



**Santa Monica Community College District
Facilities Planning
1900 Pico Blvd. Santa Monica, CA 90405**

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING SERVICES
SANTA MONICA COLLEGE
BOND CONSTRUCTION PROGRAM
(RFQ NO. 002-2009)**

Issued September 17, 2009

The Santa Monica Community College District is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to perform the architectural and engineering services for the District's Bond Construction Program. Over the last several years, Santa Monica College has been upgrading and refurbishing facilities funded in large part with bonds authorized by Measures U and S. The new Measure AA bond program was passed on the November 2008 ballot. There is more than \$465 million in general obligation bonds plus federal, state, and local matching funds that SMC will use in the modernization and renovation of District facilities. This Request for Qualifications covers the first phase of Measure AA projects. The District will contract with one or more firms to perform the design services on these projects.

Respondents to this RFQ should mail or deliver Five (5) bound copies and One (1) unbound copy, all 8 ½" x 11", of their Submittals, as further described herein, in a sealed envelope to:

**Greg Brown
Director of Facilities Planning
Santa Monica Community College District
1900 Pico Blvd., Santa Monica, CA 90405**

ALL SUBMITTALS SHALL BE MARKED: RFQ 002-2009 ARCHITECTURAL SERVICES

All responses are due by 2:00 pm on Thursday October 8, 2009. Late responses will be returned unopened. FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

If you have any questions regarding this RFQ please email Greg Brown, Facilities Planning, at brown_gregory@smc.edu. Any addendums issued during this process will be sent by email. It is the consultants' responsibility to make sure that we have a correct email address on file for communications during the process. We are unable to respond to telephone calls. **The District reserves the right to reject any and all proposals for any reason.**

INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. GENERAL

The District intends to select one or more firms that best meet the District's needs to perform the planning, design, engineering and construction administration services as described in this Request for Proposals. The criteria on which the District makes its determination will be based on ability and experience as described herein.

The District reserves the right to contract with any entity responding to this Request for Qualifications for any approved bond project even though the intent of this proposal is to contract services for the following projects:

Information Technology Addition to Library/Media Center

The colleges' Information Technology, Network and Telecommunications departments are to be relocated from their current locations in Drescher Hall to a new location that is south of the Library/Media Center. Currently in that location is a temporary building designated as Library Village. The master plan proposes that an addition to the Library/Media Center be added to the south of the existing facility. The existing Media Center has several technology related functions and can be reconfigured to take advantage of a combined facility with Information Technology. The new facility will house programming and technical staff and the college's main server room. There will be approximately 12,000 square feet of new construction and up to 5,000 square feet of renovation. *Architects interested in this project must have experience with technology facilities.*

Health/PE/Fitness Dance Building

The college's current 1950's era one-story Locker Room building will be demolished and a new multi-story 50,000 square foot Fitness building will be constructed within the same footprint. In addition, approximately 5,000 square feet of the adjacent Gym building will be renovated as part of the project. The new facility will consist of a fitness center, weight training, adaptive/rehab lab, dance studios, classrooms, training rooms, and locker rooms. *Architects interested in this project must have experience with fitness and/or athletic facilities.*

Performing Arts Campus East Wing Renovation

The college's Performing Arts Campus was formerly the Madison Elementary School. The college has done several renovations to the campus and has recently added the Broad Stage and Second Space as part of a Performing Arts Center. The campus is also home to the college's Music Department. Constructed in the 1930's the original buildings East Wing have some seismic deficiencies that need to be remedied. The one-story East Wing currently houses a multipurpose room and some offices. The Facilities Master Plan shows the east wing being replaced by a new two-story facility that would include a multipurpose room, offices and music classroom/labs. Approximately 4,500 GSF would be demolished and replaced by a new building of approximately 12,000 GSF. *Architects interested in this project must have experience with multipurpose rooms and specialized classrooms.*

Bundy Campus West Building Classroom Completion

The 64,000 square foot Bundy Campus West Building, which was completed in 2005, has approximately 6,500 square feet of vacant space. The college has a need for additional classroom space and this project would complete the interior of the building.

2. SCOPE OF SERVICES

The scope of services shall include but not be limited to the following:

- 2.1 The basic design phase services to be provided shall include: Programming, Schematic Design, Design Development, and Cost Estimating, Construction Documents, Bid Phase support, Construction Administration support, and post-occupancy building commissioning phase support and project closeout.
- 2.2 Review and validate existing conditions at the proposed site and utilize it in the preparation of the design documents.
- 2.3 Provide all necessary Consulting Services for this project, including but not limited to civil, structural, mechanical electrical, plumbing, telecommunications, audio/visual, security, parking and vehicular circulation, acoustical, laboratory design, interiors/furnishings, signage, landscape, cost estimating, etc. District will provide required design survey and geo-technical services.
- 2.4 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.
- 2.5 Prepare and distribute meeting minutes of all meetings held with the District, Program and Construction Managers and Contractors.
- 2.6 Provide a sustainable design including LEED certification.
- 2.7 Use the Building Information Modeling (BIM) technology in preparation of plans.
- 2.8 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 Santa Monica, State of California Building Code, Americans with Disabilities Act and others, as required

3. REQUIRED INFORMATION IN PROPOSAL

All materials submitted to the District in response to this Request for Proposals shall remain property of the District. Extensive experience with the California Division of State Architect is preferred.

