

REQUEST FOR PROPOSALS
ARCHITECTURAL SERVICES for

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PIMA COUNTY COMMUNITY COLLEGE DISTRICT
FACILITIES PLANNING
3/26/98

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I. SCOPE OF SERVICES

A. GENERAL INFORMATION

This Request for Proposal (RFP) outlines the basic requirements for this project to provide interested Architects a common understanding of the scope of professional services required for the project and the basic design criteria. **Study this information and prepare questions for the pre-proposal conference.** Representatives from the users groups will attend the pre-proposal conference. Pima County Community College District Facilities Planning will be the Architect's client and will coordinate the professional services required of the Architect.

Note: members of the project team listed in the firm's proposal may not be removed from the project team without the written consent of the College.

B. PROFESSIONAL SERVICES

Services will be based on: AIA Document B141, 1987 Edition with Arizona Modifications; AZ-B141-1992. The Attorney General modified B141 and incorporated B162, Scope of Designated Services into B141. You are encouraged to contact the State AIA office for a copy. In addition, services will be based on following:

1. The services outlined in the Pima Community College Facility Guidelines. The Guidelines will be referenced in the contract between the Architect and the College,
2. The requirements of the College's Standard Practice Guide: SPG 2301/AC Capital Project Development applicable to the Architect's service,

The above documents describe how the College manages the facilities development process internally. Copies of these documents will be available at the pre-proposal conference. The contract and the above documents describe a scope of services that includes those traditionally termed "basic services" and services traditionally termed "additional services". (See Section III, Contract Development, Part A.)

3. The incorporation of public art into the architecture, and
4. The design, documentation and coordination of all interior design, furniture and systems furniture for the project.

C. SUBMITTAL REQUIREMENTS

1. Questions concerning this RFP package should be addressed to the Procurement Department, 206-4759; technical questions will be forwarded by Procurement to the appropriate Facilities Planning staff. All questions received will be answered at the pre-proposal conference. Questions do **not** need to be submitted before the pre-proposal conference. **No questions will be answered after the pre-proposal conference.**
2. A **MANDATORY** pre-proposal conference is scheduled for ***** **at 3:00 p.m.** at the District Central Office, **4905 E. Broadway, Room D-225 (Catalina Vista Conference Room) or C-105 (Community Room)**. The College will only enter into contract negotiations with firms represented at the conference.

3. ***THREE** copies of the proposal must be submitted to Pima Community College Purchasing Department, **4905 E. Broadway, Suite D-113 Tucson Az 85709-1420**. Submit proposals in an envelope clearly marked: "Proposal for Architectural Services for *****", followed by the name of the proposer.
Proposals must be received in the Purchasing Department no later than 3:00 p.m. M.S.T., ***. No proposals will be received after this date and time.**
4. The Chancellor, Campus President and other Selection Committee members will interview the short-listed firms on *****.

II. CRITERIA FOR ARCHITECT SELECTION

A. GENERAL INFORMATION

1. Selection of the Architect will be at the discretion of Pima Community College and the College reserves the right to reject any or all proposals. Following the evaluation of the proposals, the College will select at least three firms which will be requested to continue in the selection process and participate in oral presentations and interviews. All proposers will be notified whether or not they have been chosen as finalists for interview. After the interview, the selected firm will be recommended to the Board of Governors and then the State Board of Directors for Community Colleges.
2. This solicitation does not commit Pima Community College to pay any costs incurred in the preparation, presentation or return of submittals including interview time or to select any Architect who responds.
3. Each proposer, in submitting a proposal is deemed to have waived any claims for damage by reason of the selection of another proposal and/or the rejection of his proposal.
4. A Selection Committee comprised of at least the ****Procurement Director as Chair, *the Director of Facilities Planning, *an architect from another public agency and *two members from the user group** will be established to review the proposals and conduct interviews for this project.
5. The Selection Committee will recommend the most qualified firms to the Chancellor for interview. The Chancellor will recommend the most qualified firm to the Board of Governors.

B. PROPOSAL FORMAT

The following criteria will form the basis for selection of an Architect for this project:

The proposal must adhere to the following order and response length. A "page" is limited to one side of an 8-1/2 by 11 inch sheet of paper:

Optional: Cover letter addressed to Virginia Flynn, Director of Procurement;
 Table of Contents.

Note: the above information **does not** substitute for providing complete information in sections **1** through **11** below. (2 pages maximum)

1. Firm Experience (four pages maximum, ten points)

Summarize experience of the firm with projects of **similar** type and scope for which the firm is the firm of record.

Definitions:

Project Type: new construction, addition, renovation, etc.

Project Budget: the cost of construction of the project.

Project Manager: the person responsible to the client for the overall success of the project.

Project Architect: the person responsible for coordinating the day to day work of the project design team, construction document preparation and construction administration.

Project Designer: the person responsible for the design concepts.
Project Engineer(s): the person(s) responsible for the design, construction, document preparation and construction administration of specialized parts of the project.
Project Role: the role within the architect's team: Project Manager, Project Architect, Project Designer

Use the following format for each project:

Project Name, Owner or Client
Project Type, Size (s.f.), Project Budget, Date of Completion
Project Manager, Project Architect, Project Designer
Project Engineers and other Consultants

Narrative on the project: describe how the project is similar and why your experience is relevant to this project.

