

**Gateway Project
Marin Community College District
Measure C Bond Modernization Program**

Final pre-submittal instructions, Gateway Competition.

Today's date: Wednesday, September 30, 2009

The District is pleased with the progress shown in each of the four competition entries. Thank you for the energy, effort and enthusiasm as demonstrated in two rounds of confidential meetings. Each scheme is unique in its own way, and we look forward to the final presentation.

Please remember that the presentation material is due in the Swinerton Management and Consulting (SMC) office not later than **5pm on Friday, October 9th, 2009**. *Please do not come late!* Thank you in advance.

Here are final instructions and comments about the competition:

1. The final presentation will consist of a minimum of six (6) boards, 30 x 42, with an *option* to present one (1) additional board. The additional board is *not* mandatory, but may contain any content desired.
2. The Boards shall be oriented at the discretion of the design team (landscape or portrait).
3. College Avenue will be oriented along the bottom of the page, roughly parallel to the bottom of the board. Reference north will be to the right.
4. Campus site plan at 1:40, required.
5. Floor plans at 1:16, required.
6. Submit a "*Concept Description*." This bound document will describe the concept and design. It will include not more than (2) pages at 8.5 x 11 (two pages means up to four sides – photos, diagrams graphics are allowed but are *not* in addition to the two page limit). Please provide one bound version and one loose leaf version suitable for copying.
7. As an appendix to the "*Concept Description*," please include a conceptual estimate and conceptual schedule. Also include the assignable square footage and the gross square footage.
8. Submit a single sheet (8.5 x 11) Agenda suitable for copying. This agenda will be distributed at the Presentation. The agenda may include more than bullet points, but will not exceed one page (two sides).

Here are comments about the presentation:

1. The presentation will be 90 minutes long, in any format desired by the design team. No additional presentation materials are allowed. Q and A is *included* in the 90 minute limit.
2. A one page (two sided) "leave behind" is allowed (but not required) and may be distributed at the end of the presentation.
3. The jury will be briefed about the process, the site and other parameters, prior to the presentation. The jury will be expected to select the winning scheme by *consensus*. The District's decision will be final.

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4. The Jury will consist of the following members:
- Annan Paterson: Board of Trustee member, Sustainability Advocate, High School Counselor in Novato.
 - Yolanda Bellisimo: President of the Academic Senate, Social Science Faculty member.
 - Cathy Summa-Wolfe: Director of Public Relations and Community Outreach.
 - Nathaniel Parker: Student Trustee on the Board, current College of Marin student.
 - Melinda Malloy: Executive Assistant to the President and Staff representative.
 - Len Pullen: Community member, Emeritus Student and retired Architect. Served on District's Modernization committee and helped to develop the District's standards and guidelines.
 - Alan Derwin: Community member and member of the Kentfield Planning Advisory Board.
 - V-Anne Chernock: Director of Modernization, Marin Community College District.
 - Don Flowers: Maintenance and Operations Supervisor.
 - Leigh Sata: Program Manager, Swinerton Management and Consulting.

Another note:

At the request of more than one design team, additional reference drawings will be provided by delivery tomorrow (10/1/09) including the following:

- Science Math Central Plan (SMCP) landscape drawings.
- Fine Arts (FA) landscape drawings.
- Performing Arts (PA) floor plans, elevations and site plan.

Finally:

Please contact Elizabeth Bornstein at the SMC office if you are having issues with the distribution of documents: (415) 884-3139. Please contact Leigh Sata for additional technical questions: (415) 884-3193 or (415) 318-0116.