

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

**Request for Statements of Qualifications  
Gateway Complex Project - Design Services**

***Introduction***

The Marin Community College District (“District”) is inviting Statements of Qualifications (SOQs) from architectural teams seeking to design the Gateway Complex on the District’s Kentfield, California campus. Three (3) hard copies of team SOQs are due in the District’s offices, c/o Swinerton Management & Consulting:

Overnight Mailing Address:  
835 College Avenue, Building MS-3  
Kentfield, CA 94904

Regular Mailing Address:  
PO Box 144003  
Kentfield, CA 94914

**SOQs are due no later than 5:00 p.m. on Tuesday, July 28, 2009.**

The District intends to select an architectural team in three steps:

1. Statements of Qualification – leading to selection of up to ten (10) firms to continue to Step 2
2. Preliminary interviews with Director of Modernization and Program Manager – leading to selection of up to five (5) firms to continue to Step 3
3. Design competition, wherein shortlisted firms will sign a short-form contract for up to \$25,000 to develop a design concept, which will be presented to a final selection committee

Responses to this 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.

The Marin Community College District is an Equal Opportunity Employer.

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### ***Description of Project***

The Gateway Complex will be a structure or structures sited in the northeast quadrant of the Kentfield campus, College of Marin, located adjacent to the intersection of College Avenue and Sir Francis Drake Boulevard, Kentfield. The complex has been programmed to house general classrooms, faculty offices, administrative offices, a 200-seat lecture hall, and computer labs, totaling approximately 36,000 assignable square feet. A Child Care Center, currently housed in the existing Administrative Center, will need to be accommodated as part of the Gateway Complex project.

The programming document and preliminary conceptual sketches were prepared in 2007 as part of an application for funding support from the State Chancellor's Office. Because the College of Marin's capacity to load ratio is high, the State Chancellor's Office declined the request for funding support. Consequently, the District will be funding this project entirely from Measure C bond funds. The District intends to honor the original programming document in developing a new design for the Gateway Complex. The programming document is posted on the Gateway Complex web page, [www.marin.edu/MeasureC/design\\_and\\_construction/index.htm](http://www.marin.edu/MeasureC/design_and_construction/index.htm).

### ***Selection Process***

#### **Step One: Request for Qualifications (RFQ) / Statements of Qualification (SOQ)**

To qualify for short-listing, all interested parties must adhere exactly to the following instructions for submittal:

- Attend a **mandatory pre-qualifications conference** on **Tuesday, July 14, 2009** at 10:00 a.m. in the Olney Hall Auditorium on the District's Kentfield campus, 385 College Avenue, Kentfield.
- Submit **written questions** related to the SOQ submittal to the District, c/o Swinerton (address above or via email to: [Elizabeth.Bornstein@marin.edu](mailto:Elizabeth.Bornstein@marin.edu)) by 5:00 p.m. on **Thursday, July 16, 2009**. Written answers to all questions will be distributed by **Tuesday, July 21, 2009** to all entities who attended (and signed into) the pre-qualifications conference.
- Submit three hard copies of a **Statement of Qualifications** by 5:00 p.m. on **Tuesday, July 28, 2009** in the following format:
  - A. Letter of intent (max 2 pages)
    - Name(s) of architect firm(s) on the team
    - Name(s) of engineering consultant firms on the team
    - Commitment to deliver named personnel if selected
    - Willingness to agree to short form of contract for design competition (on the Gateway Complex web page, [www.marin.edu/MeasureC/design\\_and\\_construction/index.htm](http://www.marin.edu/MeasureC/design_and_construction/index.htm))
    - Willingness to agree to final long form of contract included in this package (on the Gateway Complex web page, [www.marin.edu/MeasureC/design\\_and\\_construction/index.htm](http://www.marin.edu/MeasureC/design_and_construction/index.htm))

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B. Qualifications

- For *each* architect firm on the proposing team, provide:
  - Full name of firm
  - Address and telephone number of office *to be managing the Gateway Complex project, if selected*
  - If more than one architectural firm is on the team, describe the relationship of the firms *for the Gateway Complex project* (i.e., joint venture, prime/sub) and role each firm is expected to play *on the Gateway Complex project, if selected*
  - Name(s) and resumes (max 1 page each) of individuals *who will be assigned to the Gateway Complex project, if selected*, including but not limited to Project Architect, Project Manager, and Construction Administration architect
  
