

Request for Qualifications

Architectural Firms

RFQ Due Date:

May 14, 2021, 2:00 PM

Susan Courtey
Director, Business Services
Glendale Community College District
1500 N Verdugo Road
Glendale, CA 91208

NOTICE TO RESPONDENTS

NOTICE IS HEREBY GIVEN that Glendale Community College District, acting by and through its Governing Board, hereinafter referred to as the DISTRICT, will receive up to, but not later than **2:00 p.m. on May 14, 2021**, sealed proposals for the award of the following contract:

GLENDALECOMMUNITY COLLEGE DISTRICT

Request for Qualifications

Architectural Firms

Such proposals shall be received at the location specified below:

Susan Courtney
Director, Business Services
Glendale Community College District
1500 North Verdugo Road
Glendale, CA 91208

Each proposal must conform and be responsive to this Notice and all other documents comprising the pertinent Request for Qualifications Documents. Copies of the Request for Qualifications Documents are now available at the District's website <https://www.glendale.edu/about-gcc/faculty-and-staff/administrative-services-department/business-services/bids-current/-fsiteid-1> . The District reserves the right to reject any or all proposals, to accept or reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals or in the process. No proposal may be withdrawn for a period of sixty (60) days after the due date.

Glendale Community College District does not discriminate with regard to race, religious creed, marital status, age, color, sex, national origin, mental or physical disability in the award of contracts. Glendale Community College District encourages responses from minority, small business, disadvantaged business, disabled veteran, and women contractors, consultants and suppliers.

1. INTRODUCTION

The Glendale Community College District is seeking a qualified Architectural firm to perform the necessary professional services for the programming, schematic design, design development, construction document production, bidding phase services and construction administration for various upcoming new construction of the Student Locker Room Project.

Firms must demonstrate the requisite experience and expertise in providing services for similar programs as well as the expertise in working with program management, district staff, and various student and faculty user groups.

2. BACKGROUND

The Glendale Community College District (GCCD) is seeking an architectural firm for the Student Locker Room Project. The Program and Concept Design documents are available for reference.

3. DESIGN GUIDELINES

The Glendale Community College will work with the selected firm and user groups to establish and design according to the needs and aces of the students.

4. PROPOSAL CONTENTS

a. Cover Letter (Limit 1 page)

A cover letter is to be signed by an authorized officer of the firm.

b. Table of Contents (Limit 1 page)

c. Identification of the Respondent (Limit 1 page)

1. Legal name and address of the company.
2. Legal form of the company (individual, corporation, partnership, joint venture, etc.)
3. If the company is a subsidiary of a "parent company" identify the "parent company".
4. If the company is a "Joint Venture" identifies all firms in association.
5. Name, title, address, phone number, facsimile number, and e-mail address of the person(s) to contact regarding the RFQ.
6. California Business License Number.
7. Tax Identification Number.
8. Place of business where work will be prepared.

9. The number of years the firm has been in business.

d. Staffing Resources and Key Personnel (Limit 5 pages including resumes)

1. Provide total number of professional staff employed by the firm(s).
 2. Provide total number of support staff employed by the firm(s).
 3. Provide number of staff located in San Diego County.
 4. Identify key personnel who would be assigned specific responsibility for working with the District and Project Team.
 5. Provide resumes of key personnel that may be working directly with the District and Project Team.
 6. Provide a summary of the reasons why the key personnel are qualified to work with the GCCCD. Provide, in this summary or in the resumes, detailed descriptions of the work experience of each key person listed as related to Colleges/Universities, Schools and/or Public Agencies in California.
7. Provide any additional information that you believe may be relevant to the submittal of this RFQ.

e. Experience (Limit 10 pages)

1. The Respondent shall provide examples of experience skills that will meet the District's design needs.
2. Provide specific experience with design of collegiate-level performance theater and support spaces.
3. The Respondent shall demonstrate a minimum five (5) years' experience in performing professional services for Colleges/Universities, Schools and/or Public Agencies in California.
4. The Respondent shall provide any information regarding their experience and projects providing services related to a facility funded through the California Community College Chancellor's Office (CCCCO). Identify the project and provide the name of the CCCCCO specialist.
5. Please acknowledge if the firm has attended workshop training for the California Community College Chancellor's Office (CCCCO) process. If not, selected firm(s) shall agree to attend required workshops/training and absorb the cost of said workshops/training.
6. Provide a brief description of the firm's experience in working with the Department of the State Architect (DSA).
7. Provide a brief description of the firm's experience in preparing Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) for review and approval on

state funded projects, if applicable. Provide a list of projects where the firm has provided said services and references.

