

LOS RIOS COMMUNITY COLLEGE DISTRICT

Facilities Management Department
3753 Bradview Drive, Sacramento, CA 95827
Phone (916) 856-3400 ~ Fax (916) 856-3456



Sacramento City College American River College Cosumnes River College Folsom Lake College

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

LOS RIOS COMMUNITY COLLEGE DISTRICT ("DISTRICT") FOLSOM LAKE COLLEGE ATHLETIC FIELDS AND FACILITIES ("the Project")

REQUEST FOR QUALIFICATIONS

The District requests proposals for architectural services for the Project as more particularly described herein. To be considered, Firms must timely submit written qualifications which fully respond to this Request for Qualifications ("RFQ"); upon invitation of the District, selected Firms may be requested to make a presentation of their qualifications to the District. The District reserves the right to modify or amend this RFQ or portions hereof by issuance of addenda to this RFQ. If any addenda are issued by the District, a copy of the same will be transmitted by the District to each Firm who has theretofore obtained this RFQ.

THE DISTRICT THE COLLEGE AND THE PROJECT

The Los Rios Community College District was established in 1970. The District services a 2,400 square mile area in five counties with an enrollment of over 78,000 students. It is the second largest community college district in the State of California. The Los Rios District is a 2-year public community college committed to an open-door admission policy and a comprehensive curriculum. The District has four main campuses – American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College. In addition, the District has two recognized Centers – the Natomas Center and the El Dorado Center. The District also operates a number of outreach centers including Davis, West Sacramento, downtown Sacramento, and Rancho Cordova.

Folsom Lake College is a comprehensive, public community college, the 109th community college in the State of California and the fourth member of the Los Rios Community College District (one of the largest community college districts in California, serving approximately 80,000 students). In January 2004, Folsom Lake College received initial accreditation from the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), one of the six regional accrediting associations in the U.S. Accreditation certifies to students and the community that an educational institution meets or exceeds specific standards of quality.

The project consists of the design and construction of athletic fields and facilities at Folsom Lake College, including: baseball field, softball field, tennis courts, soccer fields, running track and other associated facilities. The design and construction will be guided by the athletic fields master plan prepared by Beals Alliance, dated November 12, 2006, and attached to this RFQ. The construction

budget for this project is \$15,144,000.00.

BASIC SERVICES

The District intends to enter into a contract with an architectural firm for Basic Services for the design, bidding and construction of the Project. The scope of Basic Services required for the Project is set forth in the form of the Agreement for Architectural Services, and are referred to hereinafter as "the Agreement" and are attached to this RFQ as Exhibit "B".

QUALIFICATIONS

Firms must provide a complete statement of qualifications, capabilities and experience of the Firm to provide design services as set forth in the attached Agreement. The statement of qualifications must address the following items:

1. Experience.
 - A. Scope of architectural services typically provided or offered by the Firm; summary of the Firm's firm history.
 - B. Prior experience with design and construction of athletic fields and facilities.
 - C. Prior experience with public agency public works projects, including a general description of the scope of services provided on each contract.
 - D. Services for other California community college or California K-12 school projects.
 - E. Services for California State University or University of California projects.
 - F. Identify the Firm's principals and employees who are licensed contractors or architects or registered engineers under California law.
 - G. For each Project in which the Firm served as the architect over the last five (5) years, provide the following information: (a) the original contract sum of the construction contract; (b) the total value of all change orders issued for each Project; and (c) whether claims for additional time or additional compensation were asserted by any contractor on any Project and if so, a description of the nature and resolution of each claim.
2. Capacity
 - A. Staff and Technical Resources
 - i. Identify specific proposed staff personnel which the Firm anticipates will be dedicated to the Project; provide description of each staff member's education and experience. For staff personnel identified, provide a description of the typical anticipated role(s) or responsibility(ies) of each staff member relative to the Basic Services for the Project.
 - ii. Identify existing projects in which the Firm is serving as an architect (with existing levels of staff commitment and a general description of the project and the scope of services provided by the Firm for each existing project).

