Program/Construction Management
Request for Qualifications

Please note: Applicants must attend the mandatory pre-qualification conference on Thursday, November 11, 2004 in order to submit a Qualifications Statement.
NOTICE TO PROGRAM AND CONSTRUCTION MANAGERS
REQUEST FOR QUALIFICATION OF PROGRAM AND CONSTRUCTION MANAGEMENT COMPANIES FOR PUBLIC WORKS PROJECTS

NOTICE IS HEREBY GIVEN that the Marin Community College District, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to, but not later than Wednesday, November 24, 2004 at 2:00PM, a Statement of Qualifications for approval to provide program and/or construction management services on upcoming major and minor public works projects. Only program and/or construction management companies who have been approved through this process will be eligible to participate in the Request for Proposal process to provide services on major and minor public works projects that include, but are not limited to:

- Schedule Maintenance and Special Repairs
- Hazardous Substance Removal
- Telephone/Data Systems Upgrade
- Energy Efficiency Projects
- Seismic Retrofits
- Modernization Projects
- New Construction
- Move Management
- Capital Outlay Projects

Obtaining Qualification Requirements: All Statement of Qualifications shall include the minimum content requirements established by the District. The Request for Qualifications document may be obtained at the mandatory Pre-Qualification Conference listed below.

Submission Address: The Statement of Qualifications must be submitted as seven hardcopies and in electronic media format in the form of a cd. Submit qualification packet to College of Marin Fiscal Services, Attn: Ben Cayabyab, 1800 Ignacio Blvd., Building 9, Room 100, Novato, CA 94949. It is the responsibility of the firm to make certain their Statement of Qualifications arrives at the stated address no later than the due date and time. UPS does not deliver to this address.

Review of Statements of Qualifications: The District’s evaluation is solely for the purpose of determining which program and/or construction management companies are deemed responsive, responsible and qualified to work on public works projects. Program and/or construction management companies will be reviewed by the District based upon the submitted Statement of Qualifications, and any other information available to the District. The District may request a program and/or construction management company to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted by the program and/or construction management company.

The District retains the sole discretion to determine issues of compliance and to determine whether a program and/or construction management company is responsive, responsible and qualified. The District’s decision will be based on the evaluation of several criteria including, but not limited to the following:

- Successful Experience with DSA
- Successful Experience with California K–14 Projects
- Successful Experience in Higher Education
- Successful Experience with modernization and new construction projects.
- Experienced Personnel
**Disqualification:** Each Statement of Qualifications must be complete. Incomplete statements will be considered non-responsiveness and grounds for disqualification. In addition, a program and/or construction management company may be automatically disqualified for any one of the following:

- Falsification of information
- Lack of DSA experience.
- Lack of relevant experience
- Lack of responsiveness
- Lack of California K-14, and/or higher education experience

The District reserves the right to reject any or all Statements of Qualifications and to waive any irregularities in any response received.

**Mandatory Pre-Qualification Conference:** The District will hold a Pre-Qualification Conference for all interested parties at 3:00PM, Thursday, November 11, 2004 at the Kentfield Campus, Olney Hall, Room 96, 835 College Ave, Kentfield, CA 94904. The purpose of this meeting is to review the qualification process. **Attendance is mandatory!**

**Confidentiality:** Responses to the Request for Statement of Qualifications and any information submitted for evaluation are not public records and not open to public inspection. The District will maintain the confidentiality of these records to the extent permitted by law. In the event a third party requests these confidential records, the District will notify the affected program and/or construction management company, and it shall be the program and/or construction management company’s responsibility to defend the District in any action to compel disclosure of the program and/or construction management company’s confidential information.

The Marin Community College District is an equal opportunity, affirmative action employer.

Board of Trustees  
Marin Community College District

Published: October 29, 2004  
November 5, 2004
Introduction

Marin Community College District (District) is seeking Qualifications Statements from Program Management and Construction Management firms to provide professional services for new construction, seismic retrofit, modernization, scheduled maintenance and special repairs, hazardous substances removal, and other capital improvement projects at its Kentfield and Indian Valley campuses.

