



Ventura County Community College District

Ventura College Parking Lot Renovation

REQUEST FOR PROPOSAL

Design Services

Proposals due by:
2:00 p.m.
December 15, 2003

Deliver to:

Project Director
The JCM Group
c/o VCCCD, Capital Planning, Design and Construction
333 Skyway Drive
Camarillo, CA 93010

REQUEST FOR PROPOSAL

VENTURA COLLEGE PARKING LOT RENOVATION

DESIGN SERVICES

1.0 PROJECT REQUIREMENTS

Your firm will be required to provide design services for the redesign and renovation of the east parking lot for the Ventura County Community College District. Said property is located at the southeast section of the Ventura College campus. This project will require your firm to redesign the existing parking lot in an effort to gain spaces for both student and faculty parking. The new design must be in compliance with state standards for storm water treatment (MS-4), as well as DSA disability requirements.

The existing landscape/irrigation system will need to be incorporated into the new landscape/irrigation design to meet campus standards.

A revised lighting layout and design for the new parking lot will need to be incorporated into the existing campus power and lighting system along with an emergency phone system.

The existing lot is approximately 306,000 square feet in area. A circulation road will need to be designed into the new plan to accommodate the existing entrances and exits.

Your firm will also be required to provide a proposal for the development of construction documents to maximize the density of the Northwest Lot and incorporate the changes as proposed by the new Facility Master Plan. This lot is approximately 200,000 square feet in area and will incorporate the same requirements as the east lot.

In addition to these two specific designs, a comprehensive study of the balance of the parking on campus will need to be completed to assess the potential amount of spaces that can be obtained while remaining in compliance with the Facility Master Plan. A comparative study of existing parking spaces to potential future parking spaces will be required.

With the submittal of your proposal, please send your qualifications information and a copy of your marketing brochure with references.

2.0 SCOPE OF SERVICES

The firm shall provide the following design services for the project as follows:

2.1 Project Management – Provide supervision and quality control on the project.

2.2 Contract Administration – Provide design services for clarifications that arise during construction.

2.3 Closeout – Provide services to closeout the project, which include but are not limited to a review of the as-built documents and a determination and final review of punch list items.

3.0 DELIVERABLES

1. Comprehensive parking study for the existing campus to determine potential options as related to the size and number of existing parking spaces
2. Schematic documents for Campus review (East lot and Northwest lot)
3. Design Development Documents
4. Construction Documents
5. Limited Construction Administration

4.0 INSURANCE and INDEMNIFICATION

The designer shall provide and maintain insurance coverage for claims under Workers Compensation Acts; claims for damages because of bodily injury, including personal injury, sickness or disease, or death of employees or of any other person; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom. The Designer's proposal shall be in conformance with the District required coverage's and limits of liability of professional liability insurance that will be maintained for protection from claims arising out of the performance of professional services. Certificates of Insurance evidencing the above coverages shall be made available at the Owner's request (see "**Exhibit A**" – Standard Consultant Agreement - attached).

5.0 SERVICES NOT INCLUDED UNDER THIS PROPOSAL

The following services and all other services not specifically listed herein shall be excluded:

1. Governmental and public agency fees, cost of bonds and taxes
2. Survey of existing lots
3. Soils report
4. Title reports and associated documents that are being provided by the owner.
5. Traffic signalization

6.0 TIME OF PERFORMANCE

Provide, as part of the proposal evaluation, an estimate of how long it will take to complete the work and provide a finished product.

Note: The design for the East parking lot must be completed within forty-five (45) working days of the District's notice to proceed.

7.0 ITEMS TO BE SUPPLIED BY OWNER

1. Updated title policy for property (August 2003).
2. Existing ALTA survey.
3. Geotechnical study
4. Photographs of property.

8.0 QUALIFICATIONS

All services shall be performed by qualified personnel under the supervision of a professional licensed or otherwise qualified by the State to practice engineering, and/or architecture and the document(s) submitted shall bear the designer's seal and statement to that effect.

9.0 RATE SCHEDULE

The Designer shall attach a lump sum fee to his proposal for this work. Current hourly rate schedule information must also be a part of the proposal.

10.0 NON OBLIGATION

This Request for Proposal shall not be construed to create an obligation on the part of the District to enter into a contract with any firm. This request is an information solicitation of proposals only. This proposal is not intended, nor is it to be construed as, a request for formal bids pursuant to any statute, policy or regulation. The District reserves the right to reject any and all proposals or to accept the proposal that, in the judgment of the District, is in its best interest.