3.1 FIRM INFORMATION

Provide a brief history of your firm, and, if a joint venture, of each participating firm. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.

3.2 PROJECT EXPERIENCE

Identify each community college or higher education project performed by your firm in at least

the past 5 years that are comparable to our projects, including but not limited to:

Name of project and college/university;
Contact person and telephone number at college/university;
Firm person in charge of each project;
Dollar value of each project;
Dates of construction.

List all litigation arising from any project on which your firm provided architectural and engineering services in the past 5 years. State the issues in litigation, the status of litigation, names of parties, and outcome.

3.3 PROPOSED PROJECT TEAM

The selected firm shall employ at its expense professionals properly licensed and skilled in the execution of the functions required for the planning, design, engineering and administration of projects. Identify the key personnel you would assign to the District's project, including their roles. List past projects that these individuals have completed for the firm.

3.3 PROPOSED CONSULTANT TEAM

List all major sub-consultant firms, key consultant personnel and their relevant project experience.

3.3 PROPOSED METHODOLOGY AND CAPABILITIES

- 3.3.1 Describe your past performance record as it relates to technical competence for these projects, including experience in work of equal complexity and scale, training and proven expertise in the area of work required, efficiency and timeliness in completion of projects, and experience in projects completed for public entities.
- 3.3.2 Describe previous experience that demonstrates success in the area of program responsiveness, experience in developing programs and completing project consistent with program, schedule, budget, and technical requirements, and which indicates the ability to complete the proposed project in a manner that is responsive to the specifics of the program.
- 3.3.3 For the purposes of evaluating production/coordination/supervision capability, please show evidence of ability to perform all design phases of the work; to produce construction documents of superior quality and to meet the completion schedule for each phase including energy efficient and cost effective design experience with similar type projects, history of quality control competency in production of contract documents, ability to provide efficient and comprehensive project management during the construction phase of the project, such as review of shop drawings and other required submittals, substitution requests, prompt resolution of claims, technical interaction with the construction inspectors, technical observation of the work, prompt decision-making and enforcement of the provisions of contract documents.
- 3.3.4 Provide examples of sustainable building designs performed, advanced technologies

used for sustainability, number of LEED certified buildings completed, and identify professional staff proposed for the team with LEED AP certification and experience.

- 3.3.5 Describe your firm's experience and training in the use of Building Information Modeling (BIM) software including examples of its use in recent projects.

3.4 COSTS AND FEES

This is a qualifications based selection process. Do not include fee schedules in this proposal. The District will ask the firm selected after the final interview to provide a fee proposal. If the parties cannot reach an agreement on fees, then the District will negotiate with the next ranked finalist.

3.4 INTEREST IN SPECIFIC PROJECTS

The intent of this process is to qualify and select architects for a variety of bond projects. If the architect does not indicate interest in any specific project then the District will assume that the architect wishes to be considered for any or all projects. It is not necessary to submit a separate set of proposals for each individual project.

4. DISTRICT'S EVALUATION PROCESS

4.1 SCHEDULE (Subject to Change)

- 4.1.1 Request for Qualifications Issued: September 17, 2009
- 4.1.2 Pre-bid Conference: Friday September 25, 2009 at 1:30 pm
*SMC Main Campus, Humanities and Social Science (HSS) Room 165
1900 Pico Blvd., Santa Monica, CA 90405
Parking without permit after 1 pm, Enter 17th and Pico
Attendance is not mandatory*
- 4.1.3 Last Day to Submit Questions: Friday October 2, 2009 by 5:00 pm
- 4.1.3 **Submittals Due: Thursday October 8, 2009 by 2 pm**
- 4.1.4 Proposals screened and reviewed: October 9 to 14, 2009
- 4.1.5 Finalists Notified: October 15, 2009
- 4.1.6 Interviews with Finalists: October 22-23, 2009
- 4.1.7 Final Selection Announced: October 26, 2009
- 4.1.8 Contract Negotiations with Finalist: October 27 to 29, 2009
- 4.1.9 Award of Contract: November 3, 2009
- 4.1.10 Start of Contract: November 16, 2010

Note that it is the Districts intent to review proposals, interview finalists, and award contracts for one or more projects according to this schedule. However, due to the potential number of submittals, this process may be extended and some of the projects may be awarded at subsequent Board Meetings.