The Program Manager will be responsible for developing and implementing the District’s $249,500,000 General Obligation Bond Measure Capital Improvement Program. It is anticipated that this will be augmented by matching State and local funds. This Program will be based on the 2004 College of Marin Facilities Master Plan and will span a 7-9 year period. The Program Management firm selected will be the single point of contact for all Program-wide services and projects. Responsibilities will include, but not be limited to: development of a program management plan and process to manage scope, schedule and budgets; development and maintenance of a project website; quality control; recommending project delivery methods and procurement strategies; preparing monthly and yearly fiscal reports, project status and Board reports; provide Risk Management recommendations, and being the liaison between District administration, Bond Oversight Committee, Construction Manager(s), and Program-wide community Relations and Public Information.

The Construction Manager(s) will be responsible for detailed aspects of individual projects. Responsibilities include but are not limited to: ensuring quality; job site safety; managing project scope, schedule, and budget; coordinating multiple contractors and vendors; conducting code and constructability reviews; maintaining project documentation; recommending value engineering measures; producing and/or evaluating construction estimates; all aspects of move-management, campus communications, document controls, and being the liaison between the Program Manager and the local and college communities.

It is expected that the Program Manager and Construction Manager will manage a myriad of projects with multiple funding sources from the pre-design phase to building commission.

RFQ Objective

The purpose of this Request for Qualification process is to qualify a Program and/or Construction Management firm(s) to provide services to the College of Marin for the next seven to nine years.
Process

All interested firms should provide a Statement of Qualification (SOQ) to the District by November 24, 2004 at 2:00PM. Upon receipt, the District will review and score the Qualification Statements. The SOQ will be evaluated on each firm’s qualification, approach, and methodology and relevant Program and Construction Management experience. Strongly qualified firms will be short-listed. The short listed firms will then be notified in writing by December 10, 2004 to respond to a Request for Proposal (RFP) to the District. The RFP will be due by January 6, 2005. Respondents will be invited to make a brief presentation and interview on January 24, 2005. Successful respondents will be further evaluated, and will undergo a final elimination interview on February 8, 2005. All dates are subject to change at the desecration of the District.

Qualifications Statement

Please provide to the District no later than November 24, 2004 at 2:00PM, a SOQ to provide Program Management services. Qualification Statements must be submitted in seven (7) hardcopies as well as electronic media format in the form of a cd. Electronically submitted reports will only be accepted in the following programs: Microsoft Office Suite, AutoCad, Microsoft Project, or PDF.

Minimum Content in Statement of Qualifications

A. Table of contents
B. General Information
   • Name, address, phone, fax, email, Federal ID#, and website address.
   • Date the firm was established under the name given.
   • Type of ownership, or legal structure, of firm.
   • Certified financial statement for the most recent two years.
C. Firm Overview
   • Brief history of firm.
   • Professional services provided.
   • Number of years your firm has been providing Program Management/Construction Management services.
D. Personnel
   • Provide resumes for all key personnel that will be part of the Program Management/Construction Management team; include their license(s) and office address. The District is only interested in those team members of your firm that will actually be on the ground and have direct interface with the District and its consultants.
   • List total number of firm’s personnel. Include total number of program/construction managers (by specialty),
architects/engineers (by specialty), draft persons, office staff, etc. at each office location.

E. List of partners and consultants, if any.
   - Name any consultants which are included as part of the proposed team. Describe each consultant’s proposed role and its related experience. List projects on which your firm has worked with the consultant in the past.

F. Project History
   - Educational projects.
   - Other projects.

G. List of references.
   - List projects for which your firm has provided/is providing Program/Construction Management services which are most related to this project.
   - For each of the listed projects, provide the following information: project cost (original contract amount and final cost), current phase of development, estimated (or past) completion date, type of services provided, and the Owner’s contact person and telephone number.