8. Provide a list of projects (within the last five years) and describe experience with various construction delivery methods including CM at Risk, Lease-Lease Back, CM-Multi-Prime and Design Build; please include the names of CMs and Builders. List the key personnel in the firm associated with these projects. Please list the contact person and agency with whom your firm reported to and contact information
9. Information that is obtained regarding any of the above may, at the sole discretion of the District, may be deemed to indicate an unsatisfactory record of performance.

f. Technical Competence (Limit 5 pages)

1. Provide a description of the in-house resources used to perform professional services (i.e. computer capabilities, software utilization, printing/copying hardware, internet and e-mail usage, etc.)
2. Provide information regarding use of Revit and/or Building Information Modeling (BIM), listing your experience as well as the experience of your consultants using these tools.
3. Provide a brief statement regarding the firm's ability to utilize multi-disciplinary staff to address the services requested in this RFQ.
4. Provide a statement of qualifications and/or knowledge of sustainability design techniques that you have used on other projects, including experience in designing LEED accredited buildings and associated results.
5. Demonstrate your ability to design within project budget and demonstrated accuracy of cost estimates.
6. Demonstrate value engineering concepts utilized in design and how your designs have reduced construction costs.
7. Please describe your life cycle costing and maintenance durability analysis experience.
8. Demonstrate thoroughness by firm in checking plans for errors and omissions/constructability reviews for design development and final construction drawings.
9. Describe how your firm keeps the District informed as to progress of work both during design and construction phases, including necessary changes during construction. Describe other means of effective communication between your firm and the district.
10. Describe how the firm's designs reduced District short-term and long-term maintenance costs?

g. Insurance (Limit 1 page, not including supporting documentation):

1. The Respondent shall provide proof of Commercial General Liability Insurance providing one million dollars (\$1,000,000) for bodily injury, personal injury and property damage per occurrence and two million dollars (\$2,000,000) aggregate. The General Liability insurance shall have and A.M. Best rating of no less than A:XV.
2. The Respondent shall provide proof of Automobile Liability Insurance providing one million dollars (\$1,000,000) for bodily injury, personal injury and property damage per each accident. Automobile Liability Insurance shall cover all owned, non-owned and hired vehicles.
3. The Respondent shall provide proof of Workers' Compensation Insurance, covering all employees in the amount of at least one million (\$1,000,000) per accident for bodily injury and disease.
4. Professional Liability Insurance (Errors and Omissions): The Respondent shall provide proof of professional liability insurance in the amount of at least two million (\$2,000,000) per claim and two million dollars (\$2,000,000) aggregate.
5. All insurance shall be in a form and with insurance companies acceptable to the District, and licensed by the California Department of Insurance.
6. Insurance carriers shall be qualified to do business in California and maintain an agent for process within the state.
7. The insurance policies (other than Worker's Compensation) shall include provisions for waiver of subrogation.

h. Litigation (Limit 1 page)

The Respondent shall provide the litigation history for any claims filed by your firm or against your firm related to Architectural services including Design Build projects in the last five (5) years.

i. Other Information

Please identify in detail any of the following (if applicable):

1. If the firm has failed to enter into any contract or professional services agreement, once selected;
2. If the firm has been terminated or failed to complete any contract;
3. If the firm has suffered debarment by any municipal, county, state, federal or local agency;
4. If the firm or any of its principals have been convicted of violating any federal or state law related to professional services performance;

5. If the firm or any of its principals have falsified information or submitted deceptive or fraudulent statements in connection with a contract;

j. Attachments (Exhibit A-E, Limit 5 pages)

5. SUBMITTAL REQUIREMENTS

- a. Questions: All questions, interpretation or clarifications, either administrative or technical must be requested in writing via email and directed to:

Susan Courtey

Glendale Community College District

susan@glendale.edu

- b. General

It is recommended that the Respondent submit the statement of qualifications in a format to allow the District to fully evaluate and compare the qualifications. All requirements and questions in the RFQ should be addressed and all requested data should be supplied. Font size shall be limited to 10 pt minimum (except for captions on photos). Proposal shall be one-sided only.