2. Project Architectural Team (four pages maximum, ten points)

Provide the name of the project manager, project architect, and project designer who will be assigned to **this** project. Describe their responsibility on this project. Provide the names of other key members of your project team. Provide the average percentage of each team member's time available for this project during the duration of the project. Provide the **relevant** project experience of each person.

Use the following format for each person:

Person's Name, Project Role, percentage of time available for this project
Education, Registration, Years employed with this firm
Years of experience as "project role" (same as role for this project)

Narrative description of the person's project responsibility. Describe his/her project role as structured within your firm and within this particular project team.

For examples of each person's relevant experience use the following format:

Project Name, Owner or Client
Project Type, Size (s.f.), Project Budget, Date of Completion
Project Role (Manager, Project Architect, etc.)

Narrative on the project: describe how the project is similar and why the person's experience is relevant to this project.

For projects which are the same as in Section 1, provide the "**Project name**" only and say "refer to Section 1", and provide the person's project role. For personal experience, that is experience with another firm, put a double asterisk (**) after the project name.

3. Engineer/Consultant Team (three pages maximum, ten points)

Provide the name of each project engineer and Consultant who will be assigned to this project. Describe his/her responsibility on this project. Provide the average percentage of his/her time available for this project during the duration of the project. Provide the **relevant** project experience of each person.

Use the following format for each person:

Person's Name, Project Role, percentage of time available for this project
Education, Registration
Years of experience as "project role" (same as role for this project)
Firm Name, Years employed with firm

Narrative description of the person's project responsibility. Describe his/her project role as structured within his/her firm and within this particular project team.

For examples of each person's relevant experience use the following format:

Project Name, Owner or Client
Project Type, Size (s.f.), Project Budget, Date of Completion
Project Role (Manager, Design Engineer, etc.)

Narrative on the project: describe how the project is similar and why the person's experience is relevant to this project.

For projects which are the same as in Section 1, provide the "**Project name**" only and say "refer to Section 1", and provide the person's project role. For personal experience, that is experience with another consulting engineering firm, put a double asterisk (**) after the project name.

4. Design Methodology/Examples (*ten pages maximum, ten points)

Explain the firm's design methodology and approach to understanding the College's goals and needs. (Avoid using terms which the user representatives on the Selection Committee may not be familiar with.) Focus on how you will interact with the user groups. How will the requirements of the academic Facility Specifications be developed into an architectural solution and tracked throughout the process. What are the aesthetic opportunities and challenges you perceive in this project? **Use no more than *three pages for the narrative.**

Provide examples via reproduction of drawings, color copies of photos or other means of your past work which you feel best expresses the firm's aesthetic capabilities as it relates to this project.

5. Project History (three pages maximum, ten points)

Establish the experience and record of the project team. For **each** project listed in Section 1, and for significant relevant projects listed in Sections 2 and 3, provide the following information about each project:

- a. Based on the client's educational specifications and the architectural program, does the client perceive the project as meeting all the stated goals?
- b. How did your estimates at the various project phases track with the client's budget and the accepted bid? Does the client perceive the project as being completed within budget?
- c. What was the bid spread: by what percentage must the low bid be increased to match the high bid?
- d. What percentage of the low bid was the final total cost of non-client requested change orders? Does the client perceive that the project had few change orders?
- e. How does the actual design and construction schedule compare to the client's initial project schedule? Does the client perceive the project as being completed on time?

6. Quality Control and Schedule Control Procedures (two pages maximum, ten points)

- a. Describe the methods used by the firm to check the quality and completeness of the firm's construction documents, such as coordination checklists and coordination review meetings. Also describe on-going processes, such as TQM, used by the firm to improve its level of service.
- b. Describe the methods used by the firm to maintain the project schedule both during design and during construction administration.

7. Firm Size and Work Load (one page maximum, five points)

List current projects in progress, their size, phase, and estimated time of completion. Include significant projects on hold, which may become active during this project. List the firm's total number of staff and their responsibilities (e.g. 2 project managers, 3 project architects, 5 drafters). Where staff regularly perform multiple tasks, include them in the most responsible position for which they spend at least 25%

of their time. Provide a chart which shows the percentage of the firm's total work-hour capacity that your current work represents and estimate the percentage of the total work-hour capacity that this project would represent.

8. Schedule (one page maximum, five points)

Review the project schedule in section IV.E. Provide your recommended schedule based on the schedule provided in section IV.E. If, in the firm's judgement, the firm cannot provide the normal standard of professional service within the overall time indicated in the schedule presented in section IV.E, present an alternate schedule and an explanation of why the schedule in IV.E does not work.

9. Past Pima Community College Work (one page maximum, three points)

Summary of work performed for Pima Community College over the last five years.

10. Contract Service (one page, three points)

Is the firm locally owned and operated?