- For each *engineering firm* on the team, provide:
  - Full name of firm
  - Address and telephone number of office *to be working on the Gateway Complex project, if selected*
  - Specialty to be provided *on the Gateway Complex project, if selected*
  - Name and resume (max 1 page) of **one** key individual *who will be assigned to and be responsible for the Gateway project, if selected*
  
- Provide the following information for *at least five (5)* relevant projects (max 1 page per project)
  - Name of project
  - Location of project
  - Photograph or rendering (optional)
  - Name of owner/client (organization/institution, individual, individual's title and telephone number)
  - Name of proposing architect firm who contracted for the project
  - Name of construction manager (firm, individual who is/was primary CM, individual's telephone number)
  - Firm name of general contractor who built (or is building) the project
  - Construction value (CV) of project
  - Firm or team role on project
  - Name(s) of individuals who worked on project **and** who are being proposed for the Gateway Complex
  - Dates started and completed (or estimated completion)

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- A/E fee as a percent of CV (if not completed, provide estimate)
- Change orders as a percent of CV (if not completed, provide estimate); if change orders exceed 5% of CV, explain (max 1 paragraph)
- Complete the two qualifications matrices included in this package
- Criteria for selection based on this Statement of Qualifications will be posted on the Gateway Complex web page, [www.marin.edu/MeasureC/design\\_and\\_construction/index.htm](http://www.marin.edu/MeasureC/design_and_construction/index.htm).

### **Step Two: Long-listing**

After initial screening, up to ten (10) qualified firms will be invited to meet for one hour with District and Swinerton personnel for an *informal* interview to discuss design processes. The following may **not** be brought to the interview:

- Any individuals who will **not** be participating *day-to-day* on the project
- Pre-prepared materials of any kind
- Presentations

The information interviews *may* include discussion of the following topics/questions, among others:

- What challenges and opportunities do you see in working in a participatory governance environment?
- Tell a story about a significant failure in getting a project through DSA: what happened, what did you do about it, what did you learn from it, and how did you avoid the failure on the next project?
- How do you transition a project from construction drawings to construction administration?
- Tell a success story about designing a LEED project while staying within a tight budget.

Up to five (5) firms will be selected based on the results of these interviews. Criteria for selection based on these interviews will be posted on the Gateway Complex web page, [www.marin.edu/MeasureC/design\\_and\\_construction/index.htm](http://www.marin.edu/MeasureC/design_and_construction/index.htm).

### **Step Three: Design Competition**

The final short-listed firms will attend a second mandatory (pre-competition) conference to hear more details about the Gateway project, District expectations for the design competition, and criteria for final selection.

Finalists will sign short-form contracts for up to \$25,000 each, to develop conceptual presentations for the Gateway Complex, to be completed within two (2) months of selection.

During development of the conceptual presentations, each finalist may schedule two (2) two-hour meetings with District and project management personnel to discuss concepts and ask questions. These meetings will be confidential, and discussions / questions / answers will not be shared with other finalists.

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Finalists will present their concepts to a selection panel probably composed of:

- One Board Trustee
- One faculty member
- One classified staff
- One student
- Director of Modernization
- Swinerton Program Manager
- One senior administrator
- One community member

Presentations shall be approximately one hour in length, followed by a 30-minute question and answer period. The presentation may be in any form (e.g., boards, computer presentation, model), but should include at least the following:

- Site plan
- Elevations / exterior renderings
- Massing diagrams
- Concept diagrams
- Floor plan

The presentation should also answer at least the following questions:

- What will the Gateway Complex look like?
- How does it fit into the existing Kentfield campus?
- How does the team intend to interact with stakeholders operating under the participatory governance process?
- What level of LEED certification will this project seek to obtain?

