REQUEST FOR QUALIFICATIONS

Architectural Planning / Design Services
Victor Valley Community College District
Automotive / Welding Building

RFQ: F-260

Proposal Due Date: June 11, 2014
3:00 p.m.

Victor Valley Community College District
18422 Bear Valley Road
Victorville, CA 92395
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**APPENDIX A** Agreement
REQUEST FOR QUALIFICATIONS

FOR

SELECTION OF AN ARCHITECTURAL FIRM

1. INTRODUCTION

1.1 PURPOSE OF REQUEST

The Victor Valley Community College District (District), Office of Facilities Construction and Contracts, on behalf of the Board of Trustees, is seeking a qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide a full proposal for architectural planning and design services to the District for the Automotive / Welding Building on its Main Campus.

1.2 BACKGROUND

Automotive / Welding: The Victor Valley Community College District’s Automotive & Welding building is a butler building type construction on the lower campus. This facility has had no major upgrades or renovations. The construction site is located approximately one quarter mile from the Mojave River creating some potential liquefaction issues that must be accounted for in the design.

1.3 VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

Victor Valley Community College District (VVCCD) has served its communities for 50 years. VVCCD is the primary source of training for many of the highest demand industries in the High Desert and the most accessible path for local students to pursue degree programs.

VVCCD was created by a vote of the public in 1960, when voters enthusiastically approved the creation of a new community college district to educate local students. The first classes at the college were held in 1961 on the campus of Victor Valley High School and included a small student body of only 500 students and a 15-member faculty and staff. Construction began in 1963 on the present campus, which encompasses 253 acres.

In 1965, the new Victor Valley Community College campus opened its doors to students. Throughout the years VVCCD’s educational programs have expanded based on vital and evolving curricula. Many new facilities have been added to accommodate a consistent growth in student body. A campus that once served 500 students, now serves nearly 14,000 credit students each semester.

In 2008, a general obligation bond proposition Measure JJ of the Victor Valley Community College was approved by more than fifty-five percent of voters in the
District. The Election of 2008 authorized the District to issue up to $297,500,000 of
general obligation bonds to upgrade, expand, and construct school facilities. The
Automotive / Welding Building is one of the many projects using these bond funds.

1.4 PROPOSALS

Responses to this RFQ must be addressed to Stephen Garcia, Director of Facilities
Construction and mailed or otherwise delivered to the attention of
Michelle Messer, RFQ Coordinator, at the office of Facilities Construction located in
the Administration Building #10 on the Victor Valley College campus.

Victor Valley College
Michelle Messer, RFQ Coordinator
Facilities Construction
18422 Bear Valley Road
Victorville, CA 92395

1.5 REQUESTS FOR INFORMATION (RFI)

Requests for Information concerning the RFQ must be in writing and may be submitted
via e-mail (preferred) or by fax no later than the date shown below. Please direct all
questions to Stephen Garcia, Director of Facilities and CC his assistant, Michelle
Messer, if sending questions via e-mail as follows:

Steve.Garcia@vvc.edu
Michelle.Messer@vvc.edu
Fax: (760) 243-2781

Following the RFI deadline, all questions and answers will be summarized and posted
on the District’s website (www.vvc.edu/measurejj) within two days after the RFI
deadline under the Information for Contractors section.

2 TERMS AND CONDITIONS

2.1 SCHEDULE OF EVENTS

A. RFQ advertised and posted on VVCC Website May, 21 & 28, 2014

This RFQ is available in its entirety in electronic form at the VVCC website
www.vvc.edu/measurejj (use RFQ # F-260). It can also be obtained by submitting a
written request to the RFQ Coordinator, Michelle Messer at Victor Valley Community
College, at the address reflected on the cover page.

B. Request for Information (RFI) Deadline June 4, 2014, 5:00 p.m.

C. Deadline to answer written inquiries June 6, 2014, 5:00 p.m.

It is anticipated that responses to inquiries received by the required time and date will be
provided by the close of business on June 6, 2014, 5:00 p.m., and will posted on the
E. **Deadline for Receipt of Proposal**  
June 11 2014, 3:00 p.m.

