

# **Request for Qualifications to Provide Architectural Services for the Ventura County Community College District**

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**Ventura County Community College District  
333 Skyway Drive  
Camarillo, CA 93010**

Statement of Qualifications Due July 26, 2002

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## **1.0 Introduction**

The Ventura County Community College District (District) invites qualified firms to submit a statement of qualifications to provide architectural services in relation to the execution of Ventura County Bond Measure S. This Request for Qualifications (RFQ) describes the Ventura County Community College District, the proposed range of services to be provided by the Consultant, the minimum information that must be included in the submittal, and the selection process and evaluation criteria. Failure to submit information in accordance with the requirements and procedures of this RFQ may be cause for disqualification.

## **2.0 Project Description**

The project, as funded by the passage of Measure S, provides for refurbishment of aging facilities and construction of new facilities at Moorpark, Oxnard, and Ventura Colleges, the District Service Center in Camarillo (Camarillo Campus), and at the District's affiliated offsite higher education facilities.

### **Measure "S"**

Bond Measure S, passed by the voters in March of 2002, provides \$356,347,814 as financing for this program. The controlling language describes certain projects to be located at the three campuses and on the Camarillo Campus to be funded from bond money. A complete list of projects and the bond language may be viewed on the VCCD web site, [www.vccd.net](http://www.vccd.net).

In undertaking the program, the District anticipates the issuance of bonds in four increments commencing in June/July 2002 with the final issuance in 2008. While this analysis of bond expenditure is flexible, it is being utilized to schedule the construction program into distinct phases.

## **3.0 Ventura County Community College District**

### **2.1 History and Organization**

Ventura County Community College District is governed by a five member, locally-elected Board of Trustees and a student board member. The voters of Ventura County elect the five trustees in even-numbered years to four-year terms. Authority flows from the Governing Board through the Chancellor to the Presidents of the three colleges, Moorpark, Oxnard, and Ventura. Each President, as the chief executive officer, is responsible to the Chancellor for carrying out the District's policies.

Governance structure at Ventura, Oxnard and Moorpark Colleges includes strategic planning and operational committees composed of members from all employee constituencies. These committees make recommendations for important decisions, including planning, curriculum development, staffing and budgeting.

## **2.2 Existing Campus Locations**

### ***Ventura College***

Ventura College, an accredited two-year institution of higher education, has been a part of this beautiful seaside community since 1925. It is conveniently located approximately 60 miles north of Los Angeles and 30 miles south of Santa Barbara. The 103-acre campus, set in the rolling hills of Ventura, has an enrollment of 11,000 students.

### ***Oxnard College***

Oxnard College was founded in 1975 on 118 acres located two miles from Pacific Ocean beaches and is easily accessible by the Ventura Freeway or the Pacific Coast Highway. The newest of three colleges in Ventura County, Oxnard College offers fully-accredited educational programs for students transferring to four-year colleges and universities, vocational programs for acquiring job skills and updating career skills through continuing education. Current enrollment is 7,175.

### ***Moorpark College***

Set on 150 rolling acres at the city of Moorpark's northeast border, Moorpark College is midway between the cities of Los Angeles and Ventura. Moorpark College is a fully accredited public community college providing quality academic and professional programs, as well as student services since 1967. Current enrollment is 14,500.

### ***Camarillo Campus***

The Camarillo Campus site measures approximately 56 acres at the southeastern corner of the Camarillo Airport. The site is partially developed for use by the VCCCD and Ventura County Fire Department.

### **2.3 Phase 1.**

**This phase will extend from Aug/Sept 2002 until Jan 2004.  
Total cost of bond issuance will be \$105 million.**

#### **COUNTYWIDE PROJECTS FOR PUBLIC SAFETY INSTRUCTION**

Estimated Cost: \$23,905,124

Construct Regional Fire, Sheriff & Police Education and Training Academy, including classroom and instructional facilities and equipment for Sheriff and Fire Training Academies, and replace outdated electrical and utility systems.

