



San Mateo County Community College District

Request for Proposal (RFP) for Architectural Services November 27, 2006

Architectural firms who are invited to respond to this RFP:

- Beverly Prior Architects
- Carrier Johnson
- Gould Evans, Inc.
- MVE Institutional, Inc.
- Noll & Tam Architects
- tBP/Architecture, Inc.
- VBN

Introduction:

San Mateo County Community College District is seeking architectural services to design the renovation of Building 1 at Skyline College (77,587 GSF, 44,863 ASF), for fine arts and instructional programs. The anticipated total project value is approximately \$19 million, for construction, soft costs and Group 2 FF&E. The intent of this RFP is to provide a structured opportunity for the District to explore your interest in providing the design service and to understand your firm's comparable experience, personnel qualifications, approach, process, potential timeline to do so.

The District's Capital Improvement Program

The District consists of three colleges: College of San Mateo located in San Mateo, opened in 1963; Skyline College, located in San Bruno, opened in late 1968; and Cañada College, located in Redwood City, opened in early 1969. Together the Colleges serve approximately 50,000 students per year.

In 2000, the District began planning its Capital Improvement Program, a comprehensive facilities renewal program intended to provide 21st century learning environments at its three campuses. In 2001, a Facilities Master Plan was developed by tBP/Architecture; this document is available at [2001 Facilities Master Plan](#). In November 2001, the voters of San Mateo County approved Measure C, authorizing the District to issue \$207 million in general obligation bonds to fund facilities capital improvements. An additional \$100 million in other funding was secured from various sources, including redevelopment funds, State Chancellor's Office program funds, grants, donations, fees, and other miscellaneous funding sources, resulting in the first phase of our construction program valued at \$307 million.

In November 2005, the voters of San Mateo County approved Measure A, authorizing the District to issue an additional \$468 million in general obligation bonds to continue to execute facilities capital improvements. The District anticipates receiving an additional \$40 million in State funding to supplement these local bonds, valuing the second phase of facilities renewal in excess of \$500 million, and a total Capital Improvement Program



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(CIP) of over \$800 million. In early 2006, a Facilities Master Plan was developed by Steinberg Architects; this document is available at [2006 Facilities Master Plan](#).

Major projects planned for the second phase of the Capital Improvement Program (CIP2) include:

- College of San Mateo CIP2 Design-Build Project, including construction of 2 new buildings, demolition of 14 existing buildings, and a comprehensive site work solution.
- At College of San Mateo, renovation of existing buildings 1, 2, 4, 8, 12, 14, 15, 16, 17, 19, 20 and 34.
- At Cañada College, renovation of existing buildings 1, 5, 6, 8, 13, 16, 17 and 18 and the construction of a new Facilities Maintenance Center.
- Skyline College CIP2 Design-Build Project, including construction of 2 new buildings, demolition of 6 temporary buildings, and a comprehensive site work solution.
- At Skyline College, renovation of existing buildings 1 (this project), 2, 5 and 7 and replacement of the Facilities Maintenance Center.

Skyline College Building 1 Renovation Project

Building 1 currently houses a mixture of instructional and administrative programs including music, ceramics, sculpture, drawing, technology, and the Office of the President. The technology classroom and the Office of the President will be relocated to other buildings as a part of separate projects not part of this contract. The released space will be repurposed to consolidate art related programs to Building 1 including the Photography Department and to better support those programs now in the building. The renovations are likely to be phased according to the funding vehicles. Part of the project is funded by local bond funding (Measure A), the other by State Chancellor's Office Capital Outlay Program.

Submittal and Review Process

The District is issuing this RFP to several architectural firms previously prequalified to provide services. Selection shall be made using a 2 stage process. The initial stage shall be a written and bound submittal stating your interest and qualifications.

- A. One (1) electronic submittal should be directed to:
- Kanjana Srisupatpongsa, Project Coordinator
 - Construction Planning Department
 - San Mateo County Community College District
 - 1700 West Hillsdale Blvd., Building 6
 - San Mateo, CA 94402
 - Telephone: 650 358 6848 or email: srisupatpongsak@smccd.edu
 - Submittal email: plan@smccd.edu (please note that your Proposal size is *likely* to exceed the email account's limits; we recommend submission of your Proposal on a CD)

Responses must be received no later than December 14, 2007 at 12:00 noon in order to be considered.