Attachments:

- Exhibit A – Standard Consultant Agreement
- Bid Form
- Map available upon request

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**EXHIBIT A
Standard Consultant Agreement**

Standard Consultant Agreement

Architect/Engineer Insurance:

4.0.1 Workers Compensation and Employers Liability Insurance

Architect/Engineer shall purchase and maintain Workers' Compensation Insurance covering claims under workers or workmen's compensation, disability benefit and other similar employee benefit acts as may be liable. Architect shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee, which arises out of the employee's employment by Architect. The Employer's Liability Insurance required of Architect/Engineer hereunder may be obtained by Architect/Engineer as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance required to be obtained and maintained by Architect/Engineer hereunder.

4.0.2 Comprehensive General Liability and Property Insurance

Architect/Engineer shall purchase and maintain Comprehensive General Liability and Property Insurance as will protect Architect/Engineer from the types of claims set forth below which may arise out of or result from Architect's/Engineer's services under this Agreement and for which Architect/Engineer may be legally responsible: (i) claims for damages because of bodily injury, occupational sickness or disease or death of Architect's/Engineer's employees; (ii) claims for damages because of bodily injury, sickness or disease or death of any person other than Architect's/Engineer's employee; (iii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by Architect/Engineer, or (b) by another person; (iv) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (v) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance or use of a motor vehicle; and (vi) contractual liability insurance applicable to Architect's/Engineer's obligations under this Agreement. District shall be an additional named insured to Architect's/Engineer's comprehensive general liability insurance policy.

4.0.3 Professional Liability Insurance

Architect/Engineer will procure and maintain professional liability insurance covering claims arising out of the performance of services under this Agreement.

4.0.4 Coverage Amounts

Insurance to be procured and maintained by Architect/Engineer thereunder shall be in the coverage amounts set forth in the schedule below (page 3).

4.0.5 Policy Endorsements; Evidence of Insurance

Architect/Engineer shall delivery to the District Certificates of Insurance evidencing each of the policies of insurance in the coverage amounts required hereunder. All policies of insurance required hereunder shall be issued by insurer(s) admitted to issue insurance by the State of California and to the reasonable satisfaction of the District. Coverage's under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District. Certificate holder shall be the Ventura County Community College District, and additional insured's shall be The JCM Group and J. Handel Evans, dba HE Consulting, Inc.

4.1 District General Liability Insurance

District shall obtain and maintain General Liability Insurance covering District for claims of bodily injury, death or property damage arising out of the Project. District may, at its sole election, provide self-insurance in satisfaction of its obligations hereunder.

4.2 Indemnity

4.2.1 Architect/Engineer Indemnity of District

To the fullest extent permitted by law, the Architect/Engineer shall indemnify, defend and hold harmless the District and its employees, officer, Trustees, agents and representatives from any and all claims, demands, losses, responsibilities or liabilities for: (i) injury or death of Architect's/Engineer's employees arising out of this Agreement; (ii) injury or death of persons, damage to property, or other costs or charges, directly or indirectly arising out of or attributable, in whole or in part, to the negligent or willful acts, omissions, errors and/or other conduct of Architect/Engineer, the Sub-Consultants or the employees, agents or representatives of Architect/Engineer or any of the Sub-Consultants in performing or providing any of the obligations, services or other work product contemplated under this Agreement. The foregoing shall include without limitation, attorney fees and costs incurred by the District. The provisions of this Article 4.2.1 shall apply during the period of Architect's/Engineer's performance under this Agreement and shall survive the termination of this Agreement until any such claim, demand, loss, responsibility or liability covered by the provisions hereof is barred by the applicable Statute of Limitations.

4.2.2 District Indemnity of Architect/Engineer

The District shall indemnify and hold harmless Architect/Engineer from: (i) all claims arising out of bodily injury (including death) and physical damage (other than to the project itself and property covered by insurance under Article 4.2 hereof) which arise out of the negligent or willful acts, omissions or other conduct of the District.

Insurance

Coverage amounts and limits for policies of insurance to be obtained and maintained by Architect/Engineer pursuant to the Conditions of this Agreement are:

Workers Compensation *In accordance with applicable law*

Employers Liability \$1,000,000

Commercial General Liability – Bodily Insurance or Death/Property Damage

General Aggregate \$2,000,000

Products/Completed Operations Aggregate \$2,000,000

Personal & Advertising Injury \$1,000,000
Each Occurrence \$1,000,000

Automobile Liability – Bodily Injury or Death

Combined Single Limit \$1,000,000

Professional Liability \$1,000,000

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Bid Form

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Bid Form

1. Study all parking on campus and design a strategy to maximize the number of spaces (include all reimbursables) \$ _____
2. Provide fee for the construction documents for the East Parking Log (include all reimbursables) \$ _____
3. Provide fee for the construction documents for the West Parking Lot (include all reimbursables) \$ _____