#### **MOORPARK COLLEGE REPAIR & IMPROVEMENT PROJECTS**

Estimated Costs: \$104,239,503

- Expand Learning Resources and Telecommunications Center by improving library space and computer classrooms
- Add classrooms and lecture halls by converting old library space
- Complete site improvements, upgrade fire safety and security alarm systems
- Construct Academic and Computer Center, including adding computer science labs and other classrooms
- Construct classrooms for the new Conejo Education Center, a joint project with the Conejo Valley Unified School District, to serve the Thousand Oaks community
- Construct a Joint Instructional Center with Moorpark Unified School District for college classrooms accessible to high school students
- Construct a Simi Valley Education Center
- Construct Health Sciences and math classrooms and lecture halls
- Expand Student Services Facility for counseling, financial aid, other services
- Repair old classrooms
- Expand Student Center
- Construct Child Development Center
- Refurbish physical education facilities
- Expand Animal Science Education Center to address student enrollment demand

- Construct new operations and warehouse facilities
- Build parking structure to alleviate neighborhood traffic congestion
- Construct Fine Arts Building
- Expand Music Building
- Retire capital financing

### **OXNARD COLLEGE REPAIR & IMPROVEMENT PROJECTS**

Estimated Costs: \$110,983,187

- Construct additional classrooms, labs, lecture halls; replace old portables (Buildings A, B, C)
- Renovate Library & Learning Resource Center to bring library to current state standards
- Construct Health Sciences Building and Instructional Media Facility, including adding more classrooms and labs
- Renovate aging campus infrastructure by installing new wiring/electrical systems for technology
- Construct High Tech Building, including classrooms, lecture halls, labs
- Refurbish student facilities, expand bookstore
- Construct Student Services Building to address overcrowding
- Replace aging Child Development Center portables with improved, permanent facilities
- Construct Performing Arts classroom and auditorium, including expanding teaching/performance space
- Replace inadequate Health & Safety Building (Student Health Center) with safe facilities
- Renovate athletic fields for safety compliance
- Add new parking structure for pedestrian, vehicular safety
- Construct maintenance warehouse
- Retire capital financing

## **VENTURA COLLEGE REPAIR & IMPROVEMENT PROJECTS**

Estimated Costs: \$117,220,000

- Renovate 37 year old G Building/Auditorium, including replacing antiquated electrical, heating, ventilation, plumbing and lighting systems
- Replace outdated Health Science Building (Nursing, Paramedics, Emergency Medical Technician and Certified Nursing Assistant Programs), including adding labs, lecture halls, classrooms
- Replace portables and build General Purpose Education Building for permanent classrooms, labs, lecture halls
- Construct Advanced Technology Education Training Building by building permanent classrooms, lecture halls, computer labs
- Construct and upgrade science classrooms and labs
- Complete construction of Learning Resource Center/library
- Upgrade Financial Aid, Disabled Student Services, Counseling, Student Services and Communications Building
- Construct Santa Clara Valley Advanced Technology Education Center including classrooms, computer labs, library, and Child Care Center
- Renovate athletic facility for health/safety, upgrade physical education facilities
- Upgrade electrical and utility systems
- Improve Fine Arts lab, Art Classroom Building H
- Renovate maintenance and operations facilities, including storage
- Construct and renovate parking facilities
- Renovate auxiliary services and Student Counseling Center
- Retire capital financing

The bond program is designed to provide facilities which will serve current and expected enrollment. In the event of an unexpected slowdown in development or enrollment of students at the three colleges, certain projects will be delayed or may not be completed. In such case, bond money will be spent on only the most essential projects. The District will work with the Citizen Oversight Committee on prioritizing those projects in the event factors beyond the District's control require that projects be reconsidered.

The allocation of bond proceeds may be affected by the District's receipt of State matching funds and the final costs of each project. The budget for each project is an estimate and may be affected by factors beyond the District's control.

The expenditure of bond money on projects on the Project List (see "Bond Measure" at [www.vcccd.net](http://www.vcccd.net)) is subject to stringent financial accountability requirements. Performance and financial audits will be performed annually, and all bond expenditures will be monitored by an independent Citizens Oversight Committee to ensure that funds are spent as promised and specified in the Project List. No money can be spent on administrators' or staff salaries. By law, all funds can only be spent on repair and improvement projects specified.

#### **4.0 Project Schedule**

Funding for the first phase of the bond program is anticipated by September 2002.

- VCCCD begins RFQ process on June 1, 2002.
- Candidates may submit questions regarding the RFQ to the Office of Facilities Planning & Construction, at [facilities@vcccd.net](mailto:facilities@vcccd.net), no later than 5:00 p.m., Pacific Time, June 21, 2002.
- Statement of Qualifications is due no later than 5.00 p.m., Pacific Time, June 28, 2002, at which time the application process will be closed until June of 2003, or a date to be determined by the District.
- A screening committee will review submittals and determine which qualified candidates will be included in the District's list of prequalified architects. It is anticipated that the District will inform those candidates to be included, during August/September 2002.
- Architects will be interviewed for specific projects based upon the screening, commencing August 2002

## **Reservations**

### **Right of District to Cancel Request for Qualifications, to Elect Not to Award, to Reject SOQs, & to Waive Informalities or Irregularities**

The District expressly reserves the right to cancel this RFQ at any time, to elect not to award any or all of the contracts cited in this RFQ, to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

The RFQ does not commit the District, to defray any costs incurred in the preparation of an SOQ pursuant to this RFQ, or to procure or contract for work.