H. Current fee schedule.

I. Questions

General Program and Construction Management

1. Has the firm, Program/Construction Manager, or any proposed member of the team, failed to complete work for which a contract was issued? If yes, explain the circumstances.
2. Are there any civil or criminal actions pending against the company or any proposed member of the Program/Construction Manager team? If yes, explain in detail. Are there any current unresolved disputes/allegations?
3. Provide a brief history of your firm’s litigation, arbitration, and mediation cases for the last five years.
4. Describe your firm’s system for review and processing of Program-wide contractor payments.
5. Describe your company’s experience with the preparation, negotiation and review of contract documents.
6. Describe your firm’s experience with tracking Program-wide and project specific cost reporting with multiple and different funding sources with their associated terms and expiration dates.
7. Describe your firm’s experience with cash flow analysis and projections.
8. Describe your firm’s experience with master project scheduling.
9. Describe your company’s method for pre-qualifying architects, engineers, contractors and vendors.
10. Describe your firm’s experience with design management, specifically during the schematic design, design development, and construction document phases.
11. Describe your firm’s experience with Program-wide and project specific constructability and feasibility review
12. Describe your firm’s system for review and processing of submittals.
13. Describe how your firm establishes on-site organization and maintains a project site during the construction phase.
14. For each project listed, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects. If the team as a whole provided Program/Construction Management services for any of the projects listed, so indicate.
15. Describe the steps your firm takes for project closeout and turn over to the Owner.
16. Describe your firm’s experience with Design-Build projects and other alternate project delivery systems.
17. How does your firm handle multiple discipline coordination?
18. Describe your firm’s experience with all facets of move-management.
19. Describe your firm’s document control protocols and procedures.
20. How does your firm approach modernization projects vs. new construction?
21. Describe your firm’s experience with California Environmental Quality Act (CEQA).
22. Describe your company’s experience with FUSION, Space Inventory, Capital Outlay (IPPs, FPPs), as it pertains to the California Community Colleges Chancellor’s Office (CCCCO)
23. Has your firm ever been disqualified from working for the District or any other public entity?
24. Is the applicant a joint venture? If so, describe the division of responsibilities between the participating companies, the offices (location) that will be the primary participants, and the percent interest of each firm. Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. Attach a copy of your joint venture agreement to each copy of the submittal.

Relevant Project Experience

For seven of the projects listed under the firm’s references, describe the way information was recorded, monitored, and reported. Specifically, provide detailed responses as they relate to each of the following. Supporting documentation may be included to supplement and exemplify written descriptions.

25. Project scope:
   - Scope development
   - Scope changes: RFPs, RFIs, unforeseen conditions, etc.
26. Project budget:
   - Budget development and management
   - Budget variances
- Cost estimating
- Include examples of successful value engineering that maintained the budget without sacrificing quality
- Pricing and management of change order work & associated log.
- Processing of contractor payments

27. Project schedules:
- Schedule development
- Schedule control
- Include specific examples of scheduling challenges, and how your firm resolved them.

28. Quality Control:
- Describe the way your firm ensured quality control during the pre-construction, construction, and post-construction phases; provide detailed methods and specific examples of how these methods were used.
- Describe the methods used to prevent and/or resolve conflicts.

29. Document Controls
- Describe your firm’s processes for the preparation, quality control, and distribution of Program / Construction documents i.e., contract documents, RFPs, RFQs, RFIs, reports, shop drawings, submittals, change order request, etc.
- Describe your firms process for the management of multiple contracts

Public Entity Particulars

The District is a public institution. While the District does not require a construction and/or program management firm to have specific previous experience with public works projects, previous experience in this area will benefit the District directly. Please provide your company’s experience with the following particular aspects of public works projects. Describe the years of experience that your company has had, who in your company has the experience and any other specific details about your company’s experience.

30. Division of the State Architect (DSA)
31. Higher education, including community colleges, state colleges, and universities in California
32. K – 14 construction in California.
33. Prevailing Wage requirements
34. General Obligation Bond finance, scheduling and reporting
35. California Community Colleges Chancellor’s Office (State Capital Outlay, Scheduled Maintenance & Special Repairs and Hazardous Substance Removal Programs)
36. Public works construction contracts
37. Public sector procurement process
38. Labor Compliance Program
If there is any additional information that your company would like to provide to the District, please attach it at the end of the Qualifications Statement.

Please add the following language to the end of the Qualifications Statement: “By virtue of submission, (the company) declares that all information provided is true and correct.”

END OF DOCUMENT