The RFQ shall be organized in the following order and clearly identified: (reference section 4)

Cover Letter (1)

Table of Contents (1)

Identification of the Respondent (1)

Staffing Resources and Key Personnel (5)

Experience (10)

Technical Competence (5)

Insurance (1 plus supporting documents)

Litigation (1)

Other Information (0)

Attachments (5)

The limit for number of pages is 30 plus any supporting Insurance documents and other information. There is no limit on "Other Information" Section 4j.

- c. The RFQ shall be signed by an individual or individuals authorized to execute legal documents on behalf of the firm.
- d. Date, Time and Place of Submission

The Request For Qualifications must be received no later than **2:00 PM** on **Friday, May 14, 2021**, at the office of:

Susan Courtney

Glendale Community College District
1500 N Verdugo Road Room AD 117
Glendale, CA 91208

Or via email:

susan@glendale.edu

The Respondent is entirely responsible for the means of delivering the RFQ to the aforementioned office on time. Delays due to internal routing of misdirected RFQ or due to verbal directions given by District staff shall be the responsibility of the Respondent. The RFQ must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery. **LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

6. SELECTION

The successful firms will demonstrate through the RFQ that the firm has the professional capability and resources to be a full service Architect that can facilitate and oversee the planning, design, bidding (various delivery methods be used), construction, closeout and occupancy of the project, and work with state and local agencies where necessary. The selection scoring sheet is listed on Exhibit "E" and is generally based upon the following:

- a. Recent and diverse experience in school design for modernization, new construction, modular buildings, relocatables and/or other college/university, school and/or public agency projects in California. Demonstrate experience related to the types of projects identified in the master plan.
- b. Ability of firm to meet short timelines with minimum plan errors or deficiencies. The demonstration of the firm's ability to get projects completed on time (timeliness of plans during design and administrative process during construction); firm's experience in design and construction scheduling.
- c. Demonstrated ability to design within project budget; demonstrated accuracy of cost estimates.
- d. Location of office and accessibility to project(s).
- e. Use of energy savings and value engineering in design; demonstration of how the firm's designs reduced construction costs.
- f. Life cycle costing and maintenance durability analysis experience.
- g. Current commitments and ability of firm to handle project(s).
- h. Change Order Policy: How does your firm handle the change order process both with the Construction Manager and/or General Contractor and DSA? What method do you utilize to determine the validity and cost responsibility of a change order? What is your firm's change order history for similar projects on a percentage basis?

- i. Level of computerization (BIM, etc.) in office, in the field and integration with consultants. Explain your use of technology in review and response to submittals, RFIs, change orders, as-builts, etc.
- j. Thoroughness by firm in checking plans for errors and omissions/constructability reviews for design development and final construction drawings.
- k. Satisfaction of previous clients in the firm's capacity and commitment to provide services to clients.
- l. Experience working with project planning committees consisting of District staff, faculty, students, community members, program managers, and construction managers.
- m. Experience in education technology systems including: data, public address systems, audio/visual systems and industry trends. Demonstrate how the firm's designs provided flexibility to meet changing technology needs without additional fees.
- n. Cost of services. Cost to be provided on Exhibit A and B attached to this RFQ.
- o. Project Architect's experience in successful and timely approval of firm's projects through DSA, State Fire Marshall, and local agencies.
- p. Project Architect's knowledge and ability to work with applicable state laws and regulations and experience in processing plans and documents with the state agencies (CDE, DSA, CCCCCO, DTSC, etc.).
- q. Ability to assist District and District's funding consultants in preparation of state funding applications; including site development cost work sheets, and/or other cost estimates as required by the State.
- r. Communication - Ability to keep the District and program management informed as to progress of work both during design and construction phases, including necessary changes during construction. Describe other means of effective communication between your firm and the district.
- s. Quality Assurance: How does your firm assure that the highest quality of materials and construction techniques are being employed during various phases of construction?
- t. Post Construction Follow-Up: What is the firm's role upon completion of construction? How, on previous school construction projects, have you handled punch list items and ensured that items function properly? How will the firm assist the District in enforcement of contractor's guarantees and warranties?
- u. Maintenance Costs: how have your designs reduced district short-term and long-term maintenance costs?
- v. The firm's successful experience with the different delivery methods i.e. Construction Management/Multiple Prime Construction, Design Bid Build, Lease-Leaseback, etc.