### **5.2 Public Records**

All SOQs submitted in response to this RFQ become the property of the District.

### **5.3 California Office and License**

Each applicant must maintain a permanent office in the State of California with an appropriate officer licensed to practice architecture and to sign agreements on behalf of the firm. Firms with multiple offices must submit an individual application for each office.

### **5.4 Right to Delay or Cancel**

The District reserves the right to delay or cancel, in part or in its entirety, this RFQ including, but not limited to selection schedule, submittal date, and submittal requirements. If the District cancels or revises the RFQ prior to submittal of SOQs, all responders will be notified.

### **5.5 Additional Information**

The District reserves the right to request additional information and/or clarifications from any or all responders to this RFQ.

### **5.5 Conflict of Interest**

The District is sensitive to potential conflict of interest in project (program) management, design and construction consultants. This policy applies to all responders and their proposed sub consultants.

## 5.6 Public Information

Release of public information selection announcements, contract awards, and all data provided by the District shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the District's Contracts Office.

## 5.7 Insurance Requirements

At the time of this RFQ the district is exploring the feasibility of utilizing "wrap-up" insurance, sometimes known as an "Owner-Controlled Insurance Program" (OCIP) for the initial phase of the bond program.

Since no determination has yet been made in this regard, respondents should be aware of existing insurance requirements. The District requires consultants doing business with it, to obtain insurance as shown below. The required insurance certificates must comply with all requirements as shown in the agreement and must be provided (original certificate required for each executed copy of the agreement) with the executed agreements prior to the commencement of any work on the project. The District and each of its directors, officers, agents and employees will be named as additional insured on the automobile and general liability policies.

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|---|---|
| A. Automobile Liability                             | Minimum of \$1,000,000                  |
| B. General Liability                                | Minimum of \$1,000,000                  |
| C. Professional Liability<br>(Errors and Omissions) | Minimum of \$1,000,000                  |
| D. Workers' Compensation                            | As per State of California requirements |

## 6.0 Submission Requirements

Three loose leaf bound originals, including all required forms and applicable supporting documentation, must be addressed and delivered to the office named below:

Office of Facilities Planning & Construction  
Ventura County Community College District  
333 Skyway Drive, Camarillo, CA 93010

All SOQs must be received by no later than 5:00 p.m., Pacific Time, on June 28, 2002. SOQs received later than the above date and time may be rejected and returned unopened.

- A Letter of Interest, including a brief description of the candidate's strengths to perform the work successfully.
- The completed Statement of Qualifications.
- Response to the additional exhibits submittal (see 7.6 Exhibits).

**All submittal materials shall be loose leaf bound and in 8.5 by 11 inch format.**

**All Green printed areas to be same as web site and should start on a separate sheet to facilitate enclosure with submission, as well as return electronically.**

## 7.0 Request for Qualifications for Architectural Services

### STATEMENT OF QUALIFICATIONS (SOQ)



#### 7.1 The Firm

- IRS identification number
- Name of firm
- Year established
- Predecessor firm (if any)
- Address
- Phone, fax, e-mail
- Branch offices
  - Do you have an office in Ventura County?
  - If so, how long has this office been established?
  - If your Ventura County office has been established less than two years, are you willing to “partner” with local professionals?
- Average size of firm over the past three years
  - Total personnel
  - Licensed architects
  - Designers
  - Licensed engineers
  - Other licensed professionals – Describe
- Type of organization
  - Sole proprietor
  - Partnership
  - Corporation
  - Joint venture
  - Other (specify)
  - Is at least 50 percent of the firm owned by a disabled veteran, or is at least 51 percent of the stock of a publicly-owned firm owned by a disabled veteran?
  - Small business?
- Legal name of firm as it would appear on a contractual agreement, including the names and titles of the principals that are required to consummate an agreement.
- Has the Firm served the VCCCD in the past? If so, please describe.

#### 7.2 Related Professional Services Firm Provides ‘In-House’

- Interior design
- Landscape architecture
- Engineering services (specify)
- Project management
- Other

### **7.3 Personal History of Each Principal:**

- **Name**
  - Years of experience since first licensure
  - Years as Principal in this firm
  - Years as Principal in other firms
- **Education**
  - Education (college, degree, year, specialization)
  - Registration (type, year, state, registration number).
  - Membership in professional organizations
- If selected for a VCCCD project, which principal of the firm would provide the personal services required through completion of project?

