



**REQUEST FOR QUALIFICATIONS
RFQ NO. 003-04
Orange Coast College Learning Resource Center - Furnishings**

**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 interior design services for building furnishings to the District for the Orange Coast College Learning Resource 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 and State Capital Outlay Funds, Orange Coast College will be replacing an existing library building with a Learning Resource Center. The College regards this new building as a focal point for the campus and would like to ensure that the furnishings enhance the design of the building and still meet the desired functionality.

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. 003-04 ORANGE COAST COLLEGE LEARNING RESOURCE CENTER FURNISHINGS." 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 May 13, 2004 4 p.m. will not be considered and will be returned unopened.

**ALL RESPONSES MUST BE RECEIVED BY
May 13, 2004 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

Orange Coast College is located at 2701 Fairview Road, Costa Mesa, California. Orange Coast College 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 just west of the Orange County Fairgrounds on Arlington Avenue. \

Project Site

The Learning Resource Center will be located north of the Merrimac Parking Lot. The building will be situated between the Art Center and the Center for Applied Science.

SCOPE OF SERVICES

The District is seeking an Interior Design Services team to provide professional design services for the furnishings for the Learning Resource Center. The design 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 Design firm shall, as a minimum, undertake the following responsibilities, and any additional responsibilities reasonably necessary and customarily provided by an interior design service 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 Interior Design Services are governed by the terms and conditions of the CCCD Standard Consultant Agreement (www.cccd.edu/facilities/documents.htm) and include, but are not limited to, the following:

1. Research and analyze the project goals and requirements; and develop documents, drawings and diagrams that support a design concept.
2. Review preliminary space plans.
3. Advise and select colors, materials and finishes to support design concept and user needs.
4. Advise and select, specify and document furniture, furnishings, equipment and millwork, including layout drawings and detailed product description; and contract documentation to facilitate pricing procurement and installation of new furniture.
5. Prepare documents, consisting of plans, elevations, details and specifications, to illustrate non-structural and/or non-seismic layouts; power and communications locations; materials and finishes; and furniture layouts.
6. Coordinate and collaborate with other allied design professionals on the project along with administration, faculty and staff.
7. Review and report on the implementation of the project while in progress and upon completion; conduct a post-occupancy evaluation report.

8. At conclusion of design phase, required deliverables shall include but may not be limited to the following: drawings, furniture specifications and cost estimates. Submit progress updates of design documents for review as requested by the Physical Facilities Coordinator.
9. Prepare and distribute meeting minutes of all meetings held with the District, the Campus, the District Project Manager or the Physical Facilities Coordinator.
10. Assist CCCD Facilities Team in Bid Phase by preparing addenda and other documents as required.
11. 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.

REQUIRED INFORMATION AND FORMAT

In order to be considered for selection as an “Interior 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 “Interior Design Services” team.

2. Firm Information

- a. Type of organization or company structure.
- b. Certification that the “Interior 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, most importantly library facilities:
 1. Principal-in-Charge
 2. Project Manager
 3. Cost Estimator
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.
 - b. Explain the firm's technical capabilities in the following areas:
 1. Cost estimate history, comparing cost estimates versus actual bid amount.
 2. Experience with upper division educational facility design.

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 and proposals will be evaluated by the Orange Coast College Selection Team.

FEE

Following the qualifications-based selection process and interview process, the District will require proposals from the finalists selected after interviews are completed. Finalists will be requested to submit a Fee Proposal to include:

1. Project Schedule and Work Plan

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.

1. **Hold Harmless.** CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:
 - (a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONSULTANT or any person, firm or corporation employed by the CONSULTANT, either directly or by contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.
 - (b) Any injury to or death of any persons, including the DISTRICT or its officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the CONSULTANT, or any person, firm or corporation employed by the CONSULTANT, either directly or by contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.
 - (c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.
2. **Insurance.** Pursuant to Section 1, CONSULTANT agrees to carry a comprehensive general and automobile liability insurance with limits of _____ Dollars (\$) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONSULTANT and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. No later than , 200__ CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements including a thirty (30) day written notice of cancellation or reduction in coverage. CONSULTANT agrees to name DISTRICT and its officers, agents and employees as additional insureds under said policy