MARIN COMMUNITY COLLEGE DIDTRICT
REQUEST FOR QUALIFICATION

PROFESSIONAL CONSULTANT SERVICES

Dear Consultant;

The College of Marin has embarked on a $249.5 million, Measure C Bond Program and many of you have already submitted SOQs in 2005. Due to the elapsed time and understanding that Consulting Companies are subject to changes in operations and personnel the District feels compelled to renew, in an informal manner, their desire to seek Statements of Qualification from **Testing & Inspection Firms, Industrial Hygienists and DSA Inspectors for Consulting Services**, with experience performing work in their respective discipline and experience in the technical field of California Community Colleges. The services provided will solely be for District's Measure C Bond Capital Improvement Program. The District will rely on the Consultant to provide the best practices, recommendations and guidance in the interests of the District for the Kentfield Campus in Kentfield, CA. and Indian Valley Campus in Novato, CA. on a project by project basis.

The focus of the District's Measure C Bond Capital Improvement Program is replacing obsolete facilities and modernizing other facilities. Following is a list of potential projects:

Kentfield Campus:

- PE Complex (Modernization)
- Fine Arts Complex (New Construction)
- Science Math Complex (New Construction)
- Performing Arts Center (Modernization)
- Gateway Complex (New Construction)
- Geothermal Field (New Construction)
- Misc. Utility Relocation Projects

Indian Valley Campus:

- Transportation Tech Complex (Modernization)
- Main Building Complex (New Construction)
- Ignacio Creek Erosion Mitigation
- Power Plants Renovation
- Geothermal Field (New Construction)

Statements of Qualification: Although Firms may have already submitted an SOQ at an earlier date this request shall be responded to as a complete SOQ without references to the earlier submittal. The elapsed time from the earlier request is distant enough that

all consultants are requested to submit a full SOQ. All submittals shall consist of two (2) printed copies and one digital copy saved on CD. Submittals are limited to 20 pages. The 20 page limit does not apply to the cover letter and table of contents. Attachments shall be limited 30 pages.

Date of Submittal: All SOQs must be received by **2:00 PM on Thursday, August 23, 2007** at the following address:

Physical Address (overnight carriers)
Swinerton Management & Consulting, Inc.
835 College Avenue, Building MS-3
Kentfield, CA 94904

Mailing Address (regular mail)
Swinerton Management & Consulting, Inc.
P.O. Box 144003
Kentfield, CA 94914

Late submittals cannot be accepted or considered

Evaluation of the Statement of Qualifications: The District's evaluation is solely for the purpose of determining which consultant is deemed responsible and qualified. SOQs will be reviewed and a determination will be made by the District based upon the submitted application and any other information available to the District. The District may reserve the right to investigate other available sources in addition to any documents or information submitted by the Consultant.

The District retains the sole discretion to determine issues of compliance and to determine whether an applicant is responsive and responsible. The District's decision on Qualification will be based on the evaluation of several factors including but not limited to the following:

- Approach to providing services
- Experience of firm and proposed personnel
- Suitability for identified projects

Mandatory requirements include compliance to the California Labor Code with regards to Prevailing Wage Requirements and the District's Insurance Requirements.

Confidentiality: responses to the SOQ may contain confidential information, such as financial information and specific qualifications. The District will maintain the confidentiality of these records to the extent permitted by law.

The Marin Community College District is an equal opportunity employer.

Additional Information: Please direct any questions and information to:

Elizabeth Bornstein
Swinerton Management and Consulting, Inc.
835 College Avenue, Building MS-3
Kentfield, CA 94904

(415) 884-3139 phone
(415) 721-7039 fax

Elizabeth.Bornstein@marin.edu

COLLEGE OF MARIN

INNOVATION
INTEGRITY
EXPERIENCE

SWINERTON MANAGEMENT & CONSULTING

July 2007

SOQ Scope

The Marin Community College District requests Consultants Services from Interested qualified firms, consisting of **Testing & Inspection Firms, Industrial Hygienists and DSA Inspectors.** This work is for the modernization projects of the District falling under the Measure C Bond Capital Improvement Program's funding. The purpose of the program is to upgrade or replace and expand the aging facilities to meet today's educational environments. Following is a list of potential projects:

Kentfield Campus:

- PE Complex (Modernization)
- Fine Arts Complex (New Construction)
- Science Math Complex (New Construction)
- Performing Arts Center (Modernization)
- Gateway Complex (New Construction)
- Geothermal Field (New Construction)
- Misc. Utility Relocation and Swing Space Projects

Indian Valley Campus:

- Transportation Tech Complex (Modernization)
- Main Building Complex (New Construction)
- Ignacio Creek Erosion Mitigation
- Power Plants Renovation
- Geothermal Field (New Construction)

Statements of Qualification: Although Firms may have already submitted an SOQ at an earlier date this request shall be responded to as a complete SOQ without references to earlier submittals. The elapsed time from the earlier request is distant enough that all consultants are requested to submit a full SOQ.

The requested information shall be used to demonstrate the ability of your firm to provide the required Consultant Services. Consultants are urged to submit concise SOQs appropriate for the type of work listed (modernization and replacement of Community College facilities);

Information: Include the following in your documentation:

1. Name and Qualification of your firm and personnel to be assigned to this project
2. Provide a summary of approaches to modernization and new construction related to your type of work

3. Provide a list of professional services offered
4. Indicate what participation the District may need to provide to assist and augment your services
5. Submit certifications your firm currently maintains and what certifications personnel, proposed to work on potential MCCD projects, have.
6. Provide current hourly rate sheets for 2007/08
7. Experience regarding the implementation of Disabled Veteran Business Enterprise Goals (if applicable) (Public Contract Code Sections 10115 et seq)
8. Capability to provide insurance coverage, indemnification and enter into the District's standard contract, typical for Public Works Projects. (See draft contract at www.marin.edu *('Measure C Updates' page, 'Design & Construction' page*). Selected consultants are expected to comply.
9. Provide Prevailing Wage Rates in accordance to California Labor Code

Format: Limit the SOQ to 20 pages excluding the cover letter and table of content and limit the attachments to 30 pages as well.

Date of Submittal:

- **All SOQs must be received by 2:00 PM on Thursday, August 23, 2007**
- **Late submittals cannot be accepted or considered**

SOQ Evaluation

The District's evaluation is solely for the purpose of determining which consultant is deemed responsible and qualified. SOQs will be reviewed and a determination will be made by the District based upon the submitted application and any other information available to the District. The District may reserve the right to investigate other available sources in addition to any documents or information submitted by the Consultant.

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