



PERALTA COMMUNITY COLLEGE DISTRICT

REQUEST FOR PROPOSAL

**Architectural Design Services, Merritt College Building "S" Tennant Improvement Project
RFP# 21-22/12**

**Due date: December 3, 2021
2:00PM**

I. Introduction

Peralta Community College District (“District”) is seeking proposals from qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full Architectural Services for the Merritt College Building “S” Tennant Improvement project (“Project”).

As a result of your firm’s participation in RFQ#20-21/05, your firm was prequalified and approved by the Board of Trustees on April 13, 2021.

Peralta Community College District’s 2018 passage of Measure G Bond has created an opportunity for the various District campuses to move forward with specific facility additions, modernization and code directed upgrades. This solicitation is for **Architectural Design Services for the Merritt College Building “S” Tennant Improvement project (“Project”)**.

All RFP proposals must be submitted electronically via Vendor Registry: [Peralta Community College District Current Solicitations | Vendor Registry](#)

Each proposer is solely responsible for timely submission of its proposal; the District is not responsible for any technological issues in a vendor’s ability to timely submit its proposal or portion thereof by the specified date and time as prescribed in this RFP.

ALL RESPONSES ARE DUE BY 2:00 P.M. ON December 3, 2021, Oral, telegraphic, facsimile, telephone or email RFP Packets will not be accepted. RFP Packets received after this date and time will not be accepted and will be returned unopened. The District reserves the right to waive any informalities or irregularities in the RFP Packets. The District also reserves the right to reject any and all RFP Packets and to negotiate contract terms with one or more Respondents.

A **Non-Mandatory** Pre-Proposal Meeting will be held at **10:00am on November 9, 2021**, via Zoom: **Register in advance for this meeting:**

<https://cccconfer.zoom.us/meeting/register/tJvcuuhqz8jHNMPMrLFYNDVHU20aRLmmT3R>
Meeting ID: 932 5295 4967

After registering, you will receive a confirmation email containing information about joining the meeting.

Questions regarding this RFP may be directed in writing via, [Peralta Community College District Current Solicitations | Vendor Registry](#) and must be submitted on or before 2:00 P.M. Friday, November 19, 2021.

For any other technical issues, contact the Project Manager, Brian Jemo at bjemo@kitchell.com. Any other concerns, contact the Buyer Seraphine Nzomo at snzomo@peralta.edu

II. Table of Contents

I. Introduction.....2

II. Table of Contents.....3

III. RFP Schedule4

IV. Background.....4

V. Project Description.....5

VI. Scope of Services.....7

VII. RFP Terms and Conditions.....7

VIII. Proposal Format and Content9

IX. Selection Process.....12

X. Attachments14

RFP EXHIBIT 1: MISCELLANEOUS FORMS and TEMPLATES 15

- Acknowledgement and Signature Form..... 15

RFP EXHIBIT 2: SLBE Information and Participation Template..... Separate

RFP EXHIBIT 3: Team Experience Matrix..... Separate

RFP EXHIBIT 4: Existing floor plans of the first and second floors of Building S.....Separate

III. RFP Schedule

The District reserves the right to change the dates on the schedule without prior notice.

Date	Event
November 5, 2021	Release of RFP
November 9, 2021, 10:00 A.M.	Non-Mandatory Pre-Proposal Meeting (Tentative)
November 19, 2021, 2:00 P.M.	Deadline for submitting written questions (RFI)
November 30, 2021, 2:00 P.M.	Deadline for District answering written questions
December 3, 2021, 2:00 P.M	Deadline for Submitting Proposals
January 25, 2021	Board of Trustees Action to Award Contract (Tentative)

IV. Background

This Request for Proposals (“RFP”) defines the architectural services sought and outlines in general the Project requirements and Proposal process. Peralta Community College District’s 2018 passage of Measure G Bond has created an opportunity for the various District campuses to move forward with specific facility additions, modernization and code directed upgrades. This solicitation is for Architectural Design Services for the Merritt College Building “S” Tenant Improvement project (“Project”).



V. Project Description

The Merritt College Campus’s existing Barbara Lee Building “S” was never built out at the time of the project dedication in late 2015. There remains approximately 10,520 Sq. Ft. of non-built (shelled space) available on three different levels.

This request is for Architectural & Engineering Design Services to complete the “build-out” for specific defined rooms on the first and second floors only. The existing Microscopy Labs located on the first floor will be relocated to a different location on this floor.

The following table outlines the current program of spaces to be allocated within the renovated Barbara Lee Building. Refer to **RFP Exhibit 4 (See separate attachment)** for annotated existing floor plans of the first and second floors of the Barbara Lee Building S.