- B. Staffing and Methodology
- i. Address the extent to which the District will be permitted to request specific staff personnel to provide or perform all or portions of the Basic Services.
 - ii. Commitment of Firm's staff for specific Basic Services for the Project.
 - iii. Describe the manner in which each of the Phases of the Basic Services will be completed for the Project.
 - iv. Generally describe the approaches taken by the Firm relative to recommendations of value engineering of the Design Documents so that: (a) the Construction Costs of the Project are within the Construction Budget established for the Project; (b) operational/use costs are minimized; or (c) to extend the useful life of the Project or components thereof. Generally describe the approaches taken by the Firm to ensure that District accepted value engineering recommendations are incorporated into the Design Documents.
 - v. Generally describe the methodology by which the Firm: (a) notes constructability recommendations from 3rd party reviews; and (b) oversees incorporation of District accepted constructability recommendations.
 - vi. Generally describe approaches taken to prepare estimates of Construction Costs for the Project, including the extent to which estimates are based on the current marketplace conditions in the locality of the District.
 - vii. Generally describe the quality control measures of the Firm to ensure that the Design Documents for the Project conform with the design intent and other requirements established by the District.
 - viii. Generally describe approaches taken to ensure the thorough periodic District reviews of the Design Documents.
 - ix. Generally describe the Firm's Construction Phase quality control measures to ensure that the Project as constructed conforms with the Design Documents.

ARCHITECTURAL SERVICES CONTRACT

Included with this RFQ is the District's form of Agreement. Firms must thoroughly review the Agreement included herewith and must in their respective responses to this RFQ identify any term or condition of the Agreement which the Firm requests modification, by amendment to existing provisions, addition of additional provisions or deletion of existing provisions. Where any requested modification consists of amendments to existing provisions or additional provisions, the response to this RFQ must set forth the text of the requested amendment or addition. **Any Firm whose proposal does not identify modifications to terms or conditions of the attached Agreement will be deemed to have agreed to all terms and conditions set forth therein.**

SUBMISSION OF RFQ RESPONSE

To be considered by the Selection Committee responses to this RFQ must be in writing and must be responsive to all of the material requirements of this RFQ. **Each Firm must submit an original and six (6) copies of its response to this RFQ.** A response to this RFQ which is not responsive to all material requirements of this RFQ will be rejected. Hand delivered responses to this RFQ must be submitted to Dave Clinchy, Director, Facilities Planning and Construction, Los Rios Community College District, 3753 Bradview Drive, Sacramento. Mailed responses to this RFQ must be sent to Dave Clinchy, Director, Facilities Planning and Construction, Los Rios Community College District, 3753 Bradview Drive, Sacramento, CA 95827. Responses to this RFQ must be received prior to 4:00 P.M., January 16, 2009. Firms are solely responsible for timely submission of responses to this RFQ. Any response to this RFQ which is not submitted at or prior to the latest date/time for submission of responses will be rejected and returned to the Firm submitting the same unopened.

SELECTION OF ARCHITECT

The District will establish a committee to review and evaluate qualification statements submitted in response to this RFQ. The selection committee will make a recommendation to the District's Board of Trustees for the District's selection and retention of an architect for the Project. Prior to making a recommendation to the District's Board of Trustees for selection of an architectural firm, the selection committee will request that Firms selected in the sole discretion of the selection committee make an oral presentation to the selection committee members. Recommendation of the selection committee for retention of an architect will be based upon the demonstrated competence and qualifications to perform the Basic Services. The recommendation of the selection committee is not binding on the District; award of the Agreement will only be by action of the District's Board of Trustees.

Selection Process Timeline:

RFQ – solicitation date:	December 15, 2008
Deadline for submission:	January 16, 2009 @ 4:00 p.m.
Review by Selection Committee:	January 16, 2009 – January 30, 2009
Presentations by Short-listed Firms:	February 6, 2009
Anticipated Agreement Start Date:	March 2009

QUESTIONS / REQUESTS FOR ADDITIONAL INFORMATION

All questions or requests for additional information must be submitted to the District in writing either by letter, fax or e-mail.

Please do not attempt to contact any other member of the District's staff during the proposal period.