4.2 SELECTION OF FINALISTS

An evaluation committee will screen proposals and select a group of qualified finalists. Any of the qualified finalists may be asked by the selection committee to interview for one or more projects. The criteria for selecting finalists may include, without limitation:

Experience and performance history of the firm with similar projects;
Experience and results of proposed personnel and sub-consultants;
References from clients contacted by the District;
and technical capabilities and track record of their use.

4.2.1 Ranking System:

- Up to 25 points will be allotted for experience and performance history of the firm with similar projects at colleges and universities.
- Up to 25 points will be allotted for the quality of the design and building functionality in similar projects at colleges and universities.
- Up to 25 points will be allotted for the overall experience and track record of the team members, including sub-consultants, proposed for the project team and their ability to work cooperatively with college staff, architects and contractors.
- Up to 15 points will be allotted for success in completing projects consistent with program, schedule, budget, technical requirements and quality control.
- Up to 10 points will be allotted for technical capabilities of the firm including sustainable design and use of technology.

4.3 INTERVIEWS

The finalists who elect to pursue the work with the District will be invited to meet with the District's selection committee. The key proposed project staff will be expected to attend the interview. The interview will start with an opportunity for the firm to present its proposal and its project team. The interview will be an opportunity for the District selection committee to review the proposal, the firm's history, and other matters the committee deems relevant to selecting the firm. The committee may inquire as to the firm's suggested approaches to the projects and the issues identified in this Request for Qualifications.

The District may perform investigations of proposing firms that extends beyond contacting the references identified in the proposals. Following the interviews, the selection committee will make recommendations to District senior administration regarding the candidates and awarding the contract. At this point the District will ask the finalist for a fee proposal. The criteria for these recommendations will include those identified above, as well as cost considerations based on the fee proposals.

4.4 FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this Request for Qualifications for any approved bond construction project, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District makes no representation that participation in the Request for Qualification process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any proposal in response to this Request for Proposals.

The awarding of a contract is at the sole discretion of the District. The District expects to award contract(s) for the services identified in this Request for Qualifications at the Board meeting of November 3, 2009. The District may, at its option, determine to award contract(s) for only phases of the work or for only portions of the scopes of work identified herein. In such case, the successful proposing firm will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work the District will retain the right to enter into negotiations with any other firm responding to this Request for Qualifications.

4.5 SUPPLIMENTAL INFORMATION

- No further information (schedules, budget, etc.) is available on individual projects at this time. The colleges Facilities Master Plan is in the final stages of completion at the time of printing of this RFQ. *If completed*, information on the plan will be distributed during this process.
- We cannot provide guided tours of any facilities. All facilities are open to the public during normal business hours. Please do not disturb classes in session or office occupants.

4.6 EQUAL OPPORTUNITY

SMC affirmatively assures that Small, Women Owned and disadvantaged Business Enterprises will be afforded full opportunities to participate on this effort and will not be discriminated against on the grounds of age, race, color, disability, religion, sex, sexual orientation, or national origin.

- Continues on next page

4.7 ARCHITECTURAL SERVICES AGREEMENT

Disclosure Pursuant to California Civil Code §2782.8

In accordance with California Civil Code §2782.8, the College will require the following contract provision to be included in any agreement for architectural services:

Architect Indemnity of District. To the fullest extent permitted by law and in accordance with the provisions of California Civil Code §2782.8, the Architect shall indemnify, protect, defend and hold harmless the District and its employees, officers, trustees and agents from any and all claims, demands, losses, responsibilities or liabilities of any kind arising out of, pertaining to or relating to, in whole or in part, the negligent, reckless or willful acts, omissions, errors and/or other such conduct of Architect, its Sub-Consultants, or their respective agents or employees, in performing or providing any of the obligations, services or other work product contemplated under this Agreement, but excluding liability as to the active or sole negligence or willful misconduct of the District. The foregoing shall include without limitation, attorneys fees, experts fees and costs, investigation expenses and costs incurred by the District, and any defense afforded pursuant to this paragraph will be provided by counsel acceptable to the District. The Architect's obligations hereunder are not limited in any way or by any limitation on the amount or type of damages or compensation payable to the Architect or its Sub-Consultants or their respective agents and employees under applicable policies of insurance, workers' compensation acts, disability benefits acts, or other employee benefits acts. The provisions of this Article shall apply during the period of Architect's performance under this Agreement and shall survive the termination of this Agreement until any such claim, demand, loss, responsibility or liability covered by the provisions hereof is barred by applicable Statute of Limitations.

A copy of the entire architectural services agreement is available upon request.

All responses are due by 2:00 pm on October 8, 2009.

- END -