DISTRICT-BUILDING 1200 THEATER**" with the Respondent's name and address clearly indicated. Do not email or fax the submittals; emailed or faxed submittals will be rejected.

SOQ/Ps shall be limited to 20 double-sided pages, not including item 5, Appendix.

This package includes:

1. RFQ/P #14-002
2. Exhibit A: Building 1200 – Theatre Renovation Project Final Project Proposal
3. Exhibit B: District's template of Architect / Professional Services Agreement
4. Reference Materials: Final Project Proposal reports (total of 8) and Fairfield campus map

ALL RESPONSES ARE DUE BY 11:00 A.M., ON OCTOBER 29, 2013 to:

LAURA SCOTT
SCCD PURCHASING
RFQ#14-002 SOLANO COMMUNITY COLLEGE DISTRICT-BUILDING 1200 THEATER
Solano Community College District
360 Campus Lane, Suite 203
Fairfield, CA 94534

On or before 11:00 a.m., on October 22, 2013, all questions regarding this RFQ/P should be forwarded in writing to:

Mony Thach – Project Manager at mthach@kitchell.com

BACKGROUND

The District is seeking Statements of Qualifications and Proposals ("SOQ/P") in response to this Request for Qualifications and Proposals ("RFQ/P") from experienced entities to provide full architectural services through the design and construction phases of the Solano Community College District, Fairfield Campus, Building 1200 (Performing Arts) ("Project"). This RFQ/P defines the architectural services sought from the Project architect ("Project Architect") and generally outlines the Project(s) requirements. Briefly stated, the District is seeking experienced and proven design professionals to provide planning, programming and design services on the property that will enhance the operational objectives of the District.

Respondents interested in being considered for selection as the Project Architect for the Project must submit their SOQ/P as set forth herein.

LIMITATIONS

The District reserves the right to contract with any entity responding to this RFQ/P. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any proposal in response to this RFQ/P. The awarding of the Project Architect contract(s), if at all, is at the sole discretion of the District.

The District reserves the right to reject any or all SOQ/P, to waive any irregularities or informalities not affected by law, to evaluate the SOQ/P submitted, and to award a contract, if any, according to the SOQ/P which best serves the interests of the District at a reasonable cost to the District.

RESTRICTIONS ON LOBBYING AND CONTACTS

For the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract(s), no person or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFQ/P, the evaluation or selection process/or the award of the contract(s) with any member of the District's Governing Board, selection members, or any member of the Citizens' Oversight Committee, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the architectural services entity submitting a SOQ/P. All verbal communications are considered non-binding.

SCOPE OF SERVICES

The District is seeking to renovate the existing Building 1200 Theatre Building, as outlined in Exhibit "A", Building 1200 – Theatre Renovation Project Final Project Proposal. In addition, the District is seeking to complete a preliminary plan level programming and design documents to address the long range needs of the College and building users. This preliminary plans level document will include a program document and a preliminary design for a facility that is in addition to the existing building footprint. Upon completion of the preliminary design for the Phase two addition, District will evaluate the project scope and budget for full architectural services.

As such, the Scope of Services includes full architectural services through the design and construction phases of this Project, as outlined in Exhibit "A", Building 1200 - Theatre Renovation Project Final Project Proposal. The Scope of Services, for the Phase Two Addition portion of the Project, includes programming and preliminary design services only.

The Scope of Services shall also include preparation of a program/space allocation documents, validation of the Project budget and schedule for the facility. Scope of services includes assisting the District in obtaining required approvals from regulatory agencies including, without limitation, electrical, gas, water, sanitary or storm sewer, telephone public utilities, the California Community College Chancellor's Office ("CCCCO"), and the Division of State Architect ("DSA"). The Project Architect will also meet, as needed, with District Facilities staff, Program Manager, building users, neighborhood organizations, and upper level District administrators as part of District's participatory governance system.

Project Scope:

Building 1200, (Performing Arts) Renovation is a State funded project and is considered a Ready-Access project (A4 category). The District has received necessary funding to move forward with the project design and construction. This project will renovate 20,093 ASF and 25,231 GSF of the existing building that currently houses the Music and Theatre Arts programs, which have significant health, safety, seismic, ADA accessibility, code regulation non-compliance and failing infrastructure facilities problems. Some of the existing spaces are inadequately sized and configured for code compliance and class sizes. Building 1200 is utilized for performance and recitals, which are often attended by the public. The theater is also utilized by the surrounding community for large assemblies and meetings, as well as Solano College Theatre, Community Theater and special performances. Detailed scope of work is outlined in the provided Building 1200 – Theatre Renovation Final Project Proposal (FPP) document. Please refer to Exhibit "A." Reference materials provided as part of this RFQ/P include several assessment reports produced in preparation of the FPP and are for reference material purposes only.

In addition, the District endeavors to add an addition to Building 1200 as a second phase, utilizing Measure Q funds. The scope of work for the successful architect will include programming and design services that accommodate this additional scope; however, after a two-phase preliminary plans design is accepted, the successful architect's remaining scope of work will focus on the first phase design completion, which is the state-funded project as described in the Final Project Proposal.

