

**MARIN COMMUNITY COLLEGE DISTRICT
REQUEST FOR QUALIFICATIONS**

PROFESSIONAL ARCHITECTURAL DESIGN SERVICES

Dear Architect:

The Marin Community College District (District) continues to execute the \$249.5 million Measure C Bond Program. The District is now inviting statements of qualification (SOQ) for design and construction administration for the **Child Development Center (CDC)** on the Kentfield campus. SOQs will be **due on Friday, July 23, 2010**.

Services provided by the consultant will be solely for the District's Measure C Bond Capital Improvement Program. The District will rely on the consultant to provide a standard of care equal to the best practice in the industry at the time of service.

A complete response is required in order to be considered for this project. Firms that have submitted SOQs to the College previously are required to resubmit for this project. Firms are required to comply with the California Labor Code prevailing wage requirements and the District's insurance requirements. The District reserves the right to reject any and all submissions and seek additional responses if the number or quality of responses does not meet the stated criteria.

For a copy of the SOQ, or additional questions or concerns, please contact Swinerton Management and Consulting, the District's program, design and construction manager:

Elizabeth Bornstein
Senior Program Field Administrator
Swinerton Management and Consulting
700 College Avenue, Building PE-8
Kentfield, CA 94904

(415) 884-3139 Direct
(415) 721-7039 Fax
Elizabeth.Bornstein@marin.edu

The District intends to select a short list of up to five (5) architects for interview, based on the criteria and scope described in the document.

The District is an equal opportunity employer.

Publish Dates: June 23, 2010
June 30, 2010

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Background:

The new project is called the “Child Development Center (303C)” and will be located on the Larkspur Annex site (1144 Magnolia Ave, Larkspur, CA), south of the PE complex on the Kentfield campus. The project will replace the current CDC located in the basement of the Administration building. Due to Environmental Impact Report (EIR) requirements, the building(s) must be modular or pre-fab.

The project will commence on Wednesday, August 25, 2010, with a program confirmation period.

Desired (approximate) milestones are as follows:

- October, 2010 – end of Schematic Design
- December, 2010 – end of Design Development
- March, 2011 – submittal to DSA
- May, 2011 – comments returned from DSA
- June, 2011 – complete back check with DSA
- June, 2011 – complete stamp out at DSA
- July, 2011 – contract award to GC
- December, 2011 – substantial completion
- Late December – move CDC into new space

Project Scope:

The Kentfield campus currently maintains a Child Development Center in the Administration Building.

The faculty and staff have expressed their desire for a facility as follows:

- Two preschool classrooms for a minimum of 16 children each, allowing extra space for teachers, student teachers, and volunteers. The rooms will include built-in cubbies for each child (at least 24 per classroom), microphones for recordable sound, appropriate soft and hard floors for multiple activities, areas for tables and chairs, bookshelves, tackable surfaces for display, appropriate heating and cooling systems, an abundance of natural light and air, with close connection the outdoors (folding or roll up doors connecting to the outside).
- One Early Childhood Education (ECE) classroom of approximately 800 assignable square feet (ASF) for students and teachers, located between the two preschool classrooms;
- Observation room(s) with one way glass and a wired sound system in each of the two classrooms, located between the ECE classroom and preschool classrooms.
- Child bathroom in each classroom that has doors leading both to classroom *and* to the outdoor play yard.
- Play yard that can serve as outdoor classroom (awnings for sunshine and rainy day play). Tricycle path in play yard. Gate to existing open-space marshland beyond the play yard. Outdoor sinks and water faucets. Lots of trees, sand, and a platform for block play;
- Appropriate indoor and outdoor storage;
- Two adult bathrooms close to classrooms;
- Sinks and water faucets in each classroom;
- Skylights, natural ventilation, windows on as many walls as possible;
- Non-commercial food preparation area
- Laundry area with washer & dryer

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- Staff Lounge
- Teacher Resource Library and Workroom with computer stations
- Office for Director and Admin Asst. (District standard size is 80 - 100 ASF per office)

Additional desires include:

- Infant Toddler classroom for 12 to 16 infants and toddlers with observation windows to ECE classroom that will be run by Head Start.
- Art studio with storage that is accessible to both preschool classrooms
- Two offices for ECE faculty

Format of submission:

- The proposal will be limited to thirty (30) pages or less.
- Please submit six (6) bound hard copies and one electronic copy.

Please provide the following in your documentation:

1. Cover letter describing your general approach to providing services.
2. Names of relevant staff and the general qualifications of your firm, including relevant resumes, responsibilities and titles of the participating team members.
3. Current hourly rate sheets.
4. Statement affirming the firm's capacity to provide insurance coverage and willingness to sign the District's standard long form contract (see contract at www.marin.edu and go to the "Facilities Modernization Updates" page and look for the "For Contractors" link).
5. Up to six (6) recent examples of relevant work, including the construction budget, approximate length of design and construction phases; number, amount and reason for change orders; and proposed team members who worked on each project. The projects should have been completed in the past five years and should include a reference and phone number.
6. List of consultants that you might propose for this work and the number and type of projects that you've executed together.
7. Description of how you approach DSA.
8. Description of your design and sign off process and your understanding of the participatory governance system.

Due date and location of submittal:

- All proposals must be received no later than **5:00 PM on Friday, July 23, 2010.**
- Late submittals will not be accepted or considered.

Submittals are due at the following address:

For overnight carriers:

Swinerton Management & Consulting

700 College Avenue, **Building PE-8**

(located in the “portable village” – please note that this is a **new location**, south of the new PE building)
Kentfield, CA 94904

Mailing address (regular mail):

Swinerton Management & Consulting

P.O. Box 144003

Kentfield, CA 94914

Submittal evaluation:

The District’s evaluation is solely for the purpose of determining whether a consultant is responsive and qualified. Proposals will be reviewed by a committee of its choosing. The District reserves the right to investigate other available sources of information in addition to any of the information submitted by the consultant.

The District retains sole discretion to determine whether an SOQ is responsive. The District’s decision will be based on the evaluation of several factors, including (but not limited to) the following:

1. Experience of the firm with child development centers;
2. Experience of personnel for the project;
3. Experience designing suitable yard and play space for childhood development centers;
4. Demonstrated ability and experience with the DSA approval process, DSA change order review and approval process and timely project close out;
5. Experience with prefab, modular, portable or temporary buildings – and their customization/modification to meet the desired program;
6. Demonstrated ability to deliver a project of suitable quality – on time and on budget;
7. Demonstrated ability to respond to owner, owner representatives and general contractor requests in a timely and appropriate fashion;
8. Demonstrate the ability to adhere to District Standards, all applicable building, life safety codes and CEQA documentation;
9. Demonstrated ability to provide well coordinated and biddable documents to the contracting community;
10. Demonstrated ability to work in a participatory governance environment (including Administrators, Faculty, Staff, Students, District facilities staff and Program Manager), and the ability to reach consensus in a timely fashion;
11. Demonstrate ability to create a positive and cooperative relationship with the District’s modernization team, including a low bid general contractor; and
12. Appropriate and positive reference checks.

Confidentiality:

Responses to the RFQ 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.