REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)
ARCHITECTURAL/ENGINEERING DESIGN SERVICES
FOR THE
CHABOT AND LAS POSITAS COLLEGES
RFQ C-14

Proposal Due:
TUESDAY, MARCH 25, 2014 by 4:00 PM

Return Qualifications To:
Director, Facilities Planning & Management Department
7600 Dublin Blvd., 3rd Floor
Dublin, CA 94568
REQUEST FOR QUALIFICATIONS (RFQ) C-14
FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES
FOR VARIOUS MAJOR MEASURE B BOND PROJECTS
(Chabot College and Las Positas College)

1.0 Request for Qualifications

The District requests the submission of Request for Qualifications (RFQ) from qualified firms, partnerships, corporations, associations, or professional organizations to provide Architectural/Engineering (A/E) services to the District for, but not limited to, those types of projects describe in Section 2.0 below. Projects have been initially identified at both the Chabot College campus located at 25555 Hesperian Boulevard in Hayward, California and the Las Positas College campus located at 3000 Campus Hill Drive in Livermore, California.

The District reserves the right to cancel or to amend this RFQ by issuance of addenda hereto. Subsequent addenda, if any, will be available only on the Measure B Bond Program website at: http://www.clpccd.org/bond/BiddingProjectBusinessOpportunitiesRFPandServices.php

Please refer to the location on the website entitled “Bidding/Project Business Opportunities.” Under Public Projects, click on “Request for Professional and Other Consulting Services”. Questions or clarifications requested by Respondents will be considered by the District only if submitted in writing to the District Director, Facilities Planning & Management, by fax (925-485-5253), no later than five (5) business days prior to the latest date for submission of responses to this RFQ. Respondents may not rely upon any verbal response to respondent questions or requests for clarification. All responses to questions will be posted on the Measure B website stated above.

2.0 The District and the Measure B Projects

The Chabot-Las Positas Community College District is a public, two-year California Community College District founded in 1961 serving the San Francisco Bay Area, particularly southern Alameda County, through its two colleges: Chabot College in Hayward; and Las Positas College in Livermore. The Colleges specialize in providing education services for four-year university transfers, technical training, continuing education, contract education with local businesses and community cultural enrichment. The District serves in excess of 20,000 students and employs more than 1,200 faculty members and staff. A seven-member elected Board of Trustees sets policy for the District.

The registered voters of the nine communities elect them from the following trustee areas: Castro Valley, Dublin, Hayward, Livermore, Pleasanton, San Leandro, San Lorenzo, Sunol, and Union City.
The District has undertaken a major capital building program to implement the $498 million Measure B Bond Program approved by the voters in March 2004. The overriding goals of this program’s repair, modernization and expansion efforts are to expand the existing college campuses as needed to serve the projected enrollment and to modernize them to a “like new” condition for another 40 years of service to students and the community as a whole. The bond funds will be apportioned approximately evenly between the two campuses.

For reference purposes only, a list of projects included in the facility master plans at the time the Measure B Bond was approved by the voters can be found on the District’s Measure B Website at:  http://www.clpccd.org/bond/

Based on the 2012 Facilities Master plan at both Colleges, and the specific implementing projects that result from this planning process, the final project list and descriptions will differ somewhat in scope, magnitude, budget and priority from those currently on the website. A/E services anticipated in response to this RFQ are intended for those major projects for which design is scheduled to begin during the next Thirty-Six (36) months from the date of this RFQ. At this time, the District has determined that the first projects to be designed will be those of the following type facilities and include new facilities and modernizations, renovations, and repairs to existing facilities:

2.1Classrooms  
2.2Laboratories  
2.3Lecture Halls/Facilities  
2.4Science Building  
2.5Seismic Retrofit  
2.6ADA Compliance

3.0 Architectural/Engineering Services to Be Provided

The purpose of this Request for Qualifications is to assemble a pool of pre-qualified Architectural/Engineering firms to provide A/E design services for one or more of the above general project types. Per Section 5.0 below, respondents must identify those general project types for which they are to be considered. The District staff may use this pre-qualified pool of A/E firms to subsequently solicit proposals and negotiate agreements to perform specific architectural and engineering assignments. Submittals should identify other team members or Subconsultants by both company name and type of service(s) to be provided.

