



**REQUEST FOR QUALIFICATIONS  
RFQ NO. 001-09  
Coastline Community College Newport Beach Learning Center**

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

The Coast Community College District is inviting statements of qualifications from qualified firms, partnerships, and corporations to provide comprehensive professional architectural services for the new Coastline Community College Newport Beach Learning Center.

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, Coastline Community College will be constructing a new Learning Center to include administrative offices, lecture and lab space, faculty offices, and computer labs.

Proposals shall be delivered and addressed to the Coast Community College District, Facilities & Planning Department, Attention: Ardith Richey, 1370 Adams Avenue, Costa Mesa, CA 92626 and shall be labeled: "RFQ No. 001-09 COASTLINE COMMUNITY COLLEGE NEWPORT BEACH LEARNING CENTER." 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 February 12, 2009 at 4 p.m. will not be considered and will be returned unopened.

**ALL RESPONSES MUST BE RECEIVED BY  
FEBRUARY 12, 2009 BEFORE 4 P.M.**

Questions regarding this RFQ may be directed to Ardith Richey at (714) 438-4673 by email at [arichey@mail.cccd.edu](mailto:arichey@mail.cccd.edu) or Kevin McElroy at (714) 241-6144 by email at [kmcelroy@coastline.edu](mailto:kmcelroy@coastline.edu). The RFQ document can be found at <http://www.cccd.edu/measurec/projects.aspx>.

Sincerely,

COAST COMMUNITY COLLEGE DISTRICT

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Ardith Richey, Director of Facilities & Planning

## **PROJECT DESCRIPTION**

### **Surrounding Area**

Coastline Community College Center is located at 11460 Warner Avenue, Fountain Valley, California 92708. Administrative functions for the college are housed at this location. Coastline Community College is located north of the 405 Freeway on Warner Avenue at the Southwest corner of Warner and Newhope Avenue in Fountain Valley, California

### **Project Site**

The new Learning Center will be located at **1505-1515 Monrovia Avenue and 1527-1533 Monrovia Avenue in the City of Newport Beach, County of Orange, State of California.** The proposed location is currently made up of approximately two thirds vacant land and one third of the land occupied by a 29,000 square foot office and light industrial complex to be demolished.

### **Project Description**

This project includes the construction of a new interdisciplinary Learning Center with a total of approximately 55,000 gross square feet as well as hardscape and landscape adjacent to the structures. It will also include the construction of a 275-300 space parking lot directly adjacent to the structure including lighting, hardscape, and landscaping. The inclusion of a single deck parking structure to provide additional parking may be requested as an add-alternate to the plans. The project budget and construction phasing will be determined after the initial programming is complete for the total project. Project architects must have a proven track record in successful California Community College construction projects with resume examples of both innovation and efficient, effective building functionality. The college will require a highly sustainable facility that qualifies for a high LEEDS rating and that leaves a minimum ecological “footprint” in the community. This project will be funded through multiple sources to include Measure C General Obligation Bonds and local college/district funding.

The Coastline Community College Newport Beach Learning Center will include administrative offices, lecture and lab space, faculty offices, and computer labs for the following disciplines:

Law, Art, Dance, P.E., Health, Theater, Music, Speech, History, Math, English, Digital Media, Process Technology, Psychology, Photography, Geology, Spanish, Italian, French, Real Estate, Education, Anthropology, Sociology, Chemistry, Economics, Political Science, Humanities.

College programs **projected** to be offered at the new Newport Beach Center:

AA Degree Programs – General Education, Transfer CSU, Transfer IGETC, STAR, Weekend College, Process Technology Certificate Program, Digital Media Certificate Program, Paralegal, Special Education.

The Center will include the Early College High School Program which the college conducts in partnership with the local K-12 school district. High School classes **projected** to be offered at the new Newport Beach Center:

Art, Algebra, Biology, Composition Literature, AVID, Chemistry, World History, Geometry, US History, American Government.

Space allocations for each discipline have been preliminary defined based on the current course schedule being offered at the existing Costa Mesa Learning Center. All programs and services currently offered at the leased Costa Mesa center will transfer to the new Newport Beach learning center when completed.(The leased Costa Mesa center will be closed.) The project architects will perform programming, schematic drawings, design drawings, and cost estimates for the complete Coastline Community College Newport Beach Learning Center. The Newport Beach Learning Center project is consistent with the Coastline College Facilities Master Plan adopted in 2002. The 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 new Coastline Community College Newport Beach Learning Center. 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](http://www.cccd.edu/facilities/documents.htm)) and include, but are not limited to, the following:

1. Review Building Program document (Coastline Community College Master Plan) 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: Programming, Schematic Design, Design Development, and Cost Estimating. Dependent on construction phasing, services will also include 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, LEEDs design criteria, and basis of design.

6. Prepare project Sustainable Eligibility Report for each building and present to College Facilities Committee for approval before the commencement of the Design Development phase.
7. Register the building as a LEEDS project with the U.S. Green Buildings Council and with Savings by Design ([www.savingsbydesign.com](http://www.savingsbydesign.com))
8. Basic design phase services for this project 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 LEEDS certified 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, LEEDS Checklist and cost estimates. Submit progress updates of design documents for review as requested by the District Director of Facilities & Planning.
11. Initiate and participate in discussions with the CCCD Measure C Bond Program Team and local, state, and federal agencies, relevant College 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 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.
13. Prepare and distribute meeting minutes of all meetings held with the District, the College, the District Project Manager, District Director of Facilities & Planning or governmental agencies.
14. Submit design documents to District Director of Facilities & 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 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 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 Newport Beach, State of California Building Code, Americans with Disabilities Act and others, as required.

The U.S. Green Building Council's 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 building included herein must achieve a LEED'S building certification. Also the design team must include a Professional whose responsibilities shall include the coordination and management of the LEED'S 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 College and District staff, and shall be readily accessible at all times for review and coordination with the Campus Facilities 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 classroom, laboratory, and computer lab 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.
    - Experience with initiating and submitting Final Project Proposals for the State Chancellor's Office approval.
  6. Experience with upper division educational facility design.
  7. Experience with LEED building certifications.
- d. 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.)
  1. Provide credit references.
  2. Provide relevant information regarding the firm(s) stability and strength.
  3. 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.

## **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 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.

## **ARCHITECT AGREEMENT/INDEMNIFICATION**

Go to website: <http://www.cccd.edu/measurec/facilities/documents.aspx>