



**REQUEST FOR QUALIFICATIONS
RFQ NO. 011-04
ARCHITECTURAL/ENGINEERING SERVICES
GOLDEN WEST COLLEGE
INFRASTRUCTURE MASTER PLAN & UPGRADE PROGRAM**

**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 engineering services to the District for the Golden West College Infrastructure Master Plan & Upgrade Project.

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 local bond Measure C. With these funds, the District will be performing this project.

Therefore, the College would like to invite your company to participate in a job walk to be conducted on November 30, 2004, at 10:00 am at Golden West College. The meeting place for this job walk will be the Administration Building, Vice President's conference room 128-134.

Statements of Qualifications (SOQ's) 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. 011-04 – **GWC INFRASTRUCTURE MASTER PLAN & UPGRADE PROGRAM.**" All SOQ's must be date/time stamped. Please send one (1) original and five (5) copies of requested materials. It is the responsibility of the individual firm to submit the response by the proper time. No oral, telegraphic, electronic, facsimile, or telephone statements will be considered. SOQ's received after December 13, 2004 at 4 p.m. will not be considered and will be returned unopened.

**ALL RESPONSES MUST BE RECEIVED BY
DECEMBER 13, 2004 BEFORE 4 P.M.**

Questions regarding this RFQ may be directed to Ardith Richey at (714) 438-4673, email arichey@mail.cccd.edu, or Eloy Retamal at (714) 895-8948, email eretamal@gwc.cccd.edu.

Sincerely,

COAST COMMUNITY COLLEGE DISTRICT

Ardith Richey, Physical Facilities Coordinator

INTRODUCTION:

Golden West College is located in Huntington Beach, California. The College is bounded on the West by Golden West Street; to the South by Edinger Avenue; to the East by Gothard street and to the North is McFadden Avenue.

Golden West College is a public two-year community college situated on approximately 122 acres. The College is part of the three campuses Coast Community College District, and is also one of the 107 colleges of the California Community College system. Established in the 1960's, Golden West College has evolved along with its community. Today Golden West College offers a comprehensive curriculum to its diverse student population, which is expected to exceed 13,000 students.

PROJECT DESCRIPTION:

The purpose of this project is to develop an Infrastructure Master Plan and Upgrade Program for the heating, cooling, ventilation, electrical, natural gas, domestic water, sewer, storm drain and reclaimed water irrigation systems to support Golden West Community College's long term utility requirements. The qualified firm will need to, as a minimum, develop engineering design standards and reports that will provide a summary of existing conditions, future requirements, recommendations for upgrades, and cost estimates.

SCOPE OF SERVICES:

The District is procuring the services of an Engineering team to provide professional design services for the Infrastructure Master Plan & Upgrade Project. The 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.

In accordance with the adopted GWC College Technology Vision Statement, and the College Facility Plan the consultant will perform the following scope of work. The Engineering firm shall, as a minimum, undertake the following responsibilities, and any additional responsibilities reasonably necessary and customarily provided by an Architectural/Engineering firm conducting business in the Southern California area.

1. Verify, update and complete existing surveys of all existing infrastructure systems including manholes, tunnels, piping and conduits that support the campus utility systems.
2. Verify, update and complete existing inter-building surveys for domestic water, natural gas, sewer and storm drain systems.
3. Provide system analysis and recommendations for domestic water, natural gas, sewer and storm drain systems.
4. Provide updated electronic mapping of all site utility systems.
5. Study, survey and document the existing main electrical service supply for potential cost savings options.
6. Study, survey and document existing electrical distribution load centers service (High Voltage) for potential maintenance upgrades and costs savings.
7. Obtain power readings at all campus load centers.