Each proposer shall submit one (1) signed original response. Five (5) additional copies of the proposal should be provided along with a CD containing the Proposal in electronic format (MS Word or pdf). Submittals shall contain no more than thirty (30) pages single-sided or fifteen (15) pages double sided, excluding the proposal form, front and back covers and tabs. Product cut sheets included as an Appendix will not be counted in the 30 page limit. Submittals containing more than the stated page limitation may not be considered.

Response and copies should be forwarded to the RFQ Coordinator, Michelle Messer, Victor Valley Community College, at the address reflected on the cover page. Under no circumstances will faxed or emailed proposals be accepted.

**NOTE:** Victor Valley Community College reserves the right to deviate from the dates above.

### 2.2 ACCEPTANCE

**PROPOSALS SHALL NOT BE OPENED PUBLICLY**

Upon review and approval of the evaluation committee's recommendation for award, Victor Valley Community College District will issue a "Notice of Intent to Award" letter to the apparent successful Proposer.

The College will also notify all unsuccessful Proposers as to the outcome of the evaluation process. Evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report will be available to all interested parties after issuance of Intent to Award letter.

### 2.3 AWARD OF CONTRACT

A. The Contract will be awarded to the most responsible and responsive proposer whose proposal, conforming to the Request, will be most advantageous to the District for an initial contract period of two years. The basis of award will be determined by evaluation of Items 1 through 6 as listed in 2.6. Evaluation of Proposals section with a recommendation of award to the best overall proposer.

B. The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received. Published data in support of experience, financial or performance capability will be evaluated if such data reflects a current position and such data is submitted as a part of the response to the Request for Proposal.

C. The District reserves the right to reject any or all proposals or any part of the
proposal and to waive informalities and minor irregularities in the proposals received.

D. The RFQ, its addendums, and the proposal of the selected Contractor will become part of any contract initiated by the District.

F. In no event shall a proposer submit its own standard contract terms and conditions as a response to this RFQ. The proposer should address the specific language in the contract and submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. The terms for both of these documents may be negotiated as part of the negotiation process with the exception of contract provisions that are nonnegotiable.

G. A formal Contract will be signed by the successful proposer and Victor Valley Community College District to perform this service.

H. The District reserves the right to enter into discussions with any one or all of the proposers after proposals have been initially reviewed. Such responses shall be subject to all provisions, terms and conditions as set forth in the Request for Proposal, unless otherwise modified.

I. If the contract negotiation period exceeds 30 days or if the selected Proposer fails to sign the contract within seven calendar days of delivery of it, the District may elect to cancel the award and award the contract to the next highest-ranked Proposer.

J. Award shall be made to the Proposer whose proposal, conforming to the RFQ, will be the most advantageous to the District after consideration of price and other factors.

K. The District intends to award to a single Proposer.

2.4 PROPOSAL SUBMITTAL REQUIREMENTS

The individual or official of the firm who has the power to bind the firm contractually must sign the Proposal. The costs of proposal preparation and associated direct costs are the sole responsibility of the respondent and will not be reimbursed by the District. Responses are to be straightforward, clear, concise and specific to the requirements of the RFQ. The response should not include extraneous publications such as published articles, directories or lengthy client lists. Submit only information that is pertinent. In order to be considered for selection, responders must submit the following documentation.

A. **Letter of Introduction:** A letter of introduction signed by an authorized officer or owner of the organization not to exceed one (1) page:

   a. Letter should also identify the specific individual from the organization who will be responsible for leading the implementation project efforts.
B. **Table of Contents:** Proposals should include a paginated table of contents to facilitate locating the information included.