The successful architect for the first phase will not necessarily be designed as the successful architect for the second phase addition.

Project Schedule (approximate milestones):

Start Preliminary Plans:	December 1, 2013
Complete Preliminary Plans & Submit to CCCCCO:	April 1, 2014
Start Working Drawings:	May 1, 2014
Complete Working Drawings & Submit to CCCCCO:	November 1, 2014
DSA Submittal:	December 1, 2014
DSA Approval:	May 1, 2015
CCCCO Approval to Bid:	June 1, 2015
Bid and Award Phase:	June – August 2015
Construction Start:	September, 2015
Construction End:	December, 2016

Project Construction Budget:

Project construction budget is \$10,993,000 and is established in the Final Project Proposal as approved by the State Chancellor's Office.

Project construction budget for the Phase Two Addition will be established following completion of the programming and preliminary plan design documents.

SUBMITTAL FORMAT

Firms responding to this RFQ/P must follow the format below. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "**Cover Letter**", the second tab would be entitled "**Relevant Qualifications**", etc. Include a Table of Contents reflecting the Respondent's responses to each of the items set forth below. **Provide eight (8) bound copies, one (1) unbound copy and one (1) electronic copy.** SOQ/Ps shall be limited to 20 double-sided pages, not including item 5, Appendix.

1. COVER LETTER (maximum of 2 pages)

Cover letter should describe your interest, qualifications and general approach to providing services, including:

- provide name of contact person
- identify team
- summarize qualifications most relevant to this Project
- acknowledge that the standardized Agreement for Architectural Services contains the following indemnity provisions:

[10.1] To the furthest extent permitted by California law, Architect shall defend, indemnify, and hold free and harmless the District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the indemnified parties") from any and all claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Architect, its officers, employees, subcontractors, consultants, or agents.

[10.2] Architect's obligation pursuant to [section 10.1] includes reimbursing District for the cost of any settlement paid by the indemnified parties and for any and all fees and costs incurred by the indemnified parties to enforce the indemnity herein. Architect's obligation to indemnify shall not be restricted to insurance proceeds. District shall also have the right to accept or reject any legal representation that Architect proposes to defend the indemnified parties.

[10.3] District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Architect from amounts owing to Architect.

- **the following statement must be included in the letter:**

“The (firm’s name) received a copy of the standardized Agreement for Architectural Services used by Solano Community College District, including the indemnity provisions and professional liability insurance provisions contained therein. If given the opportunity to contact with the District, the (firm’s name) has no substantive objections to the use of this form of agreement.”

A copy of the District’s template of Architect / Professional Services Agreement is attached to this RFQ/P as Exhibit “B.” Project specific scope of services contract will be provided to short listed firms. Firms must thoroughly review the contract included herewith and must identify any term or condition of the contract which the Firm requests modifying or deleting existing provisions or adding new provisions. Firms must set forth a clear explanation of what modification would be sought and specific alternate language. The District will review but is not obligated to accept any proposed changes

2. RELEVANT QUALIFICATIONS

- provide in summary format only
- do not include general information
- The discussion of relevant qualifications must specifically address areas discussed in the Selection Criteria portion of this RFQ/P.

3. RELEVANT PROJECT EXPERIENCE

- Provide up to five (5) relevant and recent project examples (within the last 5 years). Briefly state relevance for each project included for consideration in this RFQ/P.
- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association)
- provide a list of the following for each project:
 - i. project name and location
 - ii. beginning and end dates of project (including construction and DSA close-out)
 - iii. square footage
 - iv. main program elements
 - v. owner name with name and contact information as a reference
- The discussion of experience must also address: (i) measures to be implemented by the Respondent to ensure that the Design Documents for the Projects conform to requirements for the planned use/occupancy thereof, materials/equipment incorporated therein and the costs of construction; (ii) quality assurance/quality control measures to ensure: coordination of, and consistency between, the various components of the Design Documents and the mitigation of errors/omissions in Design Documents; (iii) experience in communications with DSA and measures to expedite completion of DSA review/approval of Design Documents; (iv) experience with the planning, review and approval processes engaged in by the California Community Colleges Chancellors Office, California Department of Finance and the California Public Works Board; and (v) construction phase activities relating to review and response to submittals, verification of Progress Payment requests, change orders experience, and other similar administrative responsibilities during the construction phase.

4. PROJECT TEAM SUMMARY

- Identify key team members, including sub-consultants, and state their titles, responsibilities and qualifications relevant to design services and the scope of this project. Provide resumes in the Appendix section of the SOQ submittal.