8. Survey and document each building's power distribution systems to determine condition and adequacy for future growth.
9. Survey and document the existing campus HVAC equipment. Provide needs assessment report and recommendations.
10. Prepare Requests for Proposals (RFP's) from qualified Energy Service Companies (ESCO's) for the design and installation of beneficial energy efficiency measures and campus wide mechanical upgrades. The College may elect to implement the proposed energy project on an energy performance contract basis.
11. Gather and provide campus data including building sizes and types, utility history, and 'As-built' drawings; conduct walk-through audits of campus facilities for responding firms.
12. Review and evaluate each ESCo proposal, conduct oral interviews of top firms; provide assistance to the College in the selection of a qualified Energy Services Company.
13. Prepare project Sustainable Eligibility Report for each building and present to District Facilities Committee for approval before the commencement of the Design Development phase.
14. Initiate and participate in discussions with the Coast Community College District's Measure "C" Bond Management Team and local, State, and Federal agencies, utility providers, User Groups, the College's Project\Construction Manager, the Master Plan Architect, other designers working on other Measure "C" projects, Golden West College Facilities Planning Committee, and community groups regarding this project.
15. Coordinate and prepare minutes for all meetings with Golden West's User Groups and other College representatives, the College Project\Construction Manager, the College Facility Master Plan Architect. Attend project meetings as requested through bidding, award and construction and closeout phases of the project.
16. Submit design documents to College Project\Construction Manager, District, 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.
17. Assist the District in Bid Phase by preparing addenda and other documents as required.
18. 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 or the College Project\Construction Manager. Make modifications and updates to the work plan as requested by the College Project\Construction Manager.

The design 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 Huntington Beach, 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 for this project. Also, the design team must include a Professional whose responsibility shall include the coordination and management of the CHPS process for the project.

The Engineer shall work closely and in cooperation with Golden West College's Program Team staff, including Project Managers and the District staff, and shall be readily accessible at all times for review and coordination with the District Bond Program Team staff.

The Architectural/Engineering Services are governed by the terms and conditions of the CCCD Architectural Agreement (www.cccd.edu/facilities/documents.htm).

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. Firm Qualifications

Firms submitting Statement of Qualifications (SOQs) in response to this RFQ must be qualified to provide consulting and engineering services to develop a comprehensive Infrastructure Master Plan and Upgrade Program as described in this RFQ. At a minimum, the consultant must have qualified personnel with a minimum 10 years of mechanical, electrical, plumbing and civil engineering experience. Each consultant must be capable of providing all necessary professional, technical services and resources as they will be required analyzing, evaluating, and designing an infrastructure master plan and upgrades. Consultants must be able to demonstrate experience in working within Community Colleges, Universities and/or School District systems.

- a. Firm shall have experience in the development of infrastructure master plans and upgrades to Community Colleges and/or University’s for more than 5 years.

- b. Firm shall indicate the firm's capabilities to perform complete engineering services including but not limited to schematic design (SD), construction documents (CD), cost estimates and construction support.
- c. Firm shall demonstrate long term relationships with any sub-consultants and submit recent project experience where the sub-consultant was utilized.
- d. Firm shall have experience in upgrading central utility systems including, but not limited to, Civil, Mechanical, Plumbing and Electrical systems.
- e. Firm shall have experience in the implementation of energy efficiency programs using design-build type procurement delivery system and shall have provided services to Community Colleges University's and/or School Districts on more than five similar projects.
- f. The consultant shall demonstrate its flexibility in adapting to the changing needs and priorities of the college.
- g. The consultant shall have at least 5 years experience in working with California Division of State Architect (DSA), Office of Public School Construction (OPSC), and the Office of the State Fire Marshall.
- h. The proposed team must have a minimum of two licensed engineers in each of the required disciplines and fully understand all code related issues (CBC – Title 24, CMC, CPC, CFC and NEC).
- i. Full understanding of UL, NFPA and ICBO requirements.

4. 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
- b. Identify any proposed consultants, such as civil, structural, mechanical, or 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 experience for appropriate members of these firms.

5. Firm Resources

- a. Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the 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. Design philosophy and process.
 - 2. Integration of flexibility and future technology into the design.
 - 3. Work plan with your firm's current and projected workload, which should include available staff.

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.

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.

Five (5) 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 District and Golden West College Facilities Team.

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 State Capital Bond and 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 **General Indemnity.** To the fullest extent permitted by law, the Design Consultant agrees to defend, indemnify and hold harmless, the College, the District, the Board of Trustees, and each of their respective members, officers, employees, agents and volunteers ("Indemnitee(s)"),

through legal counsel reasonably acceptable to the District, from any and all Losses (other than a loss of allocation of State Funds based on enrollment) that arise out of or relate to any of the following: (1) any act or omission constituting ordinary and not professional negligence, breach of the terms and conditions of this Agreement, or intentional misconduct, on the part of the Design Consultant or its Subconsultants, or their respective employees, agents, representatives or independent contractors, or (2) a breach by the Design Consultant of the terms and conditions of its agreements with its Subconsultants, except where such breach is solely the result of the District's breach of this Agreement. The Indemnitees shall be entitled to the defense and indemnification provided for hereunder regardless of whether the Loss is in part caused or contributed to by the acts or omissions of an Indemnitee or any other person or entity; provided, however, that nothing contained herein shall be construed as obligating the Design Consultant to indemnify and hold harmless any Indemnitee to the extent not required under the provisions of Subparagraph 3, below.