C. **Statement of Qualifications:** This section should be presented using a minimum of the following criteria, state why your firm believes it is qualified to provide the products and services requested in the RFQ, describing the offered product and services:

a. **BUSINESS INFORMATION** – provide the following information:

- Company name
- Current Quarterly financial statement
- Address
- Telephone
- Fax
- Name and Email of main contact
- Federal Tax I.D. Number
- License or Registration Number
- Business Structure (Corporation, Partnership, etc)
- A brief description and history of the firm.
- Number of employees (licensed professionals, technical support.)
- Number of current projects and present workload and where possible, projected workload for the period in question
- Location of office where the bulk of services solicited will be performed
- Provide similar information for proposed Sub-Consultants

b. **PROJECT APPROACH**

- 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 the Project into construction within the earliest possible timeframe.
- A brief written summary of the firm’s philosophy related to the planning and design of the District’s program.
- Describe your firms approach to cost estimating including some history of cost estimates versus actual bid amount on three school projects awarded in the last five years. Include at least two examples of new construction projects.
- Describe your firm’s approach to quality control/assurance procedures including coordination of design disciplines and state final certification, if any.
- Describe the approach to compliance with program requirements and conformance with Federal/State/Local applicable code requirements.
- Describe your firm’s experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe how your firm has incorporated the use of energy savings in design.
c. **RELEVANT COMMUNITY COLLEGE PROJECT EXPERIENCE** – Provide information about prior services/designs prepared by your firm on at least three (3) prior community college or educational projects.

Include the following information:

- Briefly state the significance of each relevant project your firm has worked on that you would like to be considered in this RFQ.
- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
- Provide at least two (2) examples of projects that have been phased during school occupancy while conducting renovation and new construction.
- Provide a list of the following for each project:
  - project name and location
  - beginning and end dates of project (including construction)
  - square footage
  - main program elements
  - owner name with name of contact person
  - date of each project Notice of Completion and final certification
  - number of RFI’s and Change Orders of each project
  - original budget, bid amount & final amount at close-out
  - owner reference, contact name and phone number
  - key individuals of the firm involved and their roles in the project
  - any sub-consultants that worked with the firm


d. **PROJECT TEAM SUMMARY**

- Identify key team members expected to work on this project, along with their resumes, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project.
- Include additional references for proposed team including:
  - Principal – in – Charge
  - Project Manager
  - Project Architect
  - Construction Administrator.


e. **LITIGATION HISTORY** – Provide a comprehensive five-year summary of the firm’s litigation, arbitration and negotiated/settled history with previous clients.

1. **Scope of Services**

   a. The proposer should prepare a scope of services which specifically responds (in order listed) to each item specified in Section 2.6. This section should present a detailed statement of the methodology to be utilized to carry out each task and a precise description of the deliverables to be received by the District as end products of the services rendered.
F. **Cost Proposal:** The proposer shall provide an estimated fee and/or a fee methodology based on the $6,500,000.00 budgeted amount for Total Project Cost (an amount that is inclusive of fees, agency approvals, furniture and equipment, testing and inspection) for the services provided.

This estimated fee or fee methodology shall include all costs or expenses necessary to provide the products and services outlined in this Request for Proposal and shall be identified for each element of the scope of services.

Should additional items be required to meet project goals, identify and price them separately below the identified items. Proposers must identify any discrepancies, omissions of required components, etc. that may be needed to deliver a complete functioning system as described/clarified during the proposal process. Additional price adjustments will not be entered into later.

2.5 **EVALUATION OF PROPOSALS**

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

The proposal will be evaluated by the District’s Evaluation Team based on each firm’s qualifications and relevant experience with similar work as identified in Section 2.4 of the RFQ. The evaluation criteria are as follows:

A contract will be awarded on the basis of which proposal the District deems best suited to fulfill the requirements of the RFQ. The District also reserves the right not to make an award if it is deemed that no single proposal fully meets the requirements of this RFQ.

The District will be the sole judge as to the acceptability, for our purposes, of any and all proposals. Proposals will be evaluated according to the following evaluation criteria:

1. **Relevant experience of the firm** 80 points
2. **Quarterly Financial statement** 20 Points
3. **Project Approach** 30 points
4. **Qualifications of proposed staff** 25 points
5. **References and Litigation History** 10 points
6. **Project Understanding** 10 points

**Total possible points:** 175 points
2.6 SCOPE OF SERVICES

Professional Services
These include: architectural services, engineering (including structural, mechanical, electrical, telecommunications and civil engineering), and landscape architecture (very limited).