Finalists will also be asked to bring the following *conceptual* information in hard copy:

- Gross square footage
- Cost estimate
- Schedule for design and construction

Criteria for selection of a single firm or team based on the final presentations will be posted on the Gateway Complex web page, [www.marin.edu/MeasureC/design\\_and\\_construction/index.htm](http://www.marin.edu/MeasureC/design_and_construction/index.htm).

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### ***Preliminary Selection Schedule***

The following dates are approximate and preliminary, and are subject to change at the District's discretion. Changes to the schedule will be communicated to firms who attend (and sign into) the first mandatory (pre-qualifications) conference.

<b>Wednesday, June 24</b>	District will post RFQ on website and send notices to firms on District's list of interested parties  <i>Note: after this date the District and Swinerton will decline any and all requests for individual meetings with architects and engineers who intend to submit qualifications</i>
<b>Tuesday, July 14</b>	District will convene first mandatory pre-qualifications conference (all interested parties, including engineering partners, must attend)
<b>Thursday, July 16</b>	Interested firms will submit written questions related to SOQ submittal
<b>Tuesday, July 21</b>	District will transmit answers to written questions to all listed parties
<b>Tuesday, July 28</b>	SOQs are due to the Swinerton office, Kentfield campus, College of Marin. Three (3) hard copies are to be submitted.
<b>July 29 – July 31</b>	District will screen SOQs. Criteria for screening will be posted on Gateway web page, <a href="http://www.marin.edu/MeasureC/design_and_construction/index.htm">www.marin.edu/MeasureC/design_and_construction/index.htm</a> .
<b>Monday, August 3</b>	District will announce up to 10 qualified firms to proceed to Step 2
<b>August 5 and 6</b>	Step 2: Long-list interviews
<b>Monday, August 10</b>	District will announce up to five (5) firms to proceed to the design competition, Step 3
<b>Tuesday, August 18</b>	Second mandatory (pre-competition) conference (short-listed teams only)
<b>Tuesday, August 25</b>	Board of Trustees awards short-form competition contracts to finalists
<b>Weeks of Sept. 7 and 21</b>	Confidential informal meetings with each finalist
<b>Week of October 12</b>	Final presentations of design concepts
<b>Monday, October 26</b>	District will announce selected architectural team
<b>Tuesday, November 17</b>	Board of Trustees will award professional services contract to selected team

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### Qualifications Matrices

#### Matrix A: Project Qualifications

Complete matrix by filling in spaces as indicated below.

Project	DSA Oakland	Higher education	Community college	LEED certified or applied for	\$30-\$40 million CV	Smart classrooms	Offices	Auditorium / theater	Computer labs
1.									
2.									
3.									
4.									
5.									
For additional projects, add sheet(s)									

**Project:** List most relevant five (5) projects on first page, such that they can be readily cross-referenced against project description sheets. Add sheets, if desired, for more than five (5) projects

**DSA Oakland:** This project was reviewed and approved by the Oakland office of the Division of the State Architect (“x”)

**Higher education:** This project was designed for a college or university (“x”)

**Community college:** This project was design for a California community college (“x”)

**LEED:** This project was design to LEED standards, was registered for LEED certification, and/or is LEED certified (specify which)

**\$30 - \$40 m CV:** The construction value of this project was/is between \$30 million and \$40 million in 2009 dollars (specify approximate value)

**Smart classrooms:** This project includes “smart” classrooms (specify how many)

**Offices:** This project includes faculty, staff, and/or administrative offices (specify how many)

**Auditorium/theater:** This project includes an auditorium and/or theater (specify how many seats)

**Computer labs:** This project includes computer labs (specify how many)

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**Matrix B: Firm / Individual Qualifications**

Note: for each *firm* identified on the team, indicate with an “x” which project(s) the firm worked on. Add lines as needed. Projects must match those identified in the qualifications statement. Add lines as needed.

Name of Firm / Role on Project	Project 1	Project 2	Project 3	Project 4	Project 5	Other projects

Note: for each *individual* identified in the qualifications statement, indicate with an “x” which project(s) the person worked on. Add lines as needed. Projects must match those identified in the qualifications statement. Add lines as needed.

Name of Individual	Project 1	Project 2	Project 3	Project 4	Project 5	Other projects