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- B. After a review of submittals from all invited, interested and prequalified candidates, all candidates will be ranked. The highest ranked candidates will be contacted for an interview (to be held in early January 2008).
- C. The District will identify the architectural firm who best meets the selection criteria.
- D. Final selection and appointment is contingent upon the District Board of Trustees' approval of the design professional. We anticipate recommending approval to the Board of Trustees at its regularly scheduled meeting on January 23, 2008.

Submittal Requirements

The submittal shall be formatted as follows:

Tab 1 Cover Letter

A cover letter summarizing the key points of the submittal. Limit cover letter to two (2) pages.

Tab 2 Selection Criteria: Experience

Demonstrate expertise in renovating higher educational instructional space in existing buildings with emphasis on fine arts and theater. Experience in the creation of identity for individual departments within a common structure is desired. The architect should be experienced in the programming, design, contract documents, and construction administration facets of construction. Provide three (3) recent projects demonstrating this expertise.

Tab 3 Selection Criteria: Personnel

Identify key personnel assignments for this project. Summarize roles/responsibilities on this project and experience relative to project scope as described in this document. Submit resumes. Personnel assigned cannot be substituted unless approved by the District.

Tab 4 Selection Criteria: Consultants

Identify subconsultants proposed to be employed. Provide types of projects completed as required by Item 1 and this item. Subconsultants should include structural, mechanical, electrical, plumbing, telecommunications, security, cost estimating, acoustical, theatrical, and interiors/colors. Work may be self-performed but should be stated.

Tab 5 Selection Criteria: Approvals

Demonstrate experience and ability to expedite agency approvals from the Division of the State Architect (DSA).

Tab 6 Selection Criteria: State Funding Experience

Demonstrate experience and ability in complying with documentation processes required for projects funded by the California State Chancellor's Office.



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Tab 7 Selection Criteria: Terms and Conditions.

Acknowledge the firm's ability to execute the District's standard [Professional Services Agreement](#) without modification.

Appendix:

Firm's brochure and/or website address

Reference Materials

Reference materials are located online at the Project Webpage for this project:

http://www.smccd.edu/accounts/smccd/departments/facilities/SKY_B1Mod.shtml

Double click on the Project Documents link.

The reference materials are intended to provide an overview of the project area and to sketch out the extent of work. They are not intended to portray the final program nor the design solutions. The drawings also do not represent the full range of cad files available of the subject building. Specifically the reference materials include:

- **Background Information**
 - Representative architectural cad files from the original construction.
- **Current Configuration and Studies**
 - Digital Zone Controls Drawings
 - Report of existing conditions of Building 1, dated February 11, 2007. This report contains facilities deficiencies from SMCCCD's facilities deficiencies database (COMET) as well as architectural barriers from SMCCCD's ADA Transition Plan.
- **Proposed Plans**
 - Space Planning Document for Buildings 1, 2 and 5 by Kwan Henmi Architects, dated May 2, 2007.
 - Final Project Proposal to the State Chancellor's Office for Capital Outlay funding consideration. These plans are only intended to demonstrate the preliminary program fits within the allotted space. It is not intended to represent the desired outcome. The actual program has changed since this study. Documents include:
 - Responses to Specific Requirements of the State Administrative Manual
 - JCAF 31 Proposed Space Array
 - JCAF 32 Proposed Budget
 - JCAF 33 Proposed Equipment List

Cost of Participation in Selection Process



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Costs for developing responses to this RFP are entirely the responsibility of the firm and shall not be chargeable to the District.

Additional Information about this Project

For technical inquiries not covered by this RFP, please contact

Barry Chin, Project Manager II
Construction Planning Department
San Mateo County Community College District
1700 West Hillsdale Blvd., Building 6
San Mateo, CA 94402
Telephone: 650 358 6787 or email: chinb@smccd.edu.

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