

**Solano Community College District**

**REQUEST FOR QUALIFICATIONS & PROPOSAL (RFQP #16-018)  
AERONAUTICS AND WORKFORCE DEVELOPMENT BUILDING PROJECT**

In November 2012 the Solano Community College District ("District") successfully passed the Measure Q Bond in an effort to be responsive to the needs of students and the community. One of the main goals of the Measure Q Bond is to provide additional classrooms to provide enhanced educational programs including job training and workforce development courses to their students.

The District currently leases a hangar at the Nut Tree Airport for its Aeronautics educational program. The Aeronautics program provides practical and theoretical knowledge in basic maintenance techniques, plus the special requirements of either airframe or powerplant work. Two majors are currently offered: Airframe Maintenance Technician and Powerplant Maintenance Technician. Upon satisfactory completion of the required courses, the student is eligible to take the Federal Aviation Administration written, oral, and practical examination for airframe or powerplant license.

Working in partnership with the Jimmie Doolittle Foundation, the District has acquired a site adjacent to the Nut Tree Airport for a new approximately 30,000 sf, \$10 million building, which will be one component of a complex including the Jimmie Doolittle Museum/event space, a hotel and a restaurant or catering kitchen.

At this time the District seeks to contract with an architectural/engineering team for the first planning/scoping/budgeting phase of the project. The selected firm will confirm the architectural program and develop schematic plans and outline specifications for a new building, site development, and on and off-site utility improvements needed for the complex, at a sufficient level that a third party cost estimator can develop a construction cost estimate to confirm the project budget.

The delivery method for this project has not yet been determined. Once the District confirms the project is to proceed, determines the delivery method, and determines the project schedule, the scope of services for further work will be defined and a fee proposal may be requested for the remaining services. In the event that the project is delivered by Design Build delivery, the firm that successfully contracts with the District for this project will not be allowed to contract with any proposing Design Build Entity (DBE) on this project in a later phase.

In order to qualify, the respondent must have experience with:

- Public sector educational projects, preferably community college projects
- Projects of similar size and scope (aeronautics mechanics training facilities),
- Plans approval by the Division of the State Architect (DSA),
- Experience with Design Bid Build AND Design Build project delivery, and
- Experience with FAA certification requirements (for which a significant change may be on the horizon). Firms should consider adding a specialty consultant for this expertise if they do not have it in-house.

Respondents interested in being considered for this project must submit their Statement of Qualifications Proposal (SOQP) as set forth herein.

*Solano Community College District  
Request for Qualifications for Architectural Services  
Aeronautics and Workforce Development Building Project*

Respondents to this RFQP should mail or deliver one (1) unbound, six (6) bound, and one (1) electronic copies of their Statement of Qualifications Proposal ("SOQP") as further described herein, to:

Laura Scott  
Bond Purchaser  
Solano Community College District  
4000 Suisun Valley Road, Building 600, Room 604  
Fairfield, CA 94534

This package includes:

- Request for Qualifications & Proposal (RFQP) #16-018 Architectural Services
- Exhibit A and Exhibits BCDEFG: District's standard Architect / Professional Services Agreement (with contract exhibits)

**A PRE-PROPOSAL CONFERENCE IS SCHEDULED FOR 10:00 A.M., Tuesday, May 17, 2016, 4000 Suisun Valley Road, Denis Honeychurch Board Room, Fairfield CA 94534**

**ALL RESPONSES ARE DUE BY 2:00 P.M., ON June 1, 2016.**

**FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.**

If you have any questions regarding this RFQP please forward your questions in writing, via email, to Pam Kinzie on or before May 24, 2016 at Pam.Kinzie@solano.edu

**BACKGROUND**

The Solano Community College District (“District”) is a community college serving students of all ages from Solano County and the wider Bay Area. Since 1945, when the school was founded as Vallejo Junior College, the college has helped students gain the skills necessary to transfer to four year universities, train for new careers and advance in their jobs, learn basic skills and enjoy the benefits of lifelong learning. The District moved to the main campus in Fairfield in the early 1970s, and recently constructed “Centers” in Vallejo and Vacaville. The District currently leases a hangar at the Nut Tree Airport for the Aeronautics program classes.

The District is seeking Statements of Qualification Proposals (SOQPs) in response to this RFQ from design firms especially qualified and experienced in aeronautics education facilities to provide architectural and engineering services for a new Aeronautics and Workforce Development Building for the District’s Aeronautics program.

**LIMITATIONS**

The District reserves the right to contract with any entity responding to this RFQP. The District makes no representation that participation in the RFQP 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 RFQP. The awarding of contracts for specific design services, if at all, is at the sole discretion of the District.

The District reserves the right to reject any or all SOQP’s, to waive any irregularities or informalities not affected by law, to evaluate the SOQP’s submitted, and to award, or not award a contract, if any, in a manner 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 RFQP and ending on the date of Board approval of award of contract, no person or entity submitting in response to this RFQP, 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 RFQP, the evaluation or selection process/or the award of the contract(s) with any member of the District’s Governing Board, selection committee 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 person or entity submitting a SOQP.

**SCOPE OF SERVICES**

The initial Scope of Services will include the planning/scoping/budgeting phase of the project. The selected firm will confirm the architectural program, develop schematic plans and outline specifications for a new building, site development, and on and off-site utility improvements needed for the complex, at a sufficient level that a third party cost estimator can develop a construction cost estimate to confirm the project budget. Subsequent services may include criteria/bridging document development (if project delivery method is Design Build) or full architectural services (if project delivery method is Design Bid Build). In either case, the scope of services would include bid and construction phase services.

The District is looking for Architectural consultants that can show relevant experience working with different types of delivery methods and are able to provide the required design methodology and documents for the delivery method used.

## **SUBMITTAL FORMAT**

Firms responding to this RFQP 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 "**Description of Firm**", etc. Proposals shall be limited to a maximum of 40 sheets of printed material excluding tabs, table of contents and covers. (Each sheet may be printed on two sides.)

### **1. COVER LETTER**

- Maximum of two pages.
- Identify the name of the entity proposing and the type of organization
- Provide a brief history of the entity proposing
- Provide a summary of the firm's design philosophy and capabilities
- Identify key team members including proposed sub-consultants
- Provide name of primary contact person
- Summarize most relevant qualifications and experience
- Architect is required to acknowledge both types of contract indemnification
  - Acknowledge and understand that the successful firms will sign the standardized Agreement for Architectural Services which contains the following indemnity provisions for full Architectural Services:

[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.

- o Acknowledge and understand that the successful firm will sign the standardized Independent Consultant Agreement for Professional Services for smaller sized projects, which contains the following indemnity provisions for full Architectural Services:

[13] To the furthest extent permitted by California law, Contractor 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, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Contractor. The District shall have the right to accept or reject any legal representation that the Contractor proposes to defend the indemnified parties.

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

**"(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 contract with the District, (firm's name) has no substantive objections to the use of these agreements."**

(A copy of the District's Architect and Professional Services Agreements attached to this RFQP as Exhibit "A" and "B")

## **2. DESCRIPTION OF FIRM AND SUB-CONSULTANT FIRMS**

Please provide the following information, in the order listed below:

### **A. Architectural Firm:**

- History, number of years in business in California, staff size
- Location of office which will perform the work
- Size of staff, number of licensed architects and/or engineers in the office which will perform the work.

### **B. Sub-Consultant Firms:**

- Provide an organizational chart showing the District's relationship to your firm and any sub-consultants
- For each sub-consultant firm, provide the following information:
  - o Description of services the firm will be providing
  - o History, number of years in business, staff size
  - o Location of office which will perform the work
  - o Size of staff, number of professionals in the office which will perform the work
  - o Description of extent and duration of prior working relationship with your firm (number and type of projects, number of years)

**3. RELEVANT FIRM QUALIFICATIONS**

- A brief description of the firm's philosophy related to achieving design excellence within established budget.
- A statement demonstrating your team's ability to accomplish design and construction phase services in a comprehensive and thorough manner within established timeframes and budgets.
- Describe your firm's approach to quality assurance/quality control measures and procedures to ensure: coordination of, and consistency between, the various components of the Design Documents and the mitigation of errors/omissions in Design Documents.
- Describe your experience in communications with DSA and measures to expedite completion of DSA review/approval of Design Documents.
- Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount, on three public works projects, preferably educational projects, awarded in the last five years.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe established methods and approaches utilized by your firm to successfully meet completion deadlines.
- Describe your firm's approach to the development of criteria/bridging documents for Design Build projects. Include your firm's philosophy regarding the level of specificity of the criteria/bridging documents.
- Provide case study demonstrating the implementation of criteria/bridging documents in a community college district environment. Provide lessons learned that will benefit the Solano CCD bond program.
- Describe how your firm has incorporated the use of energy savings in design and your experience with design of data/communications systems, sustainable design, LEED and ADA.

**4. RELEVANT PROJECT EXPERIENCE**

Provide information about prior architectural service provided by your firm in the last seven (7) years on at least five (5) and no more than fifteen (15) public sector projects, preferably community college projects.

Include the following information:

- Provide the following information for each project listed:
  - Owner name and name of contact person, title, telephone number, and email address to be contacted for a reference
  - Project name, type of project and location
  - Completion date of project, or current status
  - Approximate square footage
  - Original construction budget, bid amount & final construction cost at close-out
  - Key individuals of the firm involved and their roles in the project
  - Relevance of this project to this RFQ

- Provide a minimum of two examples of aeronautics education projects
- Provide two examples of projects utilizing a Design Build delivery method
- Describe your team's experience with aeronautics education facilities and knowledge of Federal Aviation certification requirements.

