



**REQUEST FOR QUALIFICATIONS
REQ NO. 006-03
Coast Community College District Administration Buildings**

**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 comprehensive professional architectural services to the District for the District Administration Buildings.

The District is engaged in ongoing new construction and major modernization projects, site development and planning, growth projects and area-wide planning associated with the recent passage of a local bond issue. Using Measure C funds, the District will be replacing existing modular buildings with the construction of two new buildings.

Proposals shall be delivered and addressed to the Coast Community College District, Physical Facilities Department, Building D, Attention: Ardith Richey, 1370 Adams Avenue, Costa Mesa, CA 92626 and shall be labeled: "RFQ No. 006-03 DISTRICT ADMINISTRATION BUILDINGS." All statement of qualifications must be date/time stamped. Please send one (1) original and five (5) copies of requested materials. 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 December 5, 2003 4 p.m. will not be considered and will be returned unopened.

**ALL RESPONSES MUST BE RECEIVED BY
December 5, 2003 BEFORE 4 P.M.**

Questions regarding this RFQ may be directed to Ardith Richey at (714) 438-4673 or by email at arichey@mail.cccd.edu. RFQ document can be found at www.cccd.edu/facilities/projects.

Sincerely,

COAST COMMUNITY COLLEGE DISTRICT

Ardith Richey, Physical Facilities Coordinator

PROJECT DESCRIPTION

Surrounding Area

Coast Community College District is located at 1370 Adams Avenue, Costa Mesa, CA (northwest corner of Pinecreek and Adams Avenue.) The District site is located south of the 405 Freeway on Adams Avenue between Harbor Boulevard and Fairview Road. Orange Coast College is located south of the District site.

Project Site

The proposed new construction will replace the District's existing modular buildings and will be relocated directly across the street (south side of Adams Avenue) on undeveloped land at Orange Coast College.

Project Description

This project includes the construction of two new buildings approximately 38,000 assignable square feet as well as hardscape and landscape adjacent to the structures. The new facility will include:

- A single story structure for the Board of Trustees including offices and an expandable boardroom.
- A two-story structure for the Administrative Offices including offices, conference rooms, file rooms and a exercise workout room.
- Hardscape and landscape around the new structures.
- The relocation of an existing storage building.
- Parking area for 150 vehicles.
- Engineering for an additional traffic lane and new driveways off of Adams Avenue.

This project will require approval by the Division of State Architect. The District will provide geotechnical services and topographical survey for the project. (See Attachment A for site map.)

SCOPE OF SERVICES

The District is seeking an Architecture/Engineering team to provide professional design services for the District Administrative Offices Project. 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 Bond Program and 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. Review 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. Review program standards, policies and procedures included in the CCCD Measure C Bond. Prepare the design documents in accordance with the Architectural Agreement.
4. The basic design phase services to be provided shall include: Schematic Design, Design Development, Construction Documents, Bid Phase support, Construction Administration support, and post-occupancy building commissioning phase support.
5. Develop alternative schematic design concepts (at least two), and prepare schematic design documents including cost estimate, CHPS Checklist, and basis of design.
6. Prepare project Sustainable Eligibility Report for each building and present to District Facilities Committee for approval before the commencement of the Design Development phase.
7. Register both buildings individually as CHPS projects with Savings by Design (www.savingsbydesign.com)
8. 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.
9. Specialty consultant services for this project shall include all other upper-division disciplines necessary for a complete CHPS project for facilities of these building types.
10. At conclusion of all design phases, required deliverables shall include but may not be limited to the following: drawings, specifications, basis of design report, CHPS Checklist and cost estimates. Submit progress updates of design documents for review as requested by the Physical Facilities Coordinator.
11. Initiate and participate in discussions with the CCCD Measure C Bond Program Team and local, state, and federal agencies, relevant District building user groups, utility providers, other designers working on other Measure C projects, the Board of Trustees and community groups regarding this project as required.
12. Prepare and coordinate design phase meetings with District building user groups, other District representatives, the District Project Manager and contractors. Attend project meetings as requested through bidding, award and construction, closeout and post-occupancy phases of the project, as required.
13. Prepare and distribute meeting minutes of all meetings held with the District, the District Project Manager, the Physical Facilities Coordinator or governmental agencies.
14. Submit design documents to District Physical Facilities Coordinator, District Project Manager, Division of the State Architect and other government entities and/or utility providers as required for plan checks and approvals required under CCCD Measure C Program Management Plan.
15. Assist CCCD Facilities Team in Bid Phase by preparing addenda and other documents as required.
16. Prepare a detailed work plan indicating required and recommended meetings, milestones, deliverables and submittals, review timeframes, and critical actions or decisions required of the District or Project Manager. Make modifications and updates to the work plan as requested by the District 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 Collaborative for High Performance Schools Principles, Standards and Processes approved by the CCCD Board of Trustees on May 21, 2003 are applicable to this project. Because of this sustainable requirement, each buildings included herein must achieve a CHPS building certification. Also the design team must include a Professional whose responsibilities shall include the coordination and management of the CHPS process for the project.

The Architect/Engineer shall work closely and in cooperation with CCCD Measure C Bond Program Team staff, including Project Managers and the District staff, and shall be readily accessible at all times for review and coordination with the Measure C Bond Program Team staff.