### **7.4 Project Experience**

- Type of project concentration (general practice, commercial institutional, etc.)
- Name of largest contract completed under a
  - Single Contract
  - Location
  - Name of client
  - Bid Price
  - Date completed
- Average or median construction costs of projects completed last five years.
- Where applicable, name three higher education projects undertaken by firm.

### **7.5 Projects/References**

- List a maximum of six recent projects indicative of architectural design or planning ability, and experience in similar projects to those anticipated by the VCCCD. It is acceptable to list non-educational projects, which are similar to college projects.
- Give the name of one individual, representative of the client, familiar with the work of your firm on the projects listed.
  - Project:
  - Location:
  - Construction cost:
  - Date completed:
  - If incomplete, stage of work:
  - Client:
  - Contact name:
  - Phone number:  
  - Project:
  - Location:
  - Construction cost:

- Date completed:
  - If incomplete, stage of work:
  - Client:
  - Contact name:
  - Phone number:
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- Project:
  - Location:
  - Construction cost:
  - Date completed:
  - If incomplete, stage of work:
  - Client:
  - Contact name:
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- Project:
  - Location:
  - Construction cost:
  - Date completed:
  - If incomplete, stage of work:
  - Client:
  - Contact name:
  - Phone number:
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- Project:
  - Location:
  - Construction cost:
  - Date completed:
  - If incomplete, stage of work:
  - Client:
  - Contact name:
  - Phone number:
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- Project:
  - Location:
  - Construction cost:
  - Date completed:
  - If incomplete, stage of work:
  - Client:
  - Contact name:
  - Phone number:

## 7.6 Exhibits

- Provide additional exhibits, as appropriate, to demonstrate experience of firm. Total number of exhibits shall not exceed twenty (20), including projects from Item 5. All exhibits must be formatted to 8.5 x 11 inches and bound with the completed questionnaire. **These will not be returned.**
- List honors and awards received over the last five years for design or planning excellence.

## 7.7 Building Type Experience

- Check relevant box to indicate specific practice expertise.

### *SCHEDULE OF PROJECT TYPES & PROGRAM TAXONOMIES*

- |  |   |
|--|---|
| <input type="checkbox"/> 01. Campus Planning /Urban Design                     | <input type="checkbox"/> 26. Playing Fields           |
| <input type="checkbox"/> 02. Programming                                       | <input type="checkbox"/> 27. Stadiums                 |
| <input type="checkbox"/> 03. Plan Check/Code Compliance/Record Drawings-Survey | <input type="checkbox"/> 28. Public Safety Facilities |
| <input type="checkbox"/> 04. Seismic Rehabilitation                            | <input type="checkbox"/> 29. Fire Stations            |
| <input type="checkbox"/> 05. Historic Preservation                             | <input type="checkbox"/> 30. Farm Buildings           |
| <input type="checkbox"/> 06. Sustainable Design                                | <input type="checkbox"/> 31. Parking Structures       |
| <input type="checkbox"/> 07. Asbestos Abatement                                | <input type="checkbox"/> 32. Parking Lots             |
| <input type="checkbox"/> 08. Feasibility Studies                               | <input type="checkbox"/> 33. Student Housing          |
| <input type="checkbox"/> 09. Utilities Infrastructure                          | <input type="checkbox"/> 34. Faculty Housing          |
| <input type="checkbox"/> 10. Monuments/Entry Structures                        |   |
| <input type="checkbox"/> 11. Student Union                                     |   |
| <input type="checkbox"/> 12. Bookstore   |   |
| <input type="checkbox"/> 13. Cafeterias  |   |
| <input type="checkbox"/> 14. Child Care  |   |
| <input type="checkbox"/> 15. Health Facilities                                 |   |
| <input type="checkbox"/> 16. Theatre and Auditoria                             |   |
| <input type="checkbox"/> 17. Museum and Galleries                              |   |
| <input type="checkbox"/> 18. Computer Facility                                 |   |
| <input type="checkbox"/> 19. Libraries   |   |
| <input type="checkbox"/> 20. Corporation Yard (Shops & Offices)                |   |
| <input type="checkbox"/> 21. Central Heating & Cooling Plant                   |   |
| <input type="checkbox"/> 22. Faculty Office Buildings                          |   |
| <input type="checkbox"/> 23. Athletic Facilities                               |   |
| <input type="checkbox"/> 24. Aquatic Facility                                  |   |
| <input type="checkbox"/> 25. Running Tracks                                    |   |

## 8. Supplementary Material

In addition to the questionnaire and plates, additional letters of reference need not be submitted; however, the VCCCD may seek additional information relative to the experience or qualification of any architect.

Submitted by: Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_

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