South Orange County Community College District
Facilities Planning & Purchasing
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635
(949) 582-4678  (949)364-1731- fax

REVISED REQUEST FOR PROPOSALS FOR
Criteria and Programming Architect for Design-Build Procurement

South Orange County Community College District (SOCCCD) is inviting Qualifications and Proposals to provide Criteria and Programming Architect Services for Design-Build Procurement for the Saddleback College Site Improvements Project. Participation in this scope of work will prohibit participation in the selection process as a member of a proposing Design-Build entity for this project. The following is a calendar of events for the selection process:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFQ &amp; P</td>
<td>12/12/2013</td>
</tr>
<tr>
<td>Mandatory Pre-Proposal Meeting @ 2:00 PM</td>
<td>1/07/2014</td>
</tr>
<tr>
<td>Qualifications/Proposal due 11:00 AM</td>
<td>1/17/2014</td>
</tr>
<tr>
<td>Announcement of Firms to be interviewed</td>
<td>1/28/2014</td>
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<tr>
<td>A/E Interviews</td>
<td>2/03/2014</td>
</tr>
<tr>
<td>Architect Contract Negotiations Completed</td>
<td>2/07/2014</td>
</tr>
<tr>
<td>Board Recommendations</td>
<td>2/07/2014</td>
</tr>
<tr>
<td>Board Approval</td>
<td>2/24/2014</td>
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<tr>
<td>Announcement of Selected Firms</td>
<td>2/25/2014</td>
</tr>
<tr>
<td>Kick off Meeting Site Improvements</td>
<td>3/04/2014</td>
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</table>
SOCCCD is planning a Site Improvements Project at Saddleback College.

Principals are invited to attend a mandatory Pre-Proposal Conference scheduled for Tuesday, January 7, 2014, from 2:00-3:00 PM at District Offices, Saddleback College, 3rd Floor, Health Science Building, 28000 Marguerite Parkway, Mission Viejo, CA 92692.

This meeting is being held to acquaint prospective firms with additional project description and performance requirements of South Orange County Community College District.

If you would like to submit a response to this Request for Qualifications, please send seven copies of requested materials to:

South Orange County Community College District
Facilities Planning & Purchasing
Health Sciences Building
28000 Marguerite Parkway
Mission Viejo, CA 92692

Questions regarding this RFQ & P may be directed to Mary Opel, Construction Manager with Facilities Planning & Purchasing, at (949) 348-6021.

All responses must be received by 11:00 AM, January 17, 2014
Introduction

South Orange County Community College District (SOCCCD) requests qualifications and proposals for experienced professional architecture services for the Saddleback College Site Improvements Project.

The District reserves the right to negotiate the scope and cost of any proposal submitted and to pursue a separate RFQ & P for architectural services at any time. All submittals shall be in the form and formatted as specified in this RFQ&P section titled “Instructions for Submitting Qualifications”.

Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed “non-responsive” by the evaluation committee and eliminated from further consideration.

The selection process will include follow up interviews per attached schedule.

Coordination with other district consultants is likely to be required.

Scope of Work

SOCCCD is seeking qualified providers of architectural services for the Saddleback College Site Improvements Project. The Site Improvements Project may result in any of the following scopes of work: Storm Drainage, Storm Retention, Water Quality Units, New Athletic Practice Fields, Parking Lot Improvements, Main Quad Improvements, Turf at the Football Stadium, Fencing and Retaining Walls.

The Criteria Architect will be responsible for the following:

- Facilitate meetings with Campus and District faculty and staff to define the final project scope within the parameters or the project construction budget.
- Provide conceptual estimate that demonstrates that project is within the project construction budget.
- In conjunction with the District consultants provide an understanding of the environmental work scope involved and define inter-agency coordination expectations.
- Assist with development of criteria for Design-Build Entity pre-qualification questionnaire, evaluation factors, scoring and ranking methodology.
- Develop Design-Build RFP documents and assist with bid, evaluation and selection process.
It is expected that the Criteria Architect, working in conjunction with the District will manage this project from the pre-design phase through submission to the Division of the State Architect by the successful Design-Build Team.