REQUIRED INFORMATION AND FORMAT

In order to be considered for selection as an “Architectural/Engineering 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 “Architectural / Engineering Services” team.
2. Firm Information
 - a. Type of organization or company structure.
 - b. Certification that the “Architectural/Engineering 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
- b. Identify any proposed consultants, such as civil, structural, mechanical, electrical engineers 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 design of traditional, tilt-up or modular buildings.
 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 on three school projects awarded in last five years.
 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 in sustainable design and photovoltaics.
 5. Experience working with State/Local agencies, including Department of State Architect, City Public Works and Fire Departments.
 6. Experience with upper division educational facility design.

5. Financial Statement

- a. Provide credit references.

- b. Provide relevant information regarding the firm(s) stability and strength
- c. Provide a copy of the financial statement of profit/loss for the last two years in a sealed envelope.

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.

G. 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 District Facilities Team.

FEE

Following the qualifications-based selection process, fees will be determined based on CCCD Fee Guidelines and negotiated. If fee negotiations with any firm deemed most qualified for the project, based on the firm(s) SOQ and interview, are not successful, the District will seek to negotiate and execute a contract with the next qualified firm.

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 for Measure C Bond Project work 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.

INDEMNIFICATION

1. To the fullest extent permitted by law, Architect agrees to indemnify, defend and hold District, its board of trustees, officers, employees, and agents entirely harmless from all liability: on account of any and all claims under workers' compensation acts and other employee benefit acts with respect to Architect's employees or Architect's consultants,

engineers and subcontractors' employees arising out of Architect's work under this Agreement; and on account of any and all claims for damages because of personal injury or death or damage to property, or other costs and charges arising out of or attributable to, in whole or in part, Architect's breach of the Agreement, negligent acts, errors and/or omissions in the performance of Architect's obligations as stated in this Agreement, or the negligent acts, errors, and/or omissions of Architect's consultants, engineers, subcontractors' employees, or agents in the performance of their obligations as stated in this Agreement. The coverages of such indemnification shall include, without limitation, reasonable attorneys' fees and court costs incurred by District with regard thereto. Said indemnity is intended to apply during the period of this Agreement of Architect's performance and shall survive the expiration or termination of this Agreement until such time as any action against District on account of any matter covered by such waiver or indemnity is barred by the applicable Statute of Limitations.

2. The indemnification obligations under this Article shall not be limited by any assertion or finding that (1) the person or entity indemnified is liable by reason of non-delegable duty, or (2) the losses were caused in part by the negligence of, breach of contract by, or violation of law by District. The obligation to defend shall arise regardless of any claim or assertion that District caused or contributed to the losses. Architect's reasonable defense costs (including attorney and expert fees) incurred in providing a defense for District shall be reimbursed by District except to the extent such defense costs arise, under principles of comparative fault, from Architect's (a) negligent acts or omissions; (b) breach of any of the provisions of this Agreement; or (c) willful misconduct.
3. Architect shall indemnify, defend, and hold harmless District from and against all loss, cost, expense, royalties, claims for damages or liability, in law or in equity, including, without limitation, attorneys' fees, court costs, and other litigation expenses that may at any time arise or be set up for any infringement (or alleged infringement) of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the PROJECT by District of the design or construction documents (including any method, process, product, concept specified, or depicted) supplied by Architect in the performance of this Agreement.
4. Review, approve or acceptance of Architect's work whether by District or others and whether during Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase, Construction Phase, Guarantee to Repair Period, or otherwise, shall not relieve Architect from responsibility for errors and omissions in Architect's work.
5. Nothing in this Agreement, including the provisions of this Article, shall constitute a waiver or limitation of any rights which District may have under applicable law, including without limitation, the right to implied indemnity.
6. Architect shall purchase and maintain with an insurer or insurers qualified to do business in the State of California and acceptable to District policies of insurance which will protect Architect and District from claims which may arise out of or result from Architect's actions or inactions relating to the Agreement, whether such be by itself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

Worker's Compensation and Employers' Liability Insurance covering all personnel employed on the premises during the term of the agreement whether said personnel

is employed by Architect or supplied by persons or entities other than the District in the amounts required by law.

Comprehensive General and Auto Liability Insurance with limits of not less than \$1,000,000 combined single limit, bodily injury and property damage liability per occurrence with no annual aggregate limits, including:

Owned, Non-owned and Hired Vehicles

Blanket Contractual

Broad Form Property Damage

Products/Completed Operations

Personal Injury

Professional Liability insurance, including Contractual Liability, with limits of \$1,000,000. Such insurance shall be maintained during the term of this Agreement and renewed for a period of at least five (5) years thereafter if available to the professional and/or at rates consistent with the time of execution of this Agreement adjusted for inflation. In the event that Architect subcontracts or assigns any portion of its duties, it shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph. The policy(s) of insurance required in 8 (b) above, shall name District and its trustees, officers, agents, and employees as additional insureds; shall state that, with respect to the operations of Architect hereunder, such policy is primary and any insurance carried by District is excess and non-contributing with such primary insurance, shall state that not less than thirty (30) days' written notice shall be given to District prior to cancellation, and shall waive all rights of subrogation against the District and its trustees, officers, agents, and employees. Architect shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Architect shall deliver to District certificates of insurance and additional insured endorsements as evidence of compliance with the requirements herein. In the event Architect fails to secure or maintain any policy of insurance required, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of Architect and in such event Architect shall reimburse District upon demand for the cost thereof.

Proposed New District Facility at Orange Coast College

Coast Community College District

1370 Adams Ave.

Costa Mesa, CA 92626