Design Criteria

This project constructs a new Vocational Lab Building on the lower campus of Victor Valley College comprising approx. 3,000 ASF of Auto / Diesel Mechanics lab, 3,500 ASF of Welding Labs and 3,000 of lecture classrooms, supported by public toilets and utility spaces. Some light renovation of existing spaces may also occur.

Construction Criteria
Construction of the new Auto / Welding Building should match the construction and appearance of the existing main building. Compressed air for pneumatic tools should be provided in the new construction.

HVAC System Criteria
The new Automotive / Welding Building will need its own HVAC systems. Bay areas would be better served with evaporative cooling systems and gas fired heating, while class room lecture spaces would be equipped with a split system application.

Health and Safety Criteria
A design challenge exists in that the existing Welding Lab has booth separation panels that contain non friable asbestos which must be properly disposed of.

Budget Criteria
The current Total Project Cost is officially budgeted at $6,500,000. However, the attached JCAF-32 Estimate form shows a Total Project Cost of $6,644,000. This version assumes a minimal remodel of the Existing Welding Lab where the asbestos panels are located. The scope of the work requested will be to work with the district facilities director and faculty and staff to assist in the evaluation of the programming of the Auto / Welding department’s instructional programs. Design and complete drawings to meet District’s approval, be the responsible party to submit District approved drawings to D.S.A. Obtain D.S.A. approval of the drawings. Work with the District in the bidding process for a General contractor or Lease / Lease back contractor through the award of the contract and provide Architectural oversight of the construction through D.S.A., final DSA close out, and filing of the Notice Of Completion.

2.7 ADDITIONAL SERVICES

The District shall have the right to order, in writing, performance of additional services not within the scope of work in Section 2.6 described above. The District and Architect shall, prior to performance by Architect of Additional Services, endeavor in good faith to negotiate a fixed fee or not-to-exceed amount for compensation. Ownership of Documents - Upon completion or termination of the contract, all documents prepared by Architect for the District in connection with this work shall be the property of the District. The Architect and his/her consultant’s personnel and administrative files shall remain the property of the Architect. No other person shall have a property interest therein. At any time during the contract period, the District shall have the right to require the Architect to furnish copies of any or all data and all
documents, notes and files collected or prepared by the Architect specifically in connection with this contract.

2.8 CONTRACTOR REQUIREMENTS/RESPONSIBILITIES

A. Report Submissions: Progress reports shall be submitted with each invoice for payment describing the status of progress of the Contractor’s performance. The Contractor shall submit a final summary report with the final invoice for payment within (30) days following expiration of the contract.

B. Time Extensions - Request for time extensions to the contract completion date must be made in writing with adequate justification no less than forty-five (45) days prior to the end of the contract. Requested time extensions are not effective until approved in writing by the District.

C. Payment - Payment for work performed under this contract will not exceed the agreed contract amount. Payment will be made based on documented completion of the elements (under 2.6 Scope of Services) of the scope of services, after approval by the District, and shall be made within approximately thirty (30) days of receipt of each invoice submitted by the Contracting Party and upon approval by the District.

D. Available - Such materials as pertain to this project are available for review, upon request of the District and may be used in this project, but may not take the place of items that the Contractor is required to develop.

E. Ownership of Documents - Upon completion or termination of the contract, all final documents prepared by Contractor for the District in connection with this work shall be the property of the District. Contractor’s personnel and administrative files shall remain the property of the Contractor. No other person shall have a property interest therein. At any time during the contract period, the District shall have the right to require the Contractor to furnish copies of any or all data and all documents, notes and files collected or prepared by the Contractor specifically in connection with this contract.

2.9 ATTACHMENTS

APPENDIX A Agreement