- 2 Indemnity for Professional Negligence.** To the fullest extent permitted by law, the Design Consultant agrees to indemnify and hold harmless the College, the District, the Board of Trustees, and each of their respective members, officers, employees, agents and volunteers ("Indemnitee(s)") against any and all Losses (other than a loss of allocation of State Funds based on enrollment), and reimburse any Indemnitee for any attorney's fees or court costs incurred in defense of any action brought against such Indemnitee, that arise out of or relate to any act or omission constituting professional negligence on the part of the Design Consultant or its Subconsultants, or their respective employees, agents, representatives or independent contractors. The Indemnitees shall be entitled to the indemnification and reimbursement provided for hereunder regardless of whether the Loss is in part caused or contributed to by the acts or omissions of an Indemnitee or any other person or entity; provided, however, that nothing contained herein shall be construed as obligating the Design Consultant to indemnify and hold harmless any Indemnitee to the extent not required under the provisions of Subparagraph 3, below.
- 3. Limitations on Indemnity Obligation.** Without affecting the rights of the District under any other provision of this Agreement, Design Consultant shall not be required to indemnify or hold harmless an Indemnitee for a Loss due to that Indemnitee's sole negligence, active negligence or willful misconduct; provided, however, that such sole negligence, active negligence or willful misconduct has been determined by agreement of the Design Consultant and that Indemnitee or has been adjudged by the findings of a court of competent jurisdiction. In instances where an Indemnitee's active negligence accounts for only a percentage of the Loss involved, the obligation of the Design Consultant will be for that portion of the Loss not due to the active negligence of that Indemnitee.
- 4. Subconsultant Indemnity Agreements.** The Design Consultant agrees to obtain or cause to be obtained executed defense and indemnity agreements with provisions identical to those set forth in this Section from each and every Subconsultant, of every Tier. In the event the Design Consultant fails to do so, the Design Consultant agrees to be fully responsible to provide such defense and indemnification according to the terms of this Section.
- 5 No Limitation by Employee Benefits.** In claims against any Indemnitee under Paragraphs 1 or 2, above, by an employee of Design Consultant or any Subconsultant, of any tier, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligations under said Paragraphs shall not be limited by the amount or type of damages, compensation or benefits payable by or for the Design Consultant or a Subconsultant under any policy of insurance, workers' compensation acts, disability benefit acts or other employee benefit acts.

INSURANCE

Basic Insurance Requirements. Prior to commencing Work, Consultant and each of its Subconsultants shall procure and maintain insurance at Consultant's own cost and expense for the duration of the Basic Term against Claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work or services hereunder by Consultant, its agents, representatives, employees, or Subcontractors.

Without in any way affecting the indemnity provided in or by Section N, Consultant shall secure before commencement of the Work and throughout the time of performance of this Agreement the types and amounts of insurance specified in this Section O.

Insurance is to be placed with insurers admitted in the State of California with current A.M. Best's rating of no less than B++:FSC VIII unless otherwise approved by District.

Each insurance required by this section shall be endorsed to state that "except for non-payment of premium, in which case ten (10) days notice of cancellation shall be given, coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to District in accordance with the notice provisions of this Agreement.

Minimum Limits of Insurance. Consultant and each of its Subconsultants shall obtain insurance of the types and in the amounts described below:

Commercial General Liability Insurance (CGL) with a combined single limit of not less than \$1,000,000 each occurrence/\$ 2,000,000 in the annual aggregate.

Business Automobile Liability Insurance with a combined single limit of not less than \$ 1,000,000 each accident.

Professional Liability (Errors and Omissions) Insurance with a limit not less than \$1,000,000 each occurrence/\$ 2,000,000 in the annual aggregate.

Workers' Compensation Insurance as required by the State of California.

Employer's Liability Insurance in the amount of \$1,000,000 per accident for bodily injury or disease.