As described further in Section 12.0, below the pool of pre-qualified A/E firms will be retained by the District for a period of Thirty-Six (36) months from the date of the RFQ.
The District may issue subsequent RFQ(s) for A/E design services for future projects beyond those identified above. The issuance of further RFQ(s) will be subject to Measure B Bond Program requirements. Interested parties are encouraged to monitor the Measure B Bond Program website at:
http://www.clpccd.org/bond/BiddingProjectBusinessOpportunitiesRFPandServices.php

4.0 Submission of RFQ Response(s)

To be considered by the Selection Committee, respondents must submit a written response(s) to this RFQ which addresses each and all of the requirements of this RFQ. It is mandatory that responses to this RFQ be submitted to the attention of the District Director, Facilities Planning & Management, Chabot-Las Positas Community College District, 7600 Dublin Blvd., 3rd Floor, Dublin, CA 94568, no later than 4:00 P.M. on Tuesday, March 25, 2014.

Respondents may submit qualifications for one or more of the general project types identified in Section 2.0 above. This is further addressed in Section 5.0 below.

Qualifications must be submitted in a sealed envelope including three (3) original hard copies and a complete electronic copy on a compact disk (CD) in Microsoft Word or PDF format. No other collateral or reference materials should be submitted. Respondents are solely responsible for timely submission of RFQ responses to the designated location prior to the latest time for submission.

The District will reject summarily as Non-Responsive any RFQ response which is submitted after the date/time set forth above or which is considered by the District in sole and absolute discretion as Non-Responsive to material requirements of the RFQ. The District reserves the right to cancel or amend this RFQ by issuance of written addenda. If addenda to this RFQ are issued, Respondents must acknowledge receipt of addenda in their RFQ responses and RFQ responses must address materials/requirements relating to this RFQ as described in addenda issued by the District. Failure to acknowledge and respond to any addenda issued by the District may render the respondent’s RFQ submittal to be deemed Non-responsive and it may be rejected.

As noted in Section 1.0, above subsequent addenda, if any, will be available only on the Measure B Bond Program website at:
http://www.clpccd.org/bond/BiddingProjectBusinessOpportunitiesRFPandServices.php
All materials submitted to the District will become the property of the District and will not be returned.
5.0 Qualifications

Responding firms must provide a complete submittal that highlights capabilities and experience to provide the A/E services contemplated by this RFQ. The complete submittal must be comprised of three sections that include and address each of the qualifications noted below. Submittals are to provide the information required below, referencing the same Section Headings and Section numbering as indicated, for clarity and evaluation purposes.

Where indicated, responses are to be provided on the respective form provided with this RFQ. A specific response is required to each of the following sections.

5. A - Statement of Qualifications Supplemental Information Form

In addition to the information required by Sections B and C below, each respondent to this RFQ must complete and submit with its Proposal(s) the specific form entitled “Statement of Qualifications Supplemental Information” attached to this RFQ.

Failure of a responding firm to submit a completed and executed “Statement of Qualifications Supplemental Information” form will render the respondent’s RFQ submittal to be deemed Non-responsive and it will be rejected.

The entries required on this form will indicate to the District those general project types for which the Respondent is to be considered.

5. B – General Requirements

5.B.1 Provide a list of the currently licensed professionals employed by your firm indicating: Name of individual; type of license; license number; license expiration date; position within the Firm (Owner, Principal; Partner; other).

Respond to Sections 5.B.2 and 5.B.3 below by completing the A/E Service Matrix” attached to this RFQ.

5.B.2 Provide a complete list of architectural and engineering services provided or offered by your firm.