5. APPENDIX

- Include resumes of the key design team personnel and sub consultants identified in section 4 of the RFQ/P response which reflects: the educational backgrounds, the skills and experience of such personnel in performing and providing the Scope of Services described in the Architect Agreement and this RFQ/P, including relevant project experience.
 - For identified sub-consultants, identify a number and type of projects that you have worked on together.
 - Include current fee schedule per hour for proposed firm members(s) and prospective sub-consultants. Architectural services companies that are selected for an interview will be required to submit, at the time of the interview, a fee proposal in a sealed envelope, that will be inclusive of all design fees and inclusive of all sub-consultants as previously mentioned.
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SELECTION CRITERIA

A. EVALUATION

A Selection Committee will evaluate all SOQ/Ps for responsiveness and evaluated pursuant to the specific submittal criteria set forth in this RFQ/P, including, without limitation:

1. Firm Qualifications

- a) Location of office and accessibility to the projects. Firms with offices within a 100Mile radius of the project location will be given additional points for consideration.
- b) Reputation of the firm.
 - i) Satisfaction of previous clients (client relationships).
 - ii) Timeliness of work and ability of the firm to meet schedules.
 - iii) Accuracy of cost estimates.
- c) Current commitments and ability of firm to handle several simultaneous projects.
- d) Level of construction administration services, which are provided by the firm and its consultants during construction.
- e) Capacity and commitment to provide services to client.

2. Design Qualifications

- a) Experience in planning, design, and administering the construction of community college projects in the State of California.
- b) Phased project programming and design phase experience
- c) Demonstrated understanding of renovation projects requiring substantial structural, ADA, fire/life and safety upgrades as outlined in this Project Final Project Proposal.
- d) Demonstrated understanding of California Community College State funded projects requirements for submittals, scope and schedule adherence.
- e) DSA: Ability to work within DSA guidelines and approval process, understanding of DSA Collaborative Design review process for schedule adherence, change order review and approval process, timely project close out approach.
- f) Demonstrated understanding the importance of reaching consensus and moving the process forward in a participatory governance system.

- g) Use of energy savings and value engineering in design: demonstrated experience and knowledge of latest Cal green codes and use of sustainable design concepts
- h) Knowledge of state laws, the American with Disabilities Act, and other governmental requirements for community college campuses.
- i) Experience in data communication systems used in community college campuses.
- j) Project Architect's experience in successful and timely approval of firm's projects through all state and local regulatory agencies.

B. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ/P. The District may request an architectural services company to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

C. INTERVIEWS

The District intends to short list architectural firms and will elect to interview the selected proposer(s). If an architectural services company is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District's selection committee to review the architectural services company's proposal and other matters the committee deems relevant to architectural services company evaluation. Architectural services companies will be required to submit at the time of the interview a fee proposal, in a sealed envelope, that will be inclusive of all design fees and inclusive of all sub-consultants as previously mentioned. The fee proposal will be a component of the overall selection criteria. Interview selection criteria will be provided to a list of short list candidates. **Any comments or objections to the form of Agreement shall be provided in writing before the interview and may be the subject of inquiry at the interview.**

Following the interviews, it is expected that the selection committee will make recommendations to District staff regarding awarding the contract(s). The criteria for these recommendations will include those identified herein, as well as cost considerations.

D. FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFQ/P for all or any portion of the work described herein and/or in an Agreement offered to the entity, to reject any SOQ/P as non-responsive, and/or not to contract with any architectural services company for the services described herein. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ/P in response to this RFQ/P, including any supporting materials.

The awarding of a contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful proposing architectural services company will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other firm responding to this RFQ/P.

The Respondent's SOQ/P package, and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

E. SUBMISSION GUIDELINES

Respondents to this RFQ/P should mail or deliver eight (8) copies bound, one (1) unbound and one (1) electronic copy of their proposals to:

LAURA SCOTT
SCCD PURCHASING
RFQ#14-002 SOLANO COMMUNITY COLLEGE DISTRICT-BUILDING 1200 THEATER
Solano Community College District
360 Campus Lane. Suite 203
Fairfield, CA 94534

ALL RESPONSES ARE DUE BY 11:00 A.M., ON October 29, 2013.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

Each Submittal must conform and be responsive to the requirements set forth in this RFQ/P. Incomplete statements will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether an architectural services company is responsive, responsible, and qualified.

The District reserves the right to reject any or all SOQ/Ps, to waive any informalities or irregularities not affected by law, to evaluate the SOQ/P submitted and to award contract(s) according to the SOQ/P, which best serves the interests of the District.

The District hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit its response to this RFQ/P and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition or physical disability on consideration for the award.

RFQ/P RESPONSE SCHEDULE SUMMARY:

The District reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE & LOCATION
10/9 & 10/16/13	Advertisement dates of RFQ/P #14-002	Website posting 10/10/13 www.solano.edu/purchasing
10/17/13	Mandatory Pre-Bid Conference	9:00AM – 11:00AM; Bldg. 1400, Rm. 1401A (see provided campus map attachment)
10/22/13	Deadline for submission of written questions to District concerning RFQ/P #14-002	11:00 A.M.
10/25/13	Answers to written questions will be posted on the District website.	5:00 P.M.
10/29/13	Deadline for all submissions in response to RFQ/P #14-002	11:00 A.M; District, Purchasing Office to Laura Scott
11/4/13	Release of short-listed firms selected to interview	5:00 p.m.
11/8/13	Interviews of short-listed firms	Start at 9:00 AM. Each interview timeslot will be 50 minutes.
11/11/13	Notification to selected firm	

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROJECT!