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**COMPTON COMMUNITY COLLEGE DISTRICT  
REQUEST FOR QUALIFICATIONS (“RFQ”)  
FOR ARCHITECTURAL AND PROFESSIONAL SERVICES  
ON THE MUSIC BUILDING RENOVATION PROJECT**

Compton Community College District (“District”) requests that architectural services firms (“Respondents”) submit written responses to this RFQ.

**REQUEST FOR QUALIFICATIONS**

**Purpose of RFQ.** This RFQ is a part of the process for the District’s selection and retention of an architectural services firm to provide architectural and related professional services for Project Administration, Programming Validation, Schematic Design, Design Development, Construction Documents, Bidding, Contract Administration, Commissioning and Closeout for the District as necessary to complete the District’s Music Building Renovation Project. Timely submitted RFQ Responses will be evaluated by a Selection Committee established by the District to ascertain the Respondents’ respective qualifications, based on the criteria established in this RFQ. Following the Selection Committee’s determination of which Respondents meet or exceed the qualifications standards set forth in this RFQ, in the sole and exclusive discretion of the Selection Committee, qualified Respondents may be requested to participate in an interview with the Selection Committee as part of the process for selection of an architectural services firm.

**District Modifications to RFQ.** The District expressly reserves the right to modify any portion of this RFQ prior to the latest date/time for submission of RFQ Responses, including without limitation, the cancellation of this RFQ. Modifications, if any, made by the District to the RFQ will be in writing via email; potential Respondents who have obtained this RFQ from the District prior to any such modifications will be issued modifications to the RFQ by written addenda via email.

**No Oral Clarifications/Modifications.** The District will not provide any oral clarifications or modifications to the RFQ or the requirements hereof; no employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFQ. No Respondent shall rely on any oral clarification or modification to the RFQ.

**Public Records.** Except for materials deemed Trade Secrets (as defined in California Civil Code §3426.1) and materials specifically marked “Confidential” or “Proprietary,” all materials submitted in response to this RFQ are deemed property of the District. The foregoing notwithstanding, the District may reject for non-responsiveness the RFQ Response of a Respondent who indiscriminately notes that its RFQ Response or portions thereof are “Trade Secret” “Confidential” or “Proprietary” and exempt from disclosure as a public record. In accordance with applicable law, materials submitted in response to this RFQ are deemed public records after completion of the interview process by the Selection Committee. The District is

not liable or responsible for the disclosure of RFQ Responses, or portions thereof, deemed to be public records, including those exempt from disclosure if disclosure is by law, by an order of Court, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a RFQ Response deemed exempt from disclosure hereunder, by submitting a response to this RFQ, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys' fees arising there from. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

**Errors/Discrepancies/Clarifications to RFQ.** If a Respondent (i) encounters errors or discrepancies in this RFQ or portions hereof; or (ii) seeks clarification to any portion of this RFQ, the Respondent shall immediately notify Felipe Lopez in writing via e-mail at **flopez@elcamino.edu** of such error, discrepancy or clarification request. All Requests for Information should be clear and concise and include references to sections of the RFQ and/or its attachments when applicable. Responses of the District to address errors/omissions in the RFQ or to requested clarification will be in writing via email; if in the sole judgment of the District, any response affects the RFQ or other Respondents, the District will issue the response by a written addendum distributed via email to all potential Respondents who have theretofore obtained this RFQ from the District. All notices of errors/omissions to the RFQ and all requests for clarification of this RFQ must be submitted and actually received via email to Felipe Lopez no later than **10:00 a.m., Tuesday, September 25, 2012**. The District will not respond to requests submitted thereafter. Answers to all questions will be provided by **4:00 p.m., Friday, September 28, 2012**, via email.

**There will be a Mandatory Pre-Proposal Meeting/Tour on Wednesday, September 19, 2012 @ 2pm in the Board Room.** Attendance at the pre-proposal meeting and tour is mandatory. No Proposal will be accepted from any Proposer who fails to attend and complete both the pre-proposal meeting and tour.

Parking permits are available on-site at the campus for \$2/car. There is major ongoing campus construction, please allow enough time in your schedule.

**Submission of RFQ Response.** The latest date/time for submission of RFQ Responses is **1:00 p.m., on Friday, October 5, 2012** in the **Compton Community College District Business Office** located at:

**Compton Community College District  
1111 E. Artesia Boulevard  
Compton, CA 90221  
ATTN: Felipe Lopez, Office C-34, "MUSIC BLDG RFQ RESPONSE"**

RFQ Responses which are not actually received in the District's Business Office at or prior to the latest date/time for submission of RFQ Responses will be rejected by the District for non-responsiveness. Respondents are solely responsible for the timely submission of RFQ Responses. Respondents are advised that the District utilizes a centralized mailroom for the receipt of items transmitted by United States Mail and private courier services, including FedEx, California Overnight, DHL, etc. Items received in the District's central mailroom will be distributed to the addressee(s) only as part of the mailroom's daily delivery routine. A response to this RFQ which is received in the District's central mailroom will not be deemed received by the District's Business Office until delivery of such item is effectuated by the central mailroom staff to the District's Business Office. Accordingly, Respondents are encouraged to personally deliver RFQ Responses directly to the District's Business Office or to retain a private courier service to personally deliver RFQ Responses to the District's Business Office.