5.B.3 List those similar services provided for other California community college, university, or educational facility projects. Indicate which projects are funded through Proposition 39, other appropriations as indicated, and if the identified projects required DSA approval.

5.B.4 Experience in communicating and managing design projects using network and web-based program management software and systems. Identify specific projects, the software/systems types, and the extent to which they were utilized.
5.B.5 Provide brief and specific examples of your firm’s creativity and ingenuity in solving technical, schedule, budget, and personality related challenges on past projects, with particular emphasis on projects of similar types as those listed in Section 2.0 above.

5.B.6 Staffing and Methodology

Requirements to identify specific personnel and sub-consultants are provided in section(s) C.3 and C.4 below.

5.B.6.1 Address the extent to which the District will be permitted to request specific staff to provide all or portions of the basic services.

5.B.6.2 Describe your approach to providing the design services. Describe the optimum level of collaboration between project team members and the roles each primary team member plays in a successful project, including the role as Owner’s Representative.

5.B.6.3 Describe how your firm will understand and incorporate the needs and desires of the end users of the project and maintain the project schedule and budget.

5.B.6.4 Generally describe your firm’s approach to address project budget control, maintainability/durability, sustainable building principles and processes (inclusive of LEED™) as well as energy efficiency standards and building operational costs.

5.B.6.5 Generally describe how respondent utilizes construction cost estimates to manage a project. Does respondent use in-house or outside consultant for construction estimating services?

5.B.6.6 Generally describe the quality control process of the respondent and its sub-consultants to ensure that the design documents for the project conform to the program requirements established by the District and to minimize the extent of errors/omissions in the design documents.

5.B.6.7 Generally describe the application of drawing revision control and the incorporation of as-built information and other issues of project document control.

5.B.6.8 Describe your firm’s experience with Design/Build project delivery. Specifically list examples of services provided as the Intent Document/Bridging Architect.

5.B.6.9 Describe your firm’s experience with assembling Design/Build “Request for Proposal” documents. Specifically describe your approach to adequately defining building systems to ensure the
quality of the project while allowing for the flexibility and innovation needed by the Design/Build entity.

5. C - General Project Types – Illustrative Qualifications

This section is to be inclusive of separate subsections, one each for each of the general project types for which the Respondent is to be considered. Within each general project type subsection the Respondent must illustrate its corresponding qualifications referencing the same item numbering as indicated below for clarity and evaluation purposes:

5.C.1 List a minimum of five (5) completed similar projects that were subject to the jurisdiction of the Division of State Architect (DSA) for which your firm served as the Architect or Engineer of record. Include DSA approved dates and owner references for each.

5.C.2 For each completed similar project in which the respondent served as the architect of record over the last five (5) years, provide the following information.

5.C.2.1 The original construction contract sum or cumulative value of all trade contracts for projects constructed with multiple prime contractors, the building type and size, and the Owner.

5.C.2.2 The total value of all change orders due to incomplete, incorrect, or conflicting construction documents issued for each project.

5.C.2.3 Was each project completed on time and within budget? Provide quantitative results as compared to the Owner’s approved budget and completion dates.

5.C.3 Project Team

Identify specific proposed staff personnel your firm anticipates will be dedicated to each specific Project type using the “Project Team Matrix” format.

5.C.3.1 For each of the personnel identified, also provide a brief (one page or less) summary indicating the individual’s education, experience, and a description of the typical anticipated role(s) or responsibility(s) of the individual relative to the A/E services anticipated.

5.C.4 Design Sub-consultant(s)

Identify all proposed sub-consultants your firm anticipates will be dedicated to each specific Project type using the “Project Team Matrix” format.
5.C.4.1 For each describe the anticipated scope of services, qualifications, capabilities and experience of each firm. For each sub-consultant, identify the staff member(s) which the sub-consultant is anticipated to propose for any portion of the services to be provided.

