



**REQUEST FOR QUALIFICATIONS
RFQ NO. 004-09
Orange Coast College Baseball Field Restroom Complex (s)**

COAST COMMUNITY COLLEGE DISTRICT
Physical Facilities Department
1370 Adams Avenue, Costa Mesa, CA 92626
Telephone (714) 438-4673 Fax (714) 438-4893

The Coast Community College District (the District) is inviting statements of qualifications from qualified firms, partnerships, and corporations to provide Professional Design Services to the District for Orange Coast College Baseball Field Restroom Complex.

Proposals shall be delivered and addressed to the Coast Community College District, Facilities & Planning Department, Attention: Jerry Marchbank, 1370 Adams Avenue, Costa Mesa, CA 92626 and shall be labeled: **“RFQ No. 004-09 OCC Baseball Field Restroom Complex.”** All statement of qualifications must be date/time stamped. Please send one (1) original and five (5) copies of requested materials with the length of each RFQ response limited to a maximum of thirty (30) pages. It is the responsibility of the Proposer to submit the response by the proper time. No oral, telegraphic, electronic, facsimile, or telephone statements will be considered. Proposals received after 5:00 p.m. on November 24, 2009 will not be considered and will be returned unopened.

**ALL RESPONSES MUST BE RECEIVED BY JERRY MARCHBANK
BY November, 24 2009**

Questions regarding this RFQ may be directed to Jerry Marchbank at (714) 438-4731 or by email at jmarchbank@mail.cccd.edu.

Sincerely,

Jerry Marchbank
Assistant Director, District Facilities
COAST COMMUNITY COLLEGE DISTRICT

OCC Baseball Field Restroom Complex RFQ
November, 2009

PROJECT DESCRIPTION

Surrounding Area

Orange Coast College is located at 2701 Fairview Road, Costa Mesa, California. The Orange Coast College campus is located south of the 405 Freeway on Fairview Road bordered by Adams Avenue to the north, Merrimac Street to the south and just east of Harbor Boulevard. The entrance to Orange Coast College is located west of the Orange County Fairgrounds on Arlington Avenue.

Project Site

The Orange Coast College campus – Baseball Athletic Field located off of Fairview Road and Monitor Way.

Project Description

This project includes the preparation of design and bid documents for a 950 square foot building or building complex to include:

- Mens' Restroom Facility (one urinal, two toilets, and two sinks)
- Womens' Restroom Facility (3 toilets and two sinks)
- Combined ticket booth and concession area

The facility will be constructed on the existing concrete apron located behind the backstop. The necessary utilities are located below the existing slab surface. This project has a total project budget of \$350,000 and will require approval by the Division of State Architect.

SCOPE OF SERVICES

The District is seeking an Architecture/Engineering team to provide professional design services for the OCC Baseball Field Restroom Complex. The architectural/engineering firm shall, without limitation to the District's right to require other services not listed herein, carry out the responsibilities delineated in the scope of services set forth below. Such services shall be performed, consistent with the highest standard care for professionals performing similar scopes of services.

The Architectural/Engineering firm shall, as a minimum, undertake the following responsibilities, and any additional responsibilities reasonably necessary and customarily provided by Architectural/Engineering firm conducting business in the Southern California area, to ensure that all Coast Community College District project goals, standards, policies and procedures are adhered to over the course of the project.

The Architectural/Engineering Services are governed by the terms and conditions of the CCCD Architectural Agreement (www.cccd.edu/facilities/documents.htm) and include, but are not limited to, the following:

1. Prepare a building program document and utilize the document as the basis for design.

2. Review and validate existing conditions at the proposed site and utilize it in the preparation of the design documents.
3. Prepare the design documents in accordance with the Architectural Agreement.
4. The basic design phase services to be provided shall include:
 - a. Schematic Design, Design Development, Construction Documents, Bid Phase support, Construction Administration support, and post-occupancy building commissioning phase support.
 - b. Prepare schematic design documents including cost estimate and basis of design.
 - c. Basic design phase services for this project, as noted in the attached Fee Guidelines, include the following disciplines: Civil, Structural, Architectural, Mechanical – HVAC, Plumbing, Electrical, Fire Protection, Landscape and Hardware.
 - d. At conclusion of all design phases, required deliverables shall include but may not be limited to the following: drawings, specifications, basis of design report, and cost estimates. Submit progress updates of design documents for review as requested by the Director of Facilities and Planning.
5. Initiate and participate in discussions with the relevant College building user groups, utility providers, the Board of Trustees and community groups regarding this project as required.
6. Prepare and coordinate design phase meetings with College building user groups, other College representatives, the District Facilities Team, the Project Manager and contractors. Attend project meetings as requested through bidding, award and construction, closeout and post-occupancy phases of the project, as required.
7. Prepare and distribute meeting minutes of all meetings held with the District, the College, the Project Manager, or governmental agencies.
8. Submit design documents to District Director of Facilities and Planning, College Vice President of Administrative Services, Project Manager, Division of the State Architect and other government entities and/or utility providers as required for plan checks and approvals required.
9. Assist CCCD Facilities Team in Bid Phase by preparing addenda and other documents as required.
10. Prepare a detailed work plan indicating required and recommended meetings, milestones, deliverables and submittals, review timeframes, and critical actions or decisions required of the College, District Facilities Team or Project Manager. Make modifications and updates to the work plan as requested by the Project Manager.