The exact scope of services required by the District will be set forth in the Agreement between the District and the Criteria Architect. A copy of the District’s Standard Agreement will be provided at the mandatory pre-proposal meeting. The Architect is expected to identify in their proposal Agreement clauses for which they would like to request modification.

**Project ‘Design – To’ Budget**
The ‘Design To’ Construction Hard Cost for the project is $8,550,000

**Project Construction Schedule**
The project construction schedule will be placed in phases
- Phase 1 – Project submittals and material order / delivery
- Phase 2 – Anticipated Construction Start Winter 2015,
- Phase 3 – Project punchlist and closeout
See attached schedule for project (attachment A)

**Instructions for Submitting Qualifications**

Provide information in this order:

1. **Cover Letter** - A maximum one-page, dated Introductory Letter must be submitted including the legal name of the respondent, address (both postal and email), telephone, and the name, title, and signature of the person(s) authorized to submit the proposal on behalf of the firm.

2. **Table of Contents** - A Table of Contents of the material contained in the proposal must follow the Cover Letter.

3. **Executive Summary/Narrative** – The Executive Summary/Narrative should contain an outline of your general architectural/engineering and business approach along with a brief summary of your qualifications relative to the project and the services offered by your firm/team. (Two page maximum)

4. **Experience/Design Intent** – Describe your experience with public educational projects and more particularly community college projects similar in nature to this Site Improvements project. Include the scope of projects, description and construction costs: 1) for projects that have been constructed in the last three years and 2) for projects currently under design of similar scope. Provide contact names and phone numbers. Focus should be on design-build criteria preparation and/or design-build architecture/engineering experience including the scope of relevant
projects. Provide sample table of contents of previously developed RFP criteria for a Design-Build project that would suit this effort.

5. **Financial Standing** – Provide a current annual report or audited profit and loss statement and the amounts and carriers of both general and professional liability insurance. (One page maximum)

6. **Experience in Controlling Project Cost/Design Schedule** - Provide a statement of the firm’s philosophy with respect to cost and budget control demonstrating experience and ability to prioritize and limit scope to a set budget and manage subordinate design entities.

7. **Project Work Plan** – Prepare and submit a Project Work Plan. The Project Work Plan should emphasize your understanding of the Project requirements by documenting your approach/methodology as it applies to the Project’s scope of work, schedule, and budget. In addition, identify and constraints and issues you see affecting the Project and/or unique architectural/engineering aspects associated with the proposed project and how to address them.

8. **Team Qualifications** - Prepare and submit information pertaining to your Team’s Qualifications which must identify the experience of Team as well as design experience on comparable projects. You are to further identify which of their proposed team members have worked on the comparable projects. Define the number of years you have worked with each consultant proposed as part of your potential project team. Provide an outline of in-house procedures used to coordinate consultants during the design phases.

9. **Personnel** - Include resumes/vitae of personnel, including sub-consultants, who would likely be assigned to this project. **Specifically define the role of each person and outline his or her individual experience.** Indicate who would serve as the primary contact for SOCCCD. Identify the level of principal participation. If the firm utilizes resources from more than one office, indicate office locations and how work would be coordinated. (No more than one page/person)

10. **Additional Data** – Provide additional information about the firm as it may relate to this RFP. Include letters of reference or testimonials. Indicate ongoing professional education of staff and total number of permanent employees.

11. **Interviews** – The District may require you to participate in an interview.

12. **Professional Fees** – In a sealed envelope: Provide a fee proposal for the project. Provide a separate schedule defining hourly rates for the various levels of professionals (i.e. Principal, Director, Senior Project Manager, etc.) including rates for proposed consultants. **Be thorough and specific as this will form the basis of any contract negotiations for services.**
13. **Certification** - Complete, sign, and date the **CERTIFICATION - REQUEST FOR PROPOSAL** enclosed with this RFQ & P.