5.C.4.2 For each identified staff member of the sub-consultant, also provide a brief (one page or less) summary indicating the individual’s education, experience, and a description of the typical anticipated role(s) or responsibility(s) of the individual relative to the A/E services anticipated.

5.C.4.3 Indicate if any specialty sub-consultants will be required whose scope of services does not fall within those covered by the District’s Agreement for Architectural/Engineering Services.

6.0 Selection of Architectural/Engineering Services Provider

The process of A/E firm selections is based upon the complete responsiveness of the submittal. Submitted qualifications will then be subsequently reviewed with respect to specific project requirements at such time as they are identified by the District.

It is the intent of the District to conduct the process of A/E firm selections based upon the priorities for the general project types identified in Section 2.0 above. It is anticipated that an initial schedule of those priorities will be determined by the District within thirty (30) to sixty (60) days of date of this RFQ. That schedule will be developed subject to a priority of specific projects.

Subject to the District’s express reservation of rights to modify the selection process, the selection process anticipated by the District will consist of the following:

6.1 Qualifications received will be reviewed for responsiveness; then sorted into groups by general project type or Qualified Pools.

6.2 Concurrently the District determines a priority and schedule of initial specific Measure B Bond projects. An RFP for a specific project is developed.

6.3 Based upon project priorities the qualifications of firms in the corresponding project type or Qualified Pools will then be reviewed for responsiveness to the requirements of the corresponding RFP and subsequently evaluated for content.

6.4 Based upon a review of qualifications, a rank ordered “short-list” of qualified firms/pool will be determined for the specific project.

6.5 If deemed necessary, ranked short-listed firms may be requested to make oral presentations of the firm’s qualifications for the specific project.

The Review Committee will then recommend the highest ranked firm for the respective project to the Board of Trustees for approval as the A/E for that project(s). Subject to the review and approval process more than one Project may be awarded to a single A/E firm.
It is intended that the on-going process of selection of A/E firms will be conducted in a manner for the District to provide subsequent recommendations to the Board of Trustees consistent with the schedule of project requirements of the Measure B Bond Program.

Recommendations by the Review Committee for the selection of A/E Services providers will be based upon the ability of the provider to achieve the District’s objectives and demonstrated competence and qualifications to perform the basic services at a fair and reasonable price to the District. The recommendation by the Review Committee is not binding on the District. Formal award of any A/E Agreement will only be affected after the District’s Board of Trustees has formally approved of such award. The District reserves the right to waive minor irregularities in the solicitation process. The District may award one or more agreements, or no agreements, as a result of this Request for Proposals.

7.0 Evaluation & Acceptance of Statements of Qualification

The District reserves the right to reject any and all submittals, to amend the RFQ and the RFQ process, and to discontinue or re-open the process at any time. The submittals will be evaluated based on each respondent’s qualifications, and relevant experience.

8.0 Basis Of Award

As the basis of award the District intends to utilize the determination of “best qualified to provide the required services at a fair and reasonable price to the District.” There is no guarantee expressed or implied that the District will provide work to all or any of the Respondents that submit a response to this RFQ.

9.0 Selection Criteria

The District retains the sole discretion to determine issues of compliance and to determine whether a submittal is responsive, responsible and qualified. The District's Review Committee will utilize several evaluation criteria but will be primarily focused on the Respondents’ information provided in response to sections 5.B through Section 5.C, inclusive, of this RFQ.

Respondents should include a letter of interest and firm introduction, signed by the appropriate managing executive, of not more than two (2) pages. The letter must include the physical address of the office in which this project will be managed. This letter should be immediately followed by Respondent’s replies to Section 5.A through Section 5.C.

