



**MARIN COMMUNITY COLLEGE DISTRICT  
REQUEST FOR PROPOSAL**

**PROFESSIONAL ARCHITECTURAL DESIGN SERVICES  
AND SPACE PLANNING**

Dear Architect:

The Marin Community College District (District) continues to execute the \$249.5 million Measure C Bond Program. The District is now inviting a Request for Proposal (RFP) for design, documentation and construction administration for the **Austin Science Center Alterations (Structural) project** on the Kentfield campus.

Services provided by the consultant will be solely for the District's Measure C Bond Capital Improvement Program.

A complete response is required in order to be considered for this project. Firms are required to comply with the District's insurance requirements and 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 District's criteria. **RFP's are due by 2:00 pm on Friday, February 24, 2012.**

For a copy of the RFP, 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](mailto:Elizabeth.Bornstein@marin.edu)

The District intends to select a short list of not more than five (5) architects for interview, based on the criteria and scope described in the document.

The District is an equal opportunity employer.

Publish Date: February 3, 2012

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**Background:**

The new project is called the “Austin Science Center Alterations (structural) Project (301B)” and is located on the Kentfield campus of the College of Marin. The scope of work is two-fold (and concurrent); including move planning services as well as a structural upgrade.

Move planning services include relocating functions currently housed in five existing buildings in the northeast corner of the campus. The occupants of these five buildings will be relocated due to the construction of the new Academic Center building, slated to start in early 2013.

The occupants will move to Austin Science on a permanent and temporary basis and assistance is required to adequately house their function without major construction to the existing building. The five buildings are as follows:

- Harlan Center (classroom and faculty office building)
- Olney Hall (auditorium and classroom building)
- The Administrative Building (The office of the President, HR and Communications)
- The Business Center (classrooms)
- The Taqueria (this function will not move to Austin and will not be replaced)

The second portion of the work includes a structural upgrade to the existing Austin Science Center Building, in order to bring the project up to current structural safety standards. The design is intended to be minimally invasive, and solutions that allow occupancy during the structural upgrade are requested.

The existing building is a single story, concrete and brick building of approximately 61,000 GSF. It includes the existing Chemistry and Biology wet labs, Engineering and Math dry labs, lecture classrooms, faculty offices and other general support space. The building is characterized by open corridors and three interior courtyards, and the entire building is constructed on concrete “stilts,” with a full floor of parking below. The “front door” of the building faces east and is at the end of a long ramp that connects the building to parking lot 6. There are two additional sets of stairways from the northwest and southwest corners, providing access to parking lot 9 and parking lot 7, respectively. There is currently no elevator access and restrooms do not meet current standards.

The scope of work will consist of milestones as follows:

March **2012**: Evaluation and Program confirmation phase  
April – June **2012**: Move planning design phase, including meetings with users  
July – September **2012**: Move Planning Documentation phase  
October – December **2012**: Move-in from various locations into Austin Science (by others)  
October – December **2012**: Structural Design Phase (concurrent with move-in phase), including structural analysis and design

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REQUEST FOR PROPOSAL  
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January – May **2013**: Structural Documentation phase  
June – December **2013**: DSA review phase and bid phase  
January – December **2014**: Construction  
January – March **2015**: Commissioning and move in phase (by others)

**Project Scope:**

The specific program requirements may be found on the College of Marin website:  
<http://www.marin.edu/MeasureC/LegalInformation/index.htm> . Confirmation of existing offices and uses in each building will be part of the scope, and is included in “program confirmation” phase, in the schedule shown above.

Specific Tasks are as follows:

1. **Program Confirmation:** Meet with user groups to confirm the program space requirements that are currently being utilized in the existing buildings; document findings of existing spaces, and make recommendations for additional space, as necessary. Review and document existing Austin Science (at a schematic level).
2. **Move Planning Design Phase:** “Test fit” the program areas for each of the user group areas that reside in the existing buildings (to be torn down); document minimal changes in order to make the spaces adequate for the uses proposed.
3. **Move Planning Documentation Phase:** Identify construction scope to accommodate proposed uses on an interim basis and document changes adequate for bid by contractor
4. **Structural Design Phase:** Identify and develop a comprehensive report illustrating scope required for structural rehabilitation as required by review agencies
5. **Structural Documentation Phase:** Develop design and provide adequate information for review and approval by DSA and other review agencies, as required
6. **Structural Review and Bid Phase:** Provide adequate services to accommodate DSA review and support services necessary to procure project using the public low bid process
7. Provide a comprehensive FFE list showing all furniture types to be purchased by the owner under separate contract
8. Provide architectural and engineering drawings sufficient for review and approval by owner, and for bid to the General Contracting community. The budget for “paint and patch work” required for the Move Planning Design Phase shall not exceed \$148,000.00, or as determined by design team. The most recent Austin Science Center Assessment Report (dated December 31, 2010, prepared by CA Architects) can be found on the College website:  
<http://www.marin.edu/MeasureC/LegalInformation/index.htm>