The design of the facility and site shall meet all requirements of the applicable jurisdictions, codes and regulations, such as those of the Division of State Architect (DSA), State Fire Marshal, City of Costa Mesa, State of California Building Code, Americans with Disabilities Act and others, as required.

The Architect/Engineer shall work closely and in cooperation with CCCD team, including the campus Facilities Construction Manager, Foundation, Athletics department, and the District Facilities department, and shall be readily accessible at all times for review and project coordination.

REQUIRED INFORMATION AND FORMAT

In order to be considered for selection as a “Architect/Design Services consultant” for Coast Community College District, the respondent individuals, firm or firms shall submit a Statement of Qualifications (SOQ), and using as a minimum the following criteria, the individual or firm(s) should state why it believes it is qualified to provide the services requested in this RFQ. Provide in the SOQ the following items in the specified order:

1. Letter of Introduction

- a. Provide a letter of introduction signed by an authorized officer of the organization.
- b. If submitting as a team, note which team is the prime consultant or lead joint venture partner (if applicable).
- c. Note individual leading the “Landscape Architect/ Design Services” team.

2. Firm Information

- a. Type of organization or company structure.
- b. Certification that the “Landscape Architect/ Design Services” firm is legally permitted or licensed to conduct business in the State of California for the services offered.
- c. Number of years the firm has been in business.
- d. Location of principal office that will be responsible for the implementation of this contract.
- e. Litigation: The firm or firms must have an acceptable history of working proactively to avoid litigation. Provide specific information on termination for default, litigation settled or judgments entered within the last five (5) years, and civil judgments or criminal convictions for false claims within the last five (5) years.
- f. List company or individual team members experience in providing same services. Include name of projects, client, city, and state.
- g. Provide a list of at least 3 references; name of organization, job title, addresses, and phone numbers.

3. Project Team Qualifications

- a. Identify the following key members within the firm and provide their resumes with qualifications especially as it relates to upper division school projects:
 1. Principal-in-Charge
 2. Project Manager
 3. Cost Estimator

4. Project DSA Leader (if applicable)
 - b. Identify any proposed consultants and any other relevant disciplines for this project. List license numbers and dates as well as business address, phone number and fax number. Include resumes and related experiences for appropriate members of these firms.
4. Firm Resources
 - a. Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in comprehensive and thorough manner with an aggressive schedule in order to meet a client's goal of moving projects into construction within the earliest possible timeframe, in compliance with CEQA.
 - b. Explain the firm's design capabilities as they relate to:
 1. Experience in landscape design of hardscape and softscape, benches, lighting, planters and drains.
 2. Integration of flexibility and future technology into the design.
 3. Work plan with the current workload and next six-month backlog and available staffing plan.
 - c. Explain the firm's technical capabilities in the following areas:
 1. CAD capability and software proposed to be used to produce the deliverables for the project; and the ability to provide the District with electronic CAD files.
 2. Cost estimate history, comparing cost estimates versus actual bid amount.
 3. Quality control / assurance procedures, including coordination of design disciplines, complying with program requirements and conformance with Federal/State/Local applicable code requirements.
 4. Experience working with State/Local agencies, including Division of State Architect, City Public Works and Fire Departments.
 5. Experience with upper division educational facility design.
5. Financial Statement (NOTE: The Financial Statement will not be required as part of the RFQ but will be required by the firms selected for interviews. The Financial Statement will be needed at the time of interview.)

SUBMITTAL REQUIREMENTS

The individual or official of the firm who has the power to bind the firm contractually must sign the SOQ.

The SOQ preparation and associated direct costs are the sole responsibility of the Consultant and will not be reimbursed by the District.

Six (6) copies of the SOQ shall be submitted. Each submittal shall not contain more than thirty (30) pages, excluding front, back covers and tabs. Submittals containing more than thirty (30) single sided pages or fifteen (15) double sided pages will not be considered.

BASIS OF AWARD

The SOQs will be evaluated based on each firm's qualifications and relevant experience with similar work. All SOQs will be evaluated by the Campus Selection Committee.

OUTREACH

The Board of Trustees recognizes the importance of promoting economic growth in the communities it serves and therefore encourages the involvement of small and emerging businesses in every aspect of the execution of all services covered by this RFQ.

EVALUATION & ACCEPTANCE OF SOQ

The District reserves the right to reject any and all SOQs, to amend the RFQ and the RFQ process, and to discontinue or re-open the process at any time.

NON-LIABILITY OF DISTRICT

The District shall not be liable to the Consultant for personal injury or property damage sustained in the performance of these services, however caused.