The total volume of the proposal to comprehensively respond to these items may be no longer than forty (40), single-sided pages or twenty (20) pages if printed on both sides. This is with respect to responses to Section 5.A and 5.B and exclusive of responses to Section 5.C. Complete and accurate responses to these sections, along with an electronic copy of the entire proposal on CD in PDF format, should be bound separately from any other materials or information provided by respondent, and will constitute a responsive proposal.
10.0 Periodic Recertification

The District will maintain a pool of qualified applicants for the duration of the program implementation. Subject to Measure B Program requirements, it is the intent of the District to issue requests for recertification periodically to all responding firms to confirm their continuing interest, and allow them to update their contact information and experience. Firms who do not reply to the request for recertification may be deleted from the pool of pre-qualified firms, at the sole discretion of the District. Subsequent further Requests for Qualifications for A/E Services may be issued at the discretion of the District and if required by Measure B Program requirements.
The Respondent shall furnish the following information. Failure to comply with this requirement will render the submittal informal and may cause its rejection. Additional sheets may be attached if necessary.

1. Firm name and primary address:

2. A/E Design Services for which the Respondent is to be considered. Respondents are to utilize those general project types identified in the RFQ, Qualifications, Section 2.0. List by individual general project type in descending order of preference. Respondents may list one or more of all of the general project types in Section 2.0 of the RFQ.

   2.1
   2.2
   2.3

   2.4
   2.5
   2.6

3. Telephone: ______ Facsimile: ______

4. Email Address: ______

5. Address of responding office of the firm, if other than 1.0 above: ______

6. Names and titles of two officers of the firm:

   NAME           TITLE
   6.1             ______
   6.2             ______

7. Specific type of Ownership (Check one)

   7.1 [ ] Individual
   7.2 [ ] Partnership
   7.3 [ ] Corporation; If a corporation, state the following:
           State of incorporation: ______
           Date of incorporation: ______ President/CEO: ______
   7.4 [ ] Joint Venture
   7.5 [ ] Other (Specify) ______
8. Taxpayer Identification _____
9. Number of years Respondent has been in business: _____
10. Number of years Respondent has conducted business under the present name: _____
11. Has the Respondent ever been licensed under a different name or different license number? _____? If Yes, give name and license number: _____
12. Number of years experience in California Community College, University or educational facility projects _____.
13. Has the Respondent or any of its principals defaulted to as to cause a loss to a surety on a payment or performance bond? _____
   If yes, give dates, name and address of surety, and details: _____
14. Has the Respondent been assessed liquidated damages for any project in the past three years? _____ If so, give owner and details: _____
15. Has the Respondent been in litigation on an issue pertaining to any contract during the past three years? _____
   If yes, explain and provide case name and number. _____
16. Has the Respondent ever failed to complete a project in the past three years? _____
   If so, give owner and details: _____
17. Do you now or have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? _____
   If so, please elaborate. _____

END OF PAGE
LIST OF REFERENCES

The following information should contain persons or entities familiar with the Respondent’s services:

1. Name of Organization: _____
   Address and Telephone Number: _____
   Contact Person Name and Email Address: _____
   Type of Project: _____
   Contract Amount: _____

2. Name of Organization: _____
   Address and Telephone Number: _____
   Contact Person and Email Address: _____
   Type of Project: _____
   Contract Amount: _____

3. Name of Organization: _____
   Address and Telephone Number: _____
   Contact Person and Email Address: _____
   Type of Construction Project: _____
   Contract Amount: _____

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this _____ day of _____, 2014, at _____ [city and county], State of _____.

[Title]

(Respondent is required to execute)
A/E Service Matrix

Identify California Community College, University or Educational

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<th>A/E Services Provided by Firm</th>
<th>NAME</th>
<th>NAME</th>
<th>NAME</th>
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<td>5 Mech/Plumbing Eng.</td>
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Funding Sources

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## PROJECT TEAM and DESIGN SUB-CONSULTANT(S) MATRIX

Reference Sections 5C.3 and 5C.4

### A/E Project Team Matrix

**PROJECT TYPE:** insert

<table>
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<td>5</td>
<td>insert</td>
<td>insert</td>
</tr>
</tbody>
</table>

*Insert additional as required.*

| insert | insert | insert |

A/E Project Team Matrix

022114