If not, how will the firm provide the contracted services. Discuss in detail the firm's management and operating strategy. Per the Pima Community College Facilities Guideline, *Part I, Section 3.3, the cost of travel and long distance service by out of town Consultants or sub-Consultants to perform basic services of the contract shall be included in the basic service fee.

11. References (one page, four points*)

Provide at least four Owner/User references on projects listed in Section 1 and/or significant projects listed in Section 2. **Only** provide references for projects listed in Sections 1 and/or 2. References will be checked for short-listed firms. Provide **all** of the following information for **each** reference:

Owner	Project Name
Owner's Academic Rep Name, Title (President, Dean, Department Chair, etc.)	Contractor's Name
Rep's Current Address	Contractor's Project Manager
Rep's Current Phone Number	P.M.'s Current Address
	P.M.'s Current Phone Number
Owner's Facility Rep Name, Title (Director of Operations or Facilities Planning, etc.)	Construction Manager (if applicable)
Rep's Current Address	CM Project Manager (if applicable)
Rep's Current Phone Number	CM P.M.'s Current Address (if applicable)
	CM P.M.'s Current Phone Number (if applicable)

**The points for references will be awarded on an all-or-nothing basis for providing references, The evaluation of the information provided by the reference will be part of the overall evaluation performed after the interviews with the short-listed firms.*

Appendices may be attached as back up information; **primary information must be included in 1 - 11 above.** 254 & 255 forms are **not** required.

III. CONTRACT DEVELOPMENT

A. GENERAL

1. Upon execution of the contract, a copy of this RFP will be attached to the contract and all conditions of this RFP will become conditions of the contract unless specific conditions of the RFP are deleted by other terms of the contract. The contract will be AZ-B141-1992.
2. The Architect's fee will be negotiated per ARS 41-2578 D.1 and State Department of

Administration, Procurement Rule R2-7-514, **after** the Architect has been selected as the most qualified. (Do not submit a fee with your response to the RFP.) The fee will be based on the services requested in this RFP.

3. It is anticipated that the scope of services will include those traditionally termed "basic services" and services traditionally termed "additional services." The Architect's fee proposal will include sufficient detail for the College to evaluate the proposed fee for those services traditionally termed "basic services" and services traditionally termed "additional services."

B. INSURANCE REQUIREMENTS

At the time of execution of the contract, provide satisfactory evidence of the firm's coverage for:

1. Statutory Workers Compensation, including Employer's Liability Insurance.
 2. Comprehensive General Liability insurance minimum combined single limit of \$1,000,000.
 3. Professional liability insurance in the amount of \$2,000,000, each claim. Coverage shall remain in force and in effect for a minimum of one year following the Owner's acceptance and occupancy of the project.
- D. **FINANCIAL STABILITY:** If requested, prior to contract negotiation and award, furnish appropriate documentation to substantiate the financial stability of the firm to undertake this project.

IV. SCOPE OF THE PROJECT

A. GENERAL INFORMATION

The information in this section is presented to allow the applicant to gauge the size and complexity of the project. It does not represent a definitive program and further work during the programming phase will be necessary to firmly establish the design requirements.

B. **LOCATION:** **

C. **BUDGET:** The approved construction budget is **\$. This budget represents the total amount available for the construction contract, including alternates and design contingency. This is the construction budget the architect shall use for planning the facility. This budget **shall not be changed**, except by a written notice from the Director of Facilities Planning to the architect.

Budget Allocation

	Development Cost	Hard Cost	Total
New Construction	1	2	3
Renovation	3	4	7
Site Development and Infrastructure	5	6	11
Communications and Data Systems	7	8	15
Equipment and Furniture	9	10	19
Land Acquisition	11	12	23
Total	36	42	78

D. DESCRIPTION

Summary of the Work

New Construction	##,### s.f. Primarily library, student services and
Renovation	
Site Development and Infrastructure	
Equipment and Furniture	
Data Network and Systems	
Land Acquisition	

Insert summary of the Fac Spec...attach fac spec or put on file at repro

The follow documents are on file with Reproductions, Speedway office:

PCC Facilities Specification for a Library/Student Center Prototype: this document describes aspects of the new construction.

PCC Space Standard (draft): this document provides background to the allocation of space for the various functions.

PCC Desert Vista Campus Master Plan Space Needs: this document provides background to the space needs at the Desert Vista Campus

PCC Desert Vista Campus Facility Master Plan Update

PCC Facilities Guidelines: this document describes the administrative guidelines of the Facilities Planning Department and the Operations and Maintenance Department standards.

E. SCHEDULE SUMMARY

Board of Governors Approval of Architect	June *, 1998
State Board of Directors Approval of Architect	June *, 1998
Schematic Design Complete	June *, 1998
Design Development Complete	June *, 1998
Construction Documents Complete	June *, 1998
Bids Due	June *, 1998
Substantial Completion	June *, 1998
Commissioning Complete	June *, 1998

The complete project schedule is attached

F. ATTACHMENTS

OR information on file at repro

Project Budget and Schedule

Facility Specifications

Current Campus Facilities Master Plan

(This document and other information can be found on the PCC Facilities Planning Home Page at <http://dco-proxima.dco.pima.edu/fclplan/index.htm>)