**RFQ Response Costs.** All costs and expenses incurred by a Respondent to prepare and submit a response to this RFQ and all other activities related to this RFQ shall be borne solely and exclusively by the Respondent.

## **THE DISTRICT AND THE PROJECT.**

**The District;** Compton Community College District is located in Compton, California and was established in 1927. The campus currently contains 30 buildings in 404,171 gross square feet on 88 acres. Compton Community College was originally constructed and occupied at its current location in the early 1950s. A portion of the existing infrastructure was constructed in the 1930s, and expanded in the 1950s to serve the development of the college campus. Most of the existing infrastructure is original to these periods of development and supports the existing buildings that were constructed in the 1950s to early 1960s. Since that time, additional buildings have been added to the campus, instructional methods and equipment have changed thereby increasing demands on the infrastructure, and safety issues and environmental requirements have also increased significantly.

In 2004, Compton Community College lost its accreditation. Under AB318; a partnership was formed with El Camino College District which operates the Compton Community Educational Center at the site. The Compton Community College District is focused on regaining college

status and the Capital Facilities Program that will replace the aged infrastructure and buildings is essential to the recovery plan for the Campus.

A November, 2002 ballot measure passed with a 76% approval, authorizing the district to issue up to \$100 million of general obligation bonds for improvements to the campus. The first issuance of bonds in 2003 was \$41 million. A second issuance of \$15 million was completed in 2009. A third issuance of \$15 million was completed in the first quarter of 2012.

**The Project.** The Music Building North Wing (formerly known as the Little Theater) Project had DSA approval in January 2007, but was voided as of January 2011. The Little Theatre has not been used for over ten years. The theatre seats were removed, re-upholstered and stored offsite. Theatre interior asbestos abatement was completed in 2011. The theatre had a new roof installed in 2011. The reprogramming work includes but is not necessarily limited to interior renovation (HVAC, electrical, sound systems, special finishes, restrooms and ADA updates) and exterior modifications (new ticket booth, ADA ramps, and minor site work). The District wishes to use the building as a multi-purpose auditorium (plays, small music ensembles, board meetings, seminars, etc.), so functionality issues must be addressed. The Project is located at 1111 Artesia Boulevard, Compton, CA 90221.

**The Budget.** Funding for the total project is anticipated to be approximately one million dollars (\$1,000,000).

**The Project Schedule.** The project schedule anticipates that the architectural consultant will begin pre-design/reprogramming activities in late November 2012 and drawings and specifications ready for DSA submission by the beginning of June 2013.

The District anticipates the selection of a single architectural services firm to provide architectural and related professional services for the Project. The firm selected will be required to perform services related to the project including but not limited to the following:

- Meet with appointed District staff to verify the scope work, project protocol, schedule, and deliverables.
- Meet with user groups to validate programming requirements and space schematic's and flow diagrams.
- Meet with user groups to develop maintenance and operational programming requirements.
- Work with the district's program management team to develop preliminary schedules and cost estimates.
- Provide acoustical consultant, theatre consultant as required for this type of project.

- Provide architectural design and documentation, structural design and documentation, mechanical design and documentation, electrical design and documentation, civil design and documentation, landscape design and documentation, interior design and documentation, FF&E design and documentation, and materials research and specifications.
- Participate in potential bidder prequalification.
- Provide bidding materials and addenda as required.
- Provide contract administration including submittal review, request for payment review, on-site observation, project meetings, interpretations and decisions, and closeout.
- Participate in the commissioning process.

### **RFQ RESPONSE**

**RFQ Activities; Timeline.** The following is a description of the principal activities to be completed under this RFQ and the timeline for completion of each activity. The following notwithstanding, the District expressly reserves the right to amend the extent, nature or scope of RFQ activities and/or the timeline for commencing/completing RFQ activities.

**Wednesday, September 19, 2012 @ 2pm - Mandatory Pre-Proposal Meeting/Tour**

**Tuesday, September 25, 2012, by 10:00 a.m.** - Last date/time for submittal of questions

**Friday, September 28, 2012, by 4:00 p.m.** - Responses to submitted questions will be emailed

**Friday, October 5, 2012, by 1:00 p.m. – RFQ DUE DATE.** Last date/time for submittal of RFQ Responses

District will notify all Respondents of those selected for interviews in **October 2012**.

