



**MARIN COMMUNITY COLLEGE DISTRICT  
REQUEST FOR QUALIFICATION**

**PROFESSIONAL DISTRICT WIDE CONSULTING ARBORIST SERVICES**

**Dear Licensed Arborist:**

The Marin Community College District has embarked on a \$249.5 million, Measure C Bond Program. The Marin Community College District is seeking Statements of Qualification from **Consulting Arborists**, with experience performing District wide arborist work on an as needed basis. Community College experience in this field is favorable. The services provided will solely be for District's Measure C Bond Program. The District will rely on the Arborist to provide the best practices, recommendations and guidance in the interests of the District for the Kentfield Campus in Kentfield, California and the Indian Valley Campus in Novato, California.

The focus of the District's Measure C Bond Program is replacing obsolete facilities and modernizing other facilities.

**Statements of Qualification:** All consulting arborists 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 Monday, November 17, 2008** 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 consulting arborist 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 District wide work

**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](mailto:Elizabeth.Bornstein@marin.edu)

October 2008

### **SOQ Scope**

The Marin Community College District requests Consultants Services from interested qualified firms, consisting of **Consulting Arborists**. The District requires a consulting arborist who to consult on all tree work to meet or exceed ANSI A300 Standards. (ANSI A 300-Part1, 2001). ANSI are the standard practices for the care of trees, shrubs and woody plans put out by the American National Standards Institute. The arborist must be familiar with trees and ordinances in Marin County related to this work.

District wide arborist work is for the modernization projects of the District falling under the Measure C Bond 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 projects:

#### **Kentfield Campus:**

- Diamond PE Center Alterations (Modernization)
- Fine Arts Building (New Construction)
- Science Math Central Plant Complex (New Construction)
- Performing Arts Center (Modernization)
- Gateway Complex (New Construction)
- Misc. Utility Relocation and Swing Space Projects

#### **Indian Valley Campus:**

- Transportation Technology Complex (Modernization)
- Main Building Complex (New Construction)
- Ignacio Creek Erosion Mitigation
- Power Plants Renovation
- Misc. Utility Relocation and Swing Space Projects

**Statements of Qualification:** The requested information shall be used to demonstrate the ability of your firm to provide the required Consulting Arborist Services. Arborists are urged to submit concise SOQs appropriate for District wide Arboriculture work.

**Information:** Include the following in your documentation:

1. Name and Qualifications of your firm and personnel
2. Experience in protecting trees from construction damage
3. Provide experience in assessing tree safety to protect structures
4. Provide a list of professional services offered

5. Submit certifications your firm currently maintains and what certifications personnel in your firm possess
6. Provide current hourly rate sheets for 2008/09
7. Capability to provide insurance coverage, indemnification and enter into the District's standard short form professional services agreement, typical for Public Works Projects. (See draft agreement at [www.marin.edu](http://www.marin.edu)). Selected consultants are expected to comply.
8. 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 Monday, November 17, 2008**
- **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.

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

**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.