First Floor Spaces					
Liberal Arts Program planned for First Floor					
MC Room Name	MC Room Number	DSA Plan Square Footage	Proposed Department	Proposed Room Name	Proposed Room Square Footage (ASF)
Shelled Space	S-104	1280	Liberal Arts	Review Coord.	90
				Adjunct Office	120
				Dean Office	120
				Dean Staff Assist	90
				Faculty Office-3x @ 90 SF ea.	270
				Off. Service Area	370
				Sub-total	1060
Relocated Microscopy Rooms					
Shelled Space	S-108	4642	Microscopy	Microscopy Level 1 Classrm	907
				Microscopy Level 2 Classrm	533
				Microscopy Histology Room	319
				General Education Classrm	960
				Sub-total	2719
Fire Tech Program (EMT)					
Shelled Space	S-109	707	Fire Tech (EMT)	Classroom-Divison 3	707
				Sub-total	707
CIS Program					
Microscopy Level 1 Classrm		907	CIS	Large Computer Lab	1080
Microscopy Level 2 Classr	S-116	533		Small Computer Lab	709
Microscopy Histology Roo	S-118	319		Office 1 @ 90 ASF	90
				Sub-total	1879
Total ASF added to First Floor					6365
Second Floor Spaces					
Math Department					
MC Room Name	MC Room Number	DSA Plan Square Footage	Proposed Department	Proposed Room Name	Proposed Room Square Footage (ASF)
Shelled Space	S-218	2038	Math	Large Math Lab	1190
				Small Math Lab	560
				Offices-3x @ 90 SF ea.	270
				Sub-total	2020
Total ASF added to Second Floor					2020
Grand Total ASF added @ first and Second Floors with this request					8385

The initial DSA Approved Building documents dated November 22, 2013, with DSA APPL # 01-113309 are available for the Architectural & Engineering teams use.

This project must be completed as quickly as reasonable.

- A preliminary project expectation is for the Building S Tenant Improvement Project design documents to be submitted to DSA for review by June 1, 2022, and under construction by the late winter of 2023.
- A project timeline is posted below referencing all major project phases:
 - Procurement of Design Professional by 1/31/22.

- Design duration – 2/1/22 to 6/30/22
- DSA Review/Approval – 7/1/22 to 10/31/22
- Bidding for Construction Services – 11/1/22 to 1/31/23
- Construction Activities – 2/1/23 to 7/31/23
- Project Closeout by 9/30/23

The proposer’s work approach statement is to outline the necessary steps to achieve this expectation.

VI. Scope of Services

Any Respondent must be capable of providing full architectural and engineering services to provide design and construction administration services for the Building S Tenant Improvement and must meet the requirements of the Division of the State Architect through construction. The desired scope of services is set forth at **Exhibit “A”** to the District’s form Agreement for Architectural and Engineering Services (“Agreement”). The sample Agreement is emailed as separate file.

VII. RFP Terms and Conditions

A. ACCEPTANCE and REJECTION of PROPOSALS

The District retains the sole discretion to determine issues of compliance and whether a Proposal is responsive, responsible, and qualified. The District reserves the right to waive any informalities or irregularities not governed by law. The District reserves the right to reject all Proposals or to cancel this RFP.

B. AWARD of CONTRACT

This RFP does not obligate the District to award a contract or accept or contract for expressed or implied services. The District makes no representation that participation in the RFP process will lead to an award of a contract or any other consideration, whatsoever. The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any person or entity responding to this RFP for all or any portion of the work described herein, to reject any Proposal as non-responsive, and/or not to contract with any Respondent for the services described herein.

If the Respondent with the highest-scoring Proposal does not agree to enter into a contract with the District, the District retains the right to negotiate with any other Respondent. **COST OF PROPOSAL PREPARATION**

The District shall in no event be responsible for the cost of preparing or submitting a response to this RFP, including any supporting materials or participation in interviews.

C. USE OF PROPOSALS, PROPRIETARY INFORMATION

Proposals, and any other supporting materials provided to the District in response to this RFP, will not be returned and will become the property of the District, unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents will be deemed insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to Michaelis, Montanari, & Johnson v. Superior Court (2006) 38 Cal.4th 1065, submissions shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Proposer have completed negotiations and entered into an Agreement, or (2) the District has rejected all submissions. Furthermore, the District will have no liability to the Proposer or other party as a result of any public disclosure of any Proposal.

D. FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”) and Small Emerging Local Business Enterprises (“SELBE”) shall be afforded full opportunity to submit Proposals in response to this RFP.

No Respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition, or disability in any consideration leading to the award of the contract.