**5. PROJECT TEAM**

- Identify key team members, including sub-consultants, and state their qualifications and experience relevant to providing services and the scope of their anticipated services.
- Provide an organizational chart identifying the individual teams members
- Provide a one page resume for each team member

**6. FEE PROPOSAL**

- Include a fee proposal for this first phase of services: confirmation and finalization of architectural program, schematic design documents and outline specifications for building, site development and on and off-site utility tie-ins sufficient for third party cost estimate for the purpose of establishing the project budget. Provide a breakout calculation per proposed staffing; include any related costs such as printing or travel. The District wishes to accomplish this first phase of work in three months.
- Include current fee schedule per hour for proposed firm members(s) and prospective sub-consultants.

**7. LITIGATION HISTORY**

Provide a five-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. Failing to provide the requested information or responses which assert attorney-client privilege and fail to provide the information requested, may be considered non-responsive.

**8. ADDITIONAL RELEVANT INFORMATION**

Additional information pertinent to this submission, if any (maximum one page)

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**SELECTION CRITERIA**

**A. EVALUATION**

A Selection Committee will evaluate all SOQP's for responsiveness and evaluate pursuant to

the specific criteria set forth in sections 1-8 of this RFQP, including, without limitation:

- a) Location of office and accessibility to the Owner offices and project site.
- 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 and designing to the budget.
  - iv) Quality of the documents and ability to minimize issues during construction.
- c) Firm's experience with public sector projects and community college projects.

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- d) Firm's experience with similar type projects (aeronautics education).
- e) Individual project team members' experience with similar type projects (aeronautics education).
- f) Experience with FFA certification requirements.
- g) Experience with criteria or bridging documents for Design Build delivery.
- h) Capacity and commitment to provide services to client.
- i) Project Architect's experience in successful and timely approval of firm's projects through DSA and other state and local regulatory agencies.
- j) Proposed fee and rates are reasonable for required services.

**B. DISTRICT INVESTIGATIONS**

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQP. The District may request an entity submitting an SOQP 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, at its sole discretion, may elect to interview selected firms. The District may elect to interview one or more proposers. If a firm 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 firm's proposal and other matters the committee deems relevant.

Following the interviews, it is expected that the selection committee will make recommendations to District staff regarding selection. The criteria for these recommendations will include those identified herein.

**D. FINAL DETERMINATION AND AWARD**

The District reserves the right to contract with any entity responding to this RFQP for all or any portion of the work described herein and/or in an Agreement offered to the entity, to reject any SOQP as non-responsive, and/or not to contract with any firm submitting an SOQP for the services described herein. The District makes no representation that participation in the RFQP 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 SOQP in response to this RFQP, including any supporting materials.

The awarding of a contract is at the sole discretion of the District. The District may, at its option, determine to award contract only for portions of the scope of work identified herein. In such case, the successful proposing architectural services firm 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.

The Respondent's SOQP package, and any other supporting materials submitted to the District in response to this RFQ 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 RFQP should mail or deliver one (1) unbound, six (6) bound, and one (1) electronic copies of their proposal to:

Laura Scott  
Bond Purchaser  
Solano Community College District  
4000 Suisun Valley Road, Building 600, Room 604  
Fairfield, CA 94534

**PRE-PROPOSAL CONFERENCE 10:00 A.M., May 17, 2016**

**ALL RESPONSES ARE DUE BY 2:00P.M., ON June 1, 2016.**

**FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.**

If you have any questions regarding this RFQP please submit them in writing via email to: Pam Kinzie on or before May 24, 2016 at Pam.Kinzie@solano.edu.

Each Submittal must conform and be responsive to the requirements set forth in this RFQP. 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 a firm is responsive, responsible, and qualified.

The District reserves the right to reject any or all SOQP's, to waive any informalities or irregularities not affected by law, to evaluate the SOQP submitted and to award contract(s) according to the SOQP, 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 RFQP 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.

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**RFQP RESPONSE SCHEDULE SUMMARY:**

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

<b>DATE</b>	<b>EVENT</b>	<b>TIME DEADLINE</b>
Thursday, May 11, 2016	Release and advertisement of RFQP #16-018.	
Tuesday, May 17, 2014	Pre-proposal conference.	10:00 a.m.
Tuesday, May 24, 2016	Deadline for submission of written questions to District concerning RFQP #16-018.	5:00 p.m.
Thursday, May 26, 2016	Answers to written questions will be posted on the District website.	5:00 p.m.
<b>Wednesday, June 1, 2016</b>	<b>Deadline for all submissions in response to RFQP #16-018.</b>	<b>2:00 p.m.</b>
Friday, June 3, 2016	If required, release of short-listed firms selected to interview.	5:00 p.m.
Tuesday, June 7, 2016	Interviews of short-listed firms if determined by the District that interviews are required.	TBD
Wednesday, June 15, 2016	Board approval of contract	

**WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROJECT!**