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REQUEST FOR PROPOSAL  
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Summary of spaces required (please reference attached diagrams provided by District):

**1. Administrative Center**

- a. Office of the President – Temporary move to Austin Science Center
  - i. President's office
  - ii. Two (2) assistant 's offices
  - iii. Conference Room
  - iv. Storage
- b. Office of Public Affairs –Temporary move to Austin Science Center
  - i. One (1) Director of Communications and Community Relations
  - ii. Two (2) Assistant's offices
  - iii. Storage
- c. Office of Planning, Research and Institutional Effectiveness – Permanent move to Austin
  - i. One (1) Director's office
  - ii. One (1) Assistant's office
  - iii. Storage
- d. Modernization Office – Permanent move to Austin Science Center
  - i. One (1) Director of Modernization
  - ii. One (1) Assistant's office
  - iii. Storage
- e. HR offices including public desk and waiting area (appx. 3,000 GSF in total) – Permanent move to Austin Science Center
  - i. One (1) Executive Director of Human Resources
  - ii. Public entry and waiting area
  - iii. Interview room
  - iv. Four (4) staff offices
  - v. One (1) Conference Room
  - vi. Storage
  - vii. Work Room

**2. Olney Hall**

- a. One (1) large classroom with capacity of 100 (not duplicating auditorium function for this project)
- b. Nine (9) classrooms upstairs

**3. Business Center**

- a. Two (2) computer labs with capacity of 24 stations plus teacher's station, printer and fax machine and work area
- b. Two (2) offices with oversight of labs
- c. Business Center has four (4) classrooms
- d. Storage

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4. **Harlan Center**
  - a. 28 faculty offices (80 GSF min)
  - b. One (1) VP of Student Services office, and one assistant
  - c. One (1) Dean's office, and one assistant
  - d. Two (2) shared Faculty conference rooms
  - e. Nine (9) classrooms with capacity for 32 students
5. **Office of Instructional Management** (appx. 1,000 GSF) – Permanent move to Austin Science Center
  - a. One (1) Director
  - b. Four (4) Staff offices
  - c. One (1) Assistant's office
  - d. One (1) large conference room
  - e. Storage
6. **Police Office** – Permanent move to Austin Science Center
  - a. Chief of Police
  - b. One (1) Assistant's office
  - c. Four (4) staff offices
  - d. Conference Room
  - e. Small "holding pen," secure
  - f. Reception and waiting area
7. In addition to the above functions, preserve existing functions in Austin as follows:
  - a. Restrooms (make recommendations based on new capacity)
  - b. Preserve nine (9) classrooms
  - c. Preserve three (3) Chemistry Labs

**Format of submission:**

- The proposal will be limited to twenty (20) pages or less.
- Please submit three (3) bound printed copies and one (1) electronic copy in PDF format.

Please provide the following in the documentation:

1. Cover letter describing your approach to providing services.
2. Names of relevant staff, including resumes, responsibilities and titles of the participating team members.
3. The contract will be a stipulated sum and the design team is expected to provide a project proposal for services, as described above. The proposal shall be inclusive of expenses (printing, shipping, travel, etc). Current hourly rate sheets shall also be submitted.

**MARIN COMMUNITY COLLEGE DISTRICT  
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4. Statement affirming the firm's capacity to provide insurance coverage and willingness to sign the District's standard long form contract (to review the contract, visit [www.marin.edu](http://www.marin.edu) and go to the "Facilities Modernization Updates\For Contractors" pull down menu at the bottom of the web page).
5. Provide recent examples of similar work, including relevant information such as budget, approximate length of design and construction phases; number and amount of change orders; and list the proposed team that worked on the project. Please include "recent" projects (within the past 5 years) and a reference name and phone number.
6. List consultants required to do the work and the whether your offices have worked together in the past.

**Due date and location of submittal:**

- All proposals must be received no later than **2:00 PM on Friday, February 24, 2012.**
- 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**  
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.

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The District retains sole discretion to determine whether a proposal is responsive. A score sheet is attached to this package as an addendum. The District's decision will be based on the evaluation of several factors, including (but not limited to) the following:

1. Experience with Move Planning
2. Demonstrated ability to solve the core phase one issue: moving various departments into a building with minimal ability to change the existing walls, layout and structure
3. Experience of the personnel assigned to the project
4. Ability to work within DSA guidelines and approval process, without triggering additional DSA requirements until the second phase of work. Understanding of DSA change order review, approval process and timely project close out
5. Understanding of relevant technical issues and comprehensive approach on how to deal with concerns
6. Understanding of District Standards, applicable building and life safety codes related to the project

**Confidentiality:**

Responses to the RFP 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.