E. SMALL LOCAL BUSINESS ENTERPRISE AND SMALL EMERGING LOCAL BUSINESS ENTERPRISE PROGRAM

The District is committed to ensure equal opportunity and equitable treatment in awarding and managing its public contracts and has established an annual overall program goal of 25 percent participation for small local businesses. To facilitate opportunities for small local business, the District will use a maximum five percent bidding preference for SLBE and SELBE firms. The preference is only used for computation purposes to determine the winning bidder, and not for determining the contract price.

The full version of the District’s small local business enterprise and small emerging local business enterprise program can be found by going to the District’s home page:

[SLBE Program and Affidavit](#)

Proposers must submit the SLBE Affidavit form for this RFP. In addition, each proposer must have each subconsultant identified in the proposal submit the SLBE Affidavit form identifying the proposed participation percentage. This RFP also requires the proposer to include the percentage participation of each proposed SLBE firm relative to the aggregate price (form included as a separate attachment).

Proposers claiming SLBE and SELBE status in the self-certification affidavit will be required to submit proof of residency and revenue 48 hours after the delivery deadline for Proposals. Such proof shall consist of a copy of a contract to perform work, to rent space or equipment, or for other business services, executed from their local address, and the firm’s tax returns from the past three consecutive years.

F. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity responding to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract(s) with any member of the District’s Governing Board (“Board”), selection committee members, or any member of the Citizens' Oversight Committee, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the Respondent.

G. INVESTIGATIONS and CLARIFICATIONS

The District reserves the right to investigate and rely upon information from any other available sources in addition to and beyond any documents or information submitted in response to this RFP.

The District reserves the right to request, at its sole discretion, that one or more of the Respondents provide clarifications or supply additional material deemed necessary to assist in the evaluation of Proposals, and to modify or alter any of the requirements herein.

In the event that the proposal guidelines change materially, all Respondents who have submitted timely Proposals will be given an opportunity to modify their Proposal in the specific areas that are impacted.

VIII. Proposal Format and Content

Proposals are to be prepared in such a way as to provide straightforward, concise delineation of the proposer’s capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance of the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content. Proposals that do not acknowledge all Addenda may be deemed non-responsive.

A. Organization

Please organize the Proposal into sections as described below. Ensure that each section contains the information requested. Reviewers may not read all sections. The content of each section should focus on demonstrating qualifications for this project specifically.

The combined **limit for sections 1-4 is 16 pages** (cover letters, table of contents, licenses, resumes, and exhibits are not included in the page count), single sided (8 pages double-sided), formatted to print legibly on 8 ½” x 11” paper with all body text at a 12 point font or larger. Place a page break between sections. Insert bookmarks to support navigation in digital files.

B. Design Firm’s Approach

Design Firms shall outline in sufficient detail their understanding of the unique aspects of this requested scope of work and their anticipated approach to full implementation of services to be performed. Outline all appropriate tasks with definable durations identifying specific expectations of all required interactions with Construction Management team, facilities and District.

C. Workplan and Schedule

As part of the proposals, we are asking each firm to include a detailed workplan including all assumptions that support the strategy. In addition, the workplan should include timelines for each phase as shown in Exhibit A (Scope of Services) of the Architectural Agreement. Each firm shall indicate their proposed timelines for each of these phases to meet the objectives of the project.

The successful firm’s approach shall link with defined deliverables, per phase and required actions from all identifiable team members.

1. Introduction, Approach, and Workplan (4 pages)

- **Highlights** of proposal, approach, and workplan
 - Provide a clear statement of approach advising how your team plans to implement the project.
 - Provide detailed workplan identifying key phases (Preliminary Phase, Technical Documentation Phase, Procurement Phase, Construction, Project Close-out) and provide input on the estimated timelines.
- **Point of Contact During Evaluation and Award Process**
 - Name, email address, and phone number for no more than two individuals who can respond to questions and correspondence on behalf of the Proposer. These individuals can be the same or different from Key Personnel, principals, or authorized signatories.

2. Team Project Experience (see matrix below)

- Provide resumes for all individuals proposed (no more than one page per resume)
- Please limit resumes to include only relative experience
 - Include past (10) years of experience
 - Owner/Client Name
 - Project name
 - Positions held during project

- Brief Description of Building Structure Type and Building Type (Locker, Gym, Student Union, Sqft, S/U, New or Mod, etc.)
- Services provided

3. Fee

- List **hourly rates** by position title, with cross-reference to key personnel and staffing plan, for reference.
- Present a **schedule of values** based on tangible deliverables, coordinated with the work plan and the staffing plan, to support evaluation of invoices. Invoices will be evaluated for tangible progress (and not hours expended or for percentage of time elapsed).
- Include all costs necessary to complete the scope of services, including, but not limited to, document reproduction, travel, meetings, and delivery services. The District will not process invoices on a “reimbursable” basis.
- Include a **lump sum total fee**. Provide detail, coordinated with the Work Plan, to **show how the lump sum fee was calculated**.