7. DISTRICT CONTACT

The District requests that no Respondent contact them in conjunction with this RFQ at any time. Any contact with a District staff member regarding this RFQ may be grounds for rejection of the RFQ.

EXHIBIT "A"

PROPOSED ARCHITECT FEE SCHEDULE

CONTRACT AMOUNT	NEW CONSTRUCTION PERCENTAGE RATE	MODERNIZATION PERCENTAGE RATE
First \$500,000		
Next \$500,000		
Next \$1,000,000		
Next \$4,000,000		
Next \$4,000,000		
Excess of \$10,000,000		

*** IF THE ABOVE FEES ARE NOT PROPOSED TO BE APPLICABLE TO A VARIETY OF DELIVERY METHODS, PLEASE PROVIDE ADDITIONAL SCHEDULES**

EXHIBIT "B"

ADDITIONAL SERVICES – ROSTER OF RATES

POSITION	HOURLY RATE
Principal Architect	
Project Architect / Senior Associate	
Civil Engineering Coordinator Architect	
Senior Staff AutoCAD / Job Captain	
Interim Staff AutoCAD	
Assistant Staff AutoCAD / Drafting	
Clerical	
<u>List additional below:</u>	

EXHIBIT "C"

TO BE COMPLETED BY ALL CONSULTANTS

Consultant Name: _____

Identify those Businesses with which you intend to subconsultant; the work to be subconsulted, the percentage of work to be subconsulted and the type of subconsultant i.e. Small, Local, Emerging, Disabled Veteran or other/decline to state. Definition of these categories can be found on the accompanying form.

"A" BUSINESS NAME	"B" WORK SCOPE	"C" PERCENTAGE	"D" TYPE OF SUBCONSULTANT

DUPLICATE THIS FORM AS NECESSARY

EXHIBIT "D"

TO BE COMPLETED BY ALL CONSULTANTS AND SUBCONSULTANTS

Consultant/Subconsultant Name: _____

I declare under penalty of perjury that my business is (check all that apply):

- Small Business – A Small Business is one whose gross sales are less than \$1 million annually.
- Local Business – A Business headquartered in San Diego County.
- Emerging Business – An Emerging Business is one who has been business less than five years. I started my business on _____.
- Disabled Veteran-Owned Business – A Disabled Veteran-Owned Business is one that has a current certification from a California public agency. Certification must be attached.
- Other Businesses – A business, which does not meet any of the other definitions above, or for which the consultant or subconsultant declines to state its category.

If it is determined that the information contained herein is not true and correct, it could potentially eliminate the Respondent from consideration for work on Glendale Community College District projects.

Consultant/Subconsultant: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Fax Number: _____

Name, Title: _____

Signature: _____

EXHIBIT “E”
SCORING SHEET

CRITERIA FROM RFQ	MAXIMUM POINTS
Conformance to specified RFQ format	5
Demonstration of (and firm's sub-consultants) specific experience and skills with educational clients focused on Collegiate level projects with minimum of 5 years of experience and experience with State funding programs:	10
Demonstration that the proposed staff for firm specifically has collegiate level experience:	10
Demonstration of firm's ability to design within project budget; demonstrated accuracy of cost estimates:	10
Change Order Policy: How does the firm handle the change order process both with the Construction Manager and/or General Contractor and DSA? What method does the firm utilize to determine the validity and cost responsibility of a change order? What is the firm's change order history for similar projects on a percentage basis?	5
Demonstrated experience in sustainable designs:	10
Demonstrated experience with life cycle cost analysis and understanding District's maintenance operating costs:	5
Demonstrated experience in successful and timely approval of firm's projects through DSA, State Fire Marshall, and local agencies:	5
Quality Assurance: How does your firm assure that the highest quality of materials and construction techniques are being employed during various phases of construction? Demonstrated approach to value engineering:	10
Demonstrated technical competence and use of in house technology for design, collaboration and construction administration:	10
Demonstration that firm satisfactorily completes project close out, DSA closeout, warranty support, etc.:	5
Demonstrated experience in working with various delivery methods; Lease-Lease back, CM Multi-Prime, CM/GC, Design Build (as owner rep), etc.:	5
Financial resources and stability of the principal consultant and/or a consultant team; years in business; ability to provide required insurance:	5
Firm and project team are local (San Diego County):	5
Litigation history not satisfactorily explained (Deduct 0-10 points) (See section 4J)	0
TOTAL	100