The Board of Trustees meeting to consider Award of Architectural Services Contract will be held in **November 2012**, with exact date to be determined.

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**RFQ RESPONSE CONTENTS/FORMAT.**

**RFQ Response.** All materials submitted in response to this RFQ shall be on 8 ½" x 11" paper, preferably in portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Tabbed dividers should be used to identify and separate discrete sections of the RFQ Response which correspond to the information requested in this "RFQ RESPONSE CONTENTS/FORMAT" Section of the RFQ.

**Additional Materials.** Respondents are not prohibited, but are discouraged, from submitting materials in addition to those specifically responding to the matters noted in requested in this "RFQ RESPONSE CONTENTS/FORMAT" Section of the RFQ. If a Respondent elects to submit materials with its RFQ Response which are in addition to the information requested in this "RFQ RESPONSE CONTENTS/FORMAT" Section of the RFQ, the Respondent shall separately bind all such additional materials from the RFQ Response addressing the information requested in this "RFQ RESPONSE CONTENTS/FORMAT" Section of the RFQ.

**Copies of RFQ Response.** Each Respondent shall submit an original and five (5) copies of their respective RFQ Responses.

**RFQ Response Format/Contents.** Each RFQ Response must conform to the following described format and must include the content described below. Failure of a Respondent to submit its RFQ Response in a format and with content conforming to the following requirements will be a basis for the District's rejection of such RFQ Response for non-responsiveness.

**RFQ Response Format.** Each RFQ Response shall include the following items, in the order noted below:

**Cover Sheet.** Identify the submittal as the Response to this RFQ and an identification of the firm submitting the RFQ Response along with the firm's address, telephone/fax numbers and email addresses of the firm's principal contacts in connection with this RFQ or the RFQ Response.

**Letter of Interest.** Include a brief letter expressing the interest of the Respondent in providing architectural services and a brief statement of the qualifications of the Respondent to provide the requested architectural services. Provide contact information, including the telephone number, fax number and email address for the personnel of the Respondent who will be receiving notices and other communications from the District regarding the RFQ. The letter of interest should be bound with other materials responding to this RFQ.

**Table of Contents.** Include a Table of Contents reflecting the Respondent's responses to each of the items set forth below.

**RFQ Response Contents.**

**Tab 1; Architect's Statement of Qualifications.** Complete the Statement of Qualifications incorporated into this RFQ as Attachment A to this RFQ for the Respondent.

**Tab 2; Relevant Project Experience.** Provide additional details of the Projects identified in the Statement of Qualifications which reflect the skills, experience and other qualifications of the Respondent and its proposed Design Consultants, if any, for the successful provision of architectural and related design services for the Music Building Renovation Project. Include in the discussion of relevant theatre project experience, the experience of the Respondent and its proposed Design Consultants, if any, for the following: (i) conformity to schedule and budget requirements; (ii) California Community College projects, four-year colleges, or universities; (iii) projects subject to DSA review, approval and permitting; (iv) Little Theatre and Music Building projects; (v) projects designed for optimum energy utilization and low life-cycle costs; and (vi) projects involving significant reprogramming and renovation of existing structures. Include a minimum of five (5) projects, dates of completion, firm members directly involved in the design and/or engineering work, budgets and references. *(The District will check references and may request that the listed references furnish additional references of respondent's work.)* This section of the RFQ Response shall not exceed twenty (20) pages.

**Tab 3; Proposed Project Team.** Identify the key members of the Respondents' staff that will be assigned to the Project. Identify the Respondents' proposed Design Consultants, if any, and for each Design Consultant identified by the Respondent, identify the key members of the Design Consultants' staff that will be assigned to the Project. For each member of the Respondents' organization and for each member of Design Consultants identified, provide brief descriptions of relevant qualifications and background. Provide a current resume for each member of the Respondent's personnel and for each member of the personnel of each Design Consultant identified in Tab 4 for the Music Building Renovation Project. Include an organization chart illustrating the relationships among the Respondent's proposed Project team and Design Consultants, if any, for the Music Building Renovation Project.

**Tab 4; Project Approach.** Describe the proposed approach and methodology to completing tasks necessary to complete the Basic Services set forth in the Architectural Services Contract and meet schedule and budget constraints. Include a detailed description and discussion of measures the Respondent typically engages in to maintain quality control over the Design Documents and to minimize errors or omissions.

**Tab 5; Insurance Certificates.** Provide copies of Certificates of Insurance for the Respondent and its proposed Design Consultants, if any, for the Music Building Renovation Project. Required Certificates of Insurance and minimum coverage amounts for each policy of insurance are as set forth below.