4. Authorized Signature, Business Information, Related Documents

- **Insurance Requirements:** include statement that “[insert name of Respondent] has reviewed the indemnity provisions and insurance requirements contained in the sample contract and”:
 - “has no objections.”
- **Other Modifications:** include statement that “[insert name of Respondent] has reviewed all provisions of the sample Agreement and”:
 - “has no objections.”
- **Debarment:** Provide statement that the Proposer, and all proposed subconsultants and other partners, have not been debarred from providing services to any Federal, State, or Local Agency within the last five (5) years. If Proposer or any of its proposed subconsultants or other partners has been debarred, identify the agency and individual that issued the debarment, the agency’s basis for the debarment, and the date of the debarment.
- **Ethics Certification:** Certify that no official or employee of Respondent has ever been convicted of an ethics violation.
- **Other Certifications and Forms:**

- Acknowledgement and Signature Form
 - Use the Acknowledgement and Signature Form in **RFP Exhibit 1.**

- **Authorization and Declaration:** Provide statement that the person signing the Proposal is authorized to submit proposals on the behalf of the entity, and that “by virtue of submission, *[insert name of authorized signatory]* declares that all information provided is true and correct.”
- **Signature:** Signature of authorized person, printed name and title of authorized person, and date. If Respondent is a joint venture, duplicate the signature block and provide an authorized person for each party to the joint venture.

IX. Selection Process

A. Evaluation Process

The District retains the sole discretion to determine issues of compliance and to determine whether a Proposal is responsive, responsible, and qualified. Due to the nature of this request; the District is placing significant importance on the firm’s ability to meet a compressed schedule.

A technical screening committee (“the committee”) comprised of District personnel will evaluate and score all submissions according to the evaluation criteria. The District may, at its sole discretion, request additional information pertinent to the evaluation process, from one or more Proposers and/or from third parties.

The District may, at its sole discretion, require one or more Proposers to participate in interviews. Proposer’s Key Personnel are expected to attend an interview (see interview date(s), if any, in Section I). District staff and other stakeholders may participate in the interview process. The interview is an opportunity for the District to review the information in the Proposal and other matters the District deems relevant to its evaluation. For example: comments or proposed changes to the form of Agreement.

Evaluation Criteria

The District will evaluate a number of factors in combination. Submissions will be scored according to the criteria and weights (points) listed below.

Item	Criteria	Maximum Possible Points
1	<u>Team Matrix</u> Strength of project team and successful experience on similar projects	40
2	<u>Workplan and Schedule</u> Ability to create a clear and realistic workplan that will meet the needs of the project	30
3	<u>SLBE</u> Prime is certified SLBE (5 points maximum) 25% of Prime's subcontractors are SLBE firm (4 points maximum)	5
4	<u>Fee</u> Clarity, tangible deliverables, consistency, overall cost	25
	<u>Total</u> (Total maximum points)	100

B. Award of Contract:

The District retains the sole discretion to identify Proposer(s) that can provide the greatest overall benefit to the District. See also RFP Terms and Conditions. The committee will make a recommendation to the Vice Chancellor of General Services.

Following the committee process, contract price and scope may be further negotiated with the Proposer recommended for contract award. If an agreement on contract price cannot be reached in a timely manner, the District may seek to reach an agreement with the next recommended entity, continuing with lower ranked entities if deemed by the District to be in the best interest of the District.

Award of contract is subject to additional administrative review and Board approval.

X. Attachments

A. RFP Exhibit 1: Miscellaneous Forms and Templates

- 1. Acknowledgement and Signature Form**

B. RFP Exhibit 2: SLBE Affidavit (Separately Attached)

- 1. SLBE Local Business Program**
- 2. SLBE Participation worksheet**

C. RFP Exhibit 3: Team Experience (Separately Attached)

- 1. Matrix of proposed staff, corresponding team experience, and references**

D. RFP Exhibit 4: Annotated existing floor plans of the first and second floors of the Barbara Lee Building S. (Separately Attached)

(Note: Sample form of agreement and related Exhibits A-E emailed as separate file)

End of Document

RFP EXHIBIT 1: MISCELLANEOUS FORMS and TEMPLATES

Acknowledgement and Signature Form

The undersigned having carefully examined the Request for Proposals, location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, and accurately completed the Vendor’s Questionnaire, proposes to enter into a contract with Peralta Community College District to perform the work described in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the RFP, including any Addenda, within the time specified.

Addendum Acknowledgement

The following addendum(s) are acknowledged in this RFP: _____

Acknowledgement and Signature:

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand, and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the services stipulated on this proposal.

Vendor (Respondent) Name: _____

Name and Title of Signatory: _____

Signature: _____

(Date)