

**MARIN COMMUNITY COLLEGE DISTRICT  
REQUEST FOR QUALIFICATION**

**PROFESSIONAL CONSULTANT SERVICES**

**Dear Consultant:**

The College of Marin is well into executing its \$249.5 million Measure C Bond Program. The District is compelled to seek (in an informal manner) Statements of Qualification from **Registered Waterproofing Inspectors**.

The services provided will be solely for the District's Measure C Bond Capital Improvement Program. The District will rely on the Consultant to provide the best practices, recommendations and guidance.

At this time, the District has one project on the Kentfield Campus that requires waterproofing consulting services. The District will select a short list of consultants to determine which will provide consulting services for the Performing Arts Modernization Project (306A) on the Kentfield Campus.

This consultant and other short listed registered waterproofing inspectors will be considered for other waterproofing consulting work that may be needed on either the Indian Valley or Kentfield Campuses.

**Request for Qualification:** Firms are asked to complete submit an SOQ and proposal for this work. Please submit one (1) hard copy only.

Firms interested in walking the site for more information can attend one of two (2) walk-thus scheduled for **Tuesday, June 29, 2010 at 10:00am OR Wednesday, July 14, 2010 at 10:00 am** at the Swinerton Office, Kentfield Campus, College of Marin, 700 College Ave, Building PE-8, Kentfield, CA.

**Date of Submittal:** All SOQs must be received by **5:00 PM on Thursday, July 29, 2010** at the following address:

**Late submittals cannot be accepted or considered.**

Physical Address (overnight carriers)  
Swinerton Management & Consulting, Inc.  
700 College Avenue, Building PE-8  
Kentfield, CA 94904

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

**Evaluation of the Request for Qualification:** 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 reserves 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 project

**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 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.

**Additional Information:** Please direct any questions and information to:

Elizabeth Bornstein  
Swinerton Management and Consulting, Inc.  
700 College Avenue, Building PE-8  
Kentfield, CA 94904

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

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Publish Dates:      June 17, 2010  
                              June 23, 2010

May 2010

## **RFP Background and Scope for Performing Arts Modernization Project (306A)**

The Performing Arts Modernization project is an existing building adjacent to the existing Fine Arts Building. The Fine Arts building will be demolished and a new smaller building will be built in its place. The replacement building will also be built into the hill and therefore will require waterproofing.

- The Marin Community College District requests consultant services from interested qualified firms, to do peer review of DSA approved construction documents to confirm the waterproofing aspects of the project and perform sight inspection of the installation of the waterproofing for the Performing Arts Modernization Project (306A).
- Please include the cost of any sub-consultants to provide requested services as necessary to complete the project.

**Statements of Qualification:** All consultants must apply and be selected in order to qualify for this work.

The requested information shall be used to demonstrate the ability of your firm to provide the required Registered Waterproofing Inspector services. Following selection, a short list of Consultants will be identified and all Consultants that submitted an SOQ will be notified of their status. More detailed direction will be given to firms that are short listed for Waterproofing Consulting services.

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

1. Name and General Qualification of your firm.
  - a. Personnel to be assigned
  - b. The name, resume and availability of key personnel between Summer 2011 and Winter 2011. Please describe the role this person plays in your firm. His/her resume may be included as an attachment.
2. A summary of your firm's approaches to modernization and new construction related to this type of work
3. A list of professional services offered by your firm
4. The level of participation to be provided by the District to assist and augment your services
5. Relevant certifications of your firm and personnel
6. Verification of Registered Waterproofing Inspection services; include

7. Current hourly rate sheets for 2011-2012
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](http://www.marin.edu) ('Facilities Modernization Updates' page, 'For Contractors' bottom of page). Selected consultants are expected to comply.

**Format:** Limit the proposal to 20 pages excluding the cover letter and table of contents and limit the attachments to 30 pages as well. Only one (1) hard copy is required.

**Date of Submittal:**

- **All proposals must be received by 5:00 PM on Thursday, July 29, 2010.**
- **Late submittals cannot be accepted or considered.**

**Proposal Evaluation**

The District's evaluation is solely for the purpose of determining which consultants are deemed responsible and qualified. Proposals 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 reserves 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 project

**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.