RFQ & P’s should be complete and be prepared to provide an insightful, straightforward, and **concise** overview of the capabilities of your company. **Any proposal received after the due date will not be considered or reviewed. The emphasis of your proposal should be on completeness and clarity of content.**

**Basis of Award**

The award of the contract will be based on criteria and guidelines established by the District. The award will be made after a careful evaluation by the selection committee and will be based on demonstrated competence as well as what is in the best interests of the District as determined by the committee for a fair and reasonable price.

The successful firm must demonstrate:

- Successful experience within five years on projects similar in scope
- Experience on a project using the Design-Build Delivery Method.
- Extensive experience and knowledge in dealing with The Department of State Architects (DSA)
- Proposed technical approach as demonstrated by your work plan
- Schedule proficiency and must have met established project design milestones dates

All materials submitted in response to this Request for Qualifications shall become the property of South Orange County Community College District and shall be considered a part of Public Record. General information about SOCCCD may be found at [http://www.socccd.edu](http://www.socccd.edu).

The proceedings of the selection committee are confidential. Members are not to be contacted by the proposers. All communication between proposers and the District shall be through the Office of Facilities, Planning and Purchasing.

SOCCCD reserves the right to reject any or all responses to this Request for Proposal. Any and all costs incurred in preparing and submitting a response to this RFQ & P is the sole responsibility of the proposer. This request does not constitute an offer of employment or a contract for services.
CERTIFICATION
REQUEST FOR QUALIFICATIONS AND PROPOSALS

I certify that I have read the attached Request for Qualifications and Proposals - Architectural/Engineering Services, and the instructions for submitting an RFQ & P. I further certify that I must submit seven copies of the firm’s Proposal in response to this request and that I am authorized to commit the firm to the proposal submitted.

Signature  
Typed or Printed Name

Title  
Company

Address  
Address

Telephone  
Fax

Date

If you are bidding as a corporation, please provide your corporate seal here:
Attachment A

- Saddleback Campus Map
- Project Schedule
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<td>Qtr 4 Qtr 1</td>
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| 1  |           | Obtain Criteria Architect                     | 103 days | Thu 10/10/13
| 2  |           | Complete Programming                          | 70 days  | Tue 3/4/14
| 3  |           | Prepare RFQ and Proposal Documents            | 60 days  | Tue 6/10/14
| 4  |           | Initial Advertisement for Pre-Qualification and Proposal | 0 days  | Mon 9/1/14
| 5  |           | Subsequent Advertisement for Pre Qualification and Proposal | 0 days  | Mon 9/8/14
| 6  |           | Pre Qualification and Proposal Documents Available | 0 days  | Mon 9/1/14
| 7  |           | Mandatory RFQ Pre Submittal Conference        | 0 days  | Mon 9/15/14
| 8  |           | Deadline for Notice to District of Intent to Pre Qualify | 0 days  | Mon 9/22/14
| 9  |           | Deadline for Requests for Information on Pre Qualification | 0 days  | Mon 9/22/14
| 10 |           | Per Qualification Submittals Due              | 0 days  | Mon 9/29/14
| 11 |           | Notice to Bidders of Successful Pre Qualification | 0 days  | Mon 10/6/14
| 12 |           | Debriefing Meetings for unsuccessful Pre Qual Submittals | 1 day  | Thu 10/9/14
| 13 |           | Deadline for Request for Information on Proposal Documents | 1 day  | Fri 10/31/14
| 14 |           | Proposals Due                                 | 0 days  | Fri 11/7/14
| 15 |           | Board Approval                                | 0 days  | Fri 12/5/14
| 16 |           | Notice of Intent to Award Contract            | 1 day    | Mon 12/8/14

Project: SC Site Improvements 12  
Date: Fri 12/6/13
<table>
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<tr>
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**Project: SC Site Improvements 12**

**Date: Fri 12/6/13**

**Task**

- **External Milestone**: Manual Summary Rollup
- **Inactive Task**: Manual Summary
- **Inactive Milestone**: Start-only
- **Inactive Summary**: Finish-only
- **Manual Task**: Deadline
- **Duration-only**: Progress