QUESTION # 1:
A while ago, it was mentioned that College of Marin (COM) was considering hiring a “Program Architect”. This concept was discussed during several presentations. However, there is no mention of it in the RFP or in the description of services expected of the PM/CM. I want to be sure we don’t duplicate services and fees if in fact COM intends to hire a Program Architect. Can you please clarify?

ANSWER # 1:
COM intends to hire a District Architect under a separate process. The role of the District Architect will be to conduct District wide space programming as well as establishing building and architectural finishes standards. Additionally, the District Architect will ensure that the design intent of the District is adhered to. The PM/CM under the direction of the District will manage the District Architect and project specific designers, as well as the design process for the myriad of projects.

The District is in the process of developing an RFQ for architects, engineers, inspectors and other professional services. The PM/CM will assist the District in the selection process.

QUESTION # 2:
RFP -12/20/04, Page 1 - Background – Para 4: Reference is made to the following documents available for review: Can you please advise where we may obtain a copy of these documents?
- 5 Year Capital Outlay
- 2005/2006 Scheduled Maintenance Funding Proposals and Five Year Plan
- State Funded Schedule Maintenance and Hazardous Material Project/State Unfunded Projects
- Funded Hamilton Lease Revenue Bond Project
- Marin Community College District – Environmental Stewardship Implementation Outline.

ANSWER # 2:
These documents were included in your RFP package.

QUESTION # 3:
Appendix A, Page 5, Para. 2.2.7: Reference is made to providing staff to report directly to the Director of M & O/Measure C Consultant. Can you identify the scope of work that these individuals will perform and the timeframe when they would be needed? We do not want to duplicate these services in the proposal under the PM/CM scope of work.

ANSWER # 3:
Staff will be assigned and report directly to the Director of Maintenance & Operations for “duties as assigned” for the duration of the contract. There should be no duplication of effort. Fee for this requirement will be independent of the PM/CM fee calculation. Individuals will be recruited by District for employment by PM/CM.
QUESTION # 4:
Appendix A, Page 27, Para 8.9.1: Reference is made that the PM/CM shall perform all Project Management and administrative duties relating to construction administration, inspection and testing services necessary to determine contractor compliance. Can you clarify if the intent is to have the Inspection and Testing Services contracted directly under the PM/CM or if these service will be contracted directly with the District?

ANSWER # 4:
All testing and inspections will be project specific. The PM/CM will provide oversight for the myriad of testing and inspection services as they relate to a project. PM/CM will conduct prequalification requirements and identification of inspection services.

QUESTION # 5:
General Question – Is it the District’s intent to contract directly with a Program Architect to provide programming services or is it the expectation that these programming services are to be provided by the PM/CM?

ANSWER # 5:
See Question #1 above.

QUESTION # 6:
2.2.4 - We are assuming that this paragraph means the PM/CM is responsible for supplying all office equipment (copies, scanners, computers, printers, fax machines), furniture (desks, chairs, tables, file cabinets, fire proof file cabinets, bookcases and all other miscellaneous office equipment) and supplies (all office consumables).

Question: Does “facilities” mean that the PM/CM is to supply the telephone system and computer network independent from the District’s systems? If not, will the number of phone lines and data lines/connections be limited if the District supplies these items?

ANSWER # 6:
The District will provide limited furniture such as (file cabinets (non -fireproof), tables, desk, chairs and book cases as available. The District will also provide office space as available to include limited phone, and data hook ups. Equipment such as copiers, computers, faxes will be negotiated. The PM/CM is responsible for all internal supplies.

QUESTION # 7:
2.5 - Deliverables under this contract are contained in Appendix C, which was not issued with the RFP. Will this document be issued in time for us to respond to by the January 12 deadline?

ANSWER # 7:
Appendix C will not be issued until the final selection.
QUESTION # 8:
3.8 - “PM/CM will develop and maintain a Capital Improvement Program website.” Does this mean the PM/CM is to develop a website that is separate from the existing District website, or is the PM/CM providing data for posting on the current District website?

ANSWER # 8:
No, the PM/CM will work collaboratively with District staff on the College’s website. There is no requirement for an independent website. The PM/CM will be responsible for all Bond related web content for postings.

QUESTION # 9:
4.1 - Will the PM/CM firm be responsible for the “Program Definition Document” or the District Architect?

ANSWER # 9:
Yes, the PM/CM will be the "keeper" of the Program Definition Document to include updates to the Board as required.

QUESTION # 10:
4.2 - Does this paragraph imply that the PM/CM firm is to engage the services of third party consultants to do this “detailed evaluation of The Kenfield Campus and Indian Valley Campus infrastructure and building systems in all areas requiring modernization, upgrading or replacement, consistent with the District’s goals and applicable building and /or other codes and regulations, including site accessibility in compliance with the Americans with Disabilities Act.” as part of our services and fees?

ANSWER # 10:
Yes, the PM/CM will work with District staff in the procurement of third party consultants for detailed evaluations of all District initiatives. It is part of the overall scope of work for the PM/CM.

QUESTION # 11:
4.3 - Is a copy of the Educational Master Plan available? Can we be sent a copy or directed to a website location, if posted?

ANSWER # 11:
No, the Educational Master Plan is under development and will be made available when completed. Tentative completion date is late spring 2005.

QUESTION # 12:
Pg 2 of Board Resolution - Who will be responsible for developing the documentation for LEED certification?

ANSWER # 12:
The design firms working on District property will be responsible for developing all project specific LEED documentation. It is the responsibility of the PM/CM firm to manage the design process.
QUESTION # 13:
8.7.5 - Have the proposed state-funded projects in the District’s 5-Year plan been approved by the State?

ANSWER # 13:
No.

QUESTION # 14:
9.2.1 - This section indicates that the PM/CM firm is responsible for developing specifications for equipment and FF&E. Is this interpretation correct?

ANSWER # 14:
No, the PM/CM firm will work with FF&E consultants to develop instructional equipment and furniture standards. The PM/CM is responsible for the development of District building systems and design standards to include architectural finishes (interior & exterior) and building systems such as door hardware, HVAC, light fixtures, flooring, Access control, BMS, roofing, flooring etc.