Introduction:
Marin Community College District (District) is seeking the consulting services of a Program/Construction Management (PM/CM) firm familiar with capital construction in the public sector, with emphasis on community college master planning and capital construction. We require the establishment, on-going management, and operation of a Capital Improvement Program Management Office for the execution of the District’s Measure C Capital Improvement Program (CIP). It is anticipated this will be a long-term contractual commitment of 7-9 years.

Background:
The District consists of two campuses: Kentfield Campus is located in Kentfield, CA, opened in 1926. Indian Valley Campus is located in Novato, CA, opened in 1975. The two campuses together serve approximately 8,000 students per year.

The campuses are heavily used throughout the year; this, coupled with the age of the facilities and lack of maintenance funding, has created a large amount of deferred maintenance. Many of the buildings no longer effectively serve the needs of the students and are in need of significant renovation. In addition, new facilities are required to support the instructional mission of the District.

In 2003, a Facilities Master Plan was developed to address these issues. In November 2004, the voters of Marin County passed Measure C, authorizing the District to issue $249.5 million in general obligation bonds to fund the renovation of its existing facilities and infrastructure; procurement of furniture, fixtures, & equipment, and replacement of aging facilities with new construction. Additional funding anticipated for the CIP includes redevelopment funds, State Chancellor’s Office program funds, grants, donations, fees, and other miscellaneous funding sources. The Board of Trustees (BOT) has adopted a resolution promoting environmental stewardship and sustainable facilities construction and operating practice. The majority of renovation and new construction will adhere to U.S. Green Building Council Leadership in Environmental Design (LEED) rating system.

A significant amount of planning has already been completed. Documents available for review include:
1. 2004 Facilities Masterplan
2. 5 Year Capital Outlay
3. 2005/06 Scheduled Maintenance Funding Proposals and Five Year Plan
4. State Funded Schedule Maintenance and Hazardous Material Project/State Unfunded Projects
5. Funded Hamilton Lease Revenue Bond Project
6. BOT Resolution No 2004-7-2012b. Resolution Of The Board Of The Marin Community College District Promoting Environmental Stewardship and Sustainable Facilities Construction and Operating Practices
7. **DRAFT**, Marin Community College District - Environmental Stewardship Implementation Outline

**Procedure for the Selection of the Program Manager/Construction Manager (PM/CM)**
The following procedure describes selection of a consultant who will establish, manage and operate the Capital Improvement Program Office:

1. A PM/CM qualifications process was undertaken in November 2004, resulting in 4 long-listed firms.
2. The long listed firms have been invited to submit a PM/CM Request for Proposal.
3. The PM/CM Request for Proposal must be submitted to Marin Community College District no later than 2:00 p.m. on January 12, 2005.
4. This request for proposal will facilitate the District in the selection of two program management firms to forward to the Board of Trustees for final selection.
5. An interview process will be undertaken on January 27th, 2005, which will result in the two short-listed firms.
6. The two finalists will provide a presentation to the Board of Trustees on February 8, 2005. This is an elimination interview.
7. Negotiations will be entered into with the recommended firm and a tentative agreement completed prior to presenting a final recommendation to the Board of Trustees on March 8, 2005.

**Scope of Services**
The District expects the PM/CM to take a leading role in the execution of Marin CCD’s CIP, including developing and maintaining the scope, schedule and budget, as well as consistently looking for ways to benefit the District in our mission to provide outstanding educational services and facilities to the citizens of our community.

Attached and made part of this Request for Proposal is Appendix A (Services to be Provided by Program Manager/Construction Manager) of the Professional Services Agreement that you would be expected to execute should your firm be awarded the PM/CM contract. All references to Appendix B (payment), Appendix C (scheduling), and Appendix D (deliverables), are to be disregarded for the RFP process.

**Selection Criteria**
Inasmuch as the short-listed firms have previously been qualified as possessing the knowledge, skills, abilities and relevant experience required to manage the District’s Capital Improvement Program, the following criteria will be used to evaluate this proposal:

1. Demonstrated ability to work on a day-to-day basis with Governing Boards, faculty, staff, students, consultants, contractors and vendors in a community college shared governance setting.
2. Demonstrated ability to act as an “Owner’s Representative” in complex, construction projects for public sector agencies.
3. The ability to staff the project with qualified persons within 30 days of contract award.
4. Resumes of personnel assigned to the project.
5. Experience with Environmental Stewardship and Sustainable “Green” Building Construction.
6. Results of reference checks from previous clients and other information sources.
7. Assessment of the procedures the consultant plans to utilize in establishing the CIP Office and the on-going management of projects.
8. An evaluation of the consultant’s proposed fee schedule.
9. Commitment to a collaborative management style that demonstrates sensitive, respectful and effective communication with people who are diverse in their cultures, language groups and abilities.
10. Only the proposed project team will be allowed to present at interview. Responses will not be entertained from executives or other firm representatives.

Format & Deadline of Response to the Request for Proposals

Proposals shall be submitted to Ben Cayabyab no later than 2:00 p.m. on January 12, 2005. At a minimum, the following items shall be included in Proposal:

- A detailed proposal of how you plan to do the work.
- Experience with Environment Stewardship and Sustainable “Green” Building Construction.
- Staffing plan, including resumes.
- Why your team and proposal is the best proposal for the District.
- Mobilization plan, including office space and communications technology requirements.
- Fee proposal, including how payments will be calculated and paid over the contract period.
- Any other information relevant to the selection criteria listed above that would assist the District in making a final selection. Duplication of information previously provided in your Statement of Qualifications or interview leave-behinds is not necessary.
- Comments on Appendix A.

A selection committee consisting of District staff, Superintendent/President and two members of the Board of Trustees will review the written proposals and conduct preliminary interviews. Preliminary interviews will be held on Thursday, January 27, 2005 at The Indian Valley Campus, 1800 Ignacio Blvd., Building 9, Room 100, Novato, CA 94949. The interview will consist of a 40-minute presentation, followed by a 20-minute Q & A period. This will give an opportunity for the selection committee to meet with the proposed project team and engage in informal dialogue.

The District reserves the right to reject any and all proposals received as a result of this request, to negotiate with any firm submitting a proposal, to require additional team members as a requirement of selection, to waive any irregularities or required formalities, to extend the submission deadline, or to amend or cancel, in part or entirety, this request for proposal if it is in the best interest of the District.

Cost of Preparation of Proposals:
Costs for developing responses to this RFP are entirely the responsibility of the firm and shall not be chargeable to the District.
District Contact for Questions Concerning Submission of Proposals

Applicants are requested **not** to contact non-Facilities Department District staff, consultants, or board members in connection with the selection process.

Questions concerning submission of proposals for PM/CM services may be directed to Ben Cayabyab, District Buyer, 1800 Ignacio Blvd., Building 9, Room 108, Novato, CA 94949, (415) 883-2211 Ext. 8162, Ben.Cayabyab@marin.cc.ca.us.