<b>Required Insurance Policy Certificate Amount</b>	<b>Minimum Respondent Coverage Amount</b>	<b>Minimum Design Consultant Coverage</b>
Workers Compensation	In accordance with law	In accordance with law
Employers Liability	One Million Dollars (\$1,000,000)	One Million Dollars (\$1,000,000)
Comprehensive General Liability	Two Million Dollars (\$2,000,000) per	One Million Dollars (\$1,000,000) per

(including property damage and automobile liability)	occurrence/ Four Million Dollars (\$4,000,000) aggregate	occurrence/ Two Million Dollars (\$2,000,000) aggregate
Professional Liability	Two Million Dollars (\$2,000,000) per claim/ Two Million Dollars (\$2,000,000) aggregate	One Million Dollars (\$1,000,000) per claim/ One Million Dollars (\$1,000,000) aggregate

**Financial Statement.** One copy should be bound and submitted separately with the RFQ submittal and should include a current financial statement for the Respondent (2010 CY or 2010/2011 FY). Financial Statements must be reviewed or audited by a California licensed Certified Public Accountant. If the Financial Statement is not for the 2010 CY or the 2010/2011 FY, a detailed explanation must be submitted establishing the reasons for not providing a current Financial Statement.

**RFQ Attachments.** The following Attachments are incorporated into and made a part of the RFQ:

<b>Attachment</b>	<b>Description</b>
A	Statement of Qualifications - Architect
B	Example of Standard contract for Architectural Services

## **SELECTION CRITERIA**

**General.** Timely submitted RFQ Responses will be reviewed by District Staff to determine if the response is complete, in the required format, and in compliance with all of the requirements of the RFQ. A Response to the RFQ which does not comply with the requirements of this RFQ will be subject to rejection for non-responsiveness, provided that the District may waive minor irregularities or information in a Response to the RFQ.

**District Policy.** It is the standard practice of the District that the selection of firms to provide professional services in connection with construction projects of the District be fair, open and unbiased and, based on the demonstrated competence and qualifications to complete the required professional services at a fair and reasonable price to the District.

**Evaluation Criteria.** The following set forth the criteria by which each RFQ Response will be evaluated. The District and the selection committee reserve the right to exercise discretion in

the weight and priority of the evaluation criteria. The proposals will be evaluated to determine the firm best able to meet the needs of the District. This is a qualifications based selection process. Do not include fee schedules in this proposal.

The District's evaluation will include a number of factors including, but not limited to, the following:

- **Experience and expertise of the Respondent and its proposed Design Consultants.**
- **Experience and expertise of the proposed Project Team for the Music Building Renovation Project. Familiarity with the particular needs of the District and the Project.**
- **Completeness and clarity of the proposal.**
- **Oral interview and presentation (if short listed).**
- **Relevant Experience and Ability.** The Respondent and its proposed Project team (including Design Consultants) for this Project will be evaluated based on experience as architects and design consultants for recent projects similar in size, scope, use and complexity as this Project described in this RFQ.
- **Design Ability.** The ability and commitment of the Respondent and its proposed Project Team to develop and implement high-quality, functional, cost-effective and aesthetically attractive solutions for the Music Building Renovation Project.
- **Responsiveness to RFQ and Project Requirements; Client Responsiveness.** The District will evaluate the Respondent's responsiveness to the requirements of this RFQ and the Project as outlined in the RFQ. The District will evaluate the prior experience and success of the Respondent and its proposed Project team to establish effective working relationships within the setting of a higher education institution, including the relationships with management, administrative, technical and end-user staff of prior clients, relationships with other project consultants and participants on prior projects.
- **Availability.** The District will evaluate the availability of the Respondent, its proposed Design Consultants the personnel of the Respondent and its proposed Design Consultants to be dedicated to the Music Building Renovation Project within the District's anticipated schedule. This evaluation will include the demonstrated ability and willingness of the Respondent and its proposed Design Consultants to promptly provide and complete services, whether from a location in close proximity to the District or otherwise.

**Interviews.** A short list of respondents deemed qualified by the Selection Committee are required to participate in an interview with the Selection Committee. Interviews will generally consist of no more than twenty (20) minutes for Respondents' presentation, followed by questions posed by the Selection Committee. Total time of each interview will not exceed one and one-half (1-1/2) hour. Any Respondent invited to participate in the interview process shall have present at the interview its key personnel for the Projects and the key personnel of the Design Consultants identified in the Respondent's RFQ Response for the Project. The order of firms to be interviewed will be selected randomly.

**Award of Contract(s).** Following the evaluation process, shortly after the interviews, the three most qualified Respondents will be selected and negotiations will be held. If negotiations are not successful, the District will so notify the three finalists accordingly. After negotiations are complete, an Agreement, signed by the successful Respondent, will be recommended to the District's Board of Trustees/Special Trustee for award of the Architectural Services Contract for the Music Building Renovation Project. The contents of the proposal of the successful Respondent will become contractual obligations and failure to accept these obligations in a contractual Agreement may result in cancellation of the award.

[END OF SECTION]