MARIN COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL

ADDENDUM No. 2
PROFESSIONAL ARCHITECTURAL DESIGN SERVICES
AND SPACE PLANNING

The Marin Community College District (District) is requesting proposals (RFP) for the design, documentation and construction administration for the Austin Science Center Alternations (structural) project located on the Kentfield Campus. RFP’s will be due at 2:00pm on Friday, March 2, 2012.

Addendum No. 2 – The following clarifications are provided based on questions received and must be added/considered when completing your submittal:

1. **QUESTION:** Soils Report. Is there a report that has been one and will it be made available?
   
   **ANSWER:** Yes, There are several recent reports that have been posted to website: [http://www.marin.edu/MeasureC/LegalInformation/index.htm](http://www.marin.edu/MeasureC/LegalInformation/index.htm)

2. **QUESTION:** Existing Laboratories. Will it be possible to confirm which rooms/laboratories are anticipated to remain intact?
   
   **ANSWER:** To date three (3) Chemistry Labs will remain.

3. **QUESTION:** Program Area. Will it be possible to confirm the approximate areas of the intended surge space?
   
   **ANSWER:** No, this is part of the planning task to be completed by the selected A/E team.

4. **QUESTION:** Standards. Will the campus adapt standards to conform to the 2010 California Green Building Standards?
   
   **ANSWER:** No

5. **QUESTION:** Are there any LEED goals envisioned?
   
   **ANSWER:** No

6. **QUESTION:** Construction Costs Estimates/Models. Will cost estimates for construction be required as part of the base services for the design team?
   
   **ANSWER:** Yes, cost estimates are required as part of the base services.
7. **QUESTION:** FF&E Costs. If estimates are required, will they also include the FF&E costs? Is the construction budget to allow for this?

   **ANSWER:** No, FF&E costs are separate from the construction budget. It is anticipated that new FF&E will be kept to a minimum.

8. **QUESTION:** Recent Examples. Will previous, similar work over 5 years, but less than 10 be allowed if clearly identified?

   **ANSWER:** No

9. **QUESTION:** Page 7 of the RFP references a score card attached? Can the score card be provided?

   **ANSWER:** The score card will be provided to the selected short listed teams for interview.

10. **QUESTION:** How much time does the College allow for bidding and contract award?

    **ANSWER:** For Phase I - Swing Space planning allows for approximately 30 days. Phase II Structural approximately 45 days.

11. **QUESTION:** Even though there will not be DSA review for the move planning phase, will there be an in-house District review of the Move planning bid documents, and if so, how long to allow for that?

    **ANSWER:** Yes, there will be in-house district review. Review time is approximately 2-3 weeks.

12. **QUESTION:** Hazardous Materials Abatement – Will an assessment be made by the District?

    **ANSWER:** Yes, Hazardous Materials report has been posted to the web site: [http://www.marin.edu/MeasureC/LegalInformation/index.htm](http://www.marin.edu/MeasureC/LegalInformation/index.htm)

13. **QUESTION:** Will there be abatement work prior to the move in?

    **ANSWER:** Abatement work will be coordinated on design from selected A/E team.

14. **QUESTION:** Would this work be completed by a separate contractor, or by the same move planning contractor?

    **ANSWER:** This decision will be made after the A/E team has been selected.

15. **QUESTION:** The RFP identifies (9) classrooms to be moved from Olney Hall (page 4, item 2), (9) classrooms at Harlan Center (item 4), and (9) existing at Austin to remain. Is there any overlap of these classrooms, or do we need to accommodate (18) classrooms plus keep an additional (9) existing classrooms at Austin?

    **ANSWER:** Coordination will be completed with the A/E team selected to complete the work.
16. **QUESTION:** Can we have access to a scaled floor plan of Austin?

   **ANSWER:** Scaled drawings will be provided to the team selected to complete the work.

17. **QUESTION:** Are the hourly rates included in the 20 page limit?

   **ANSWER:** Yes, hourly rates are to be included in the 20 page limit.

18. **QUESTION:** Does the scope include furniture inventory for items that will be moved, and new furniture selection to the extent that it is purchase ready (per item #7, page 3 of the RFP?) should we assume purchase of FF&E is not a public bid process requiring bidding documents?

   **ANSWER:** Yes

19. **QUESTION:** Please confirm that the $142,493.12 amount is the construction budget for the move planning work and that the rest of the $4 million per Addendum 1 for the structural upgrade.

   **ANSWER:** Yes, reference latest IR-A10 for current 2012 amounts.

20. **QUESTION:** Are the only functions that remain in the Austin Science Center building (9) Classrooms and (3) Chemistry labs per item 7, page 5 of the RFP?

    **ANSWER:** Yes

21. **QUESTION:** Could you tell us who the structural engineer was who provided the structural analysis in the Assessment Report dated December 31, 2010?

    **ANSWER:** CA Architects

22. **QUESTION:** If we include consultant resumes, are they considered part of the 20 page proposal limit? Or can they be included as part of an appendix?

    **ANSWER:** Consultant resumes are considered as part of the 20 page limit.

23. **QUESTION:** Is item 3 the “project proposal” actually a fee proposal? Assuming yes, is it supposed to include structural engineering services? And are you requiring that all firms submit fees with this initial response or could be waived until the short list is developed?

    **ANSWER:** No, provide rate information.

Services provided by the consultant will be solely for the District’s Measure C Bond Capital Improvement Program. The District will rely on the consultant to provide a standard of care equal to the best practice in the industry at the time of service.
A complete response is required in order to be considered for this project. Firms are required to comply with the California Labor Code prevailing wage requirements and the District’s insurance requirements. The District reserves the right to reject any and all submissions and seek additional responses if the number or quality of responses does not meet the stated criteria.

Additional questions or concerns should be directed (in writing) to Swinerton Management and Consulting, the District’s program, design and construction manager:

Elizabeth Bornstein  
Senior Program Field Administrator  
Swinerton Management and Consulting  
700 College Avenue, Building PE-8  
Kentfield, CA 94904

(415) 884-3139 Direct  
415) 721-7039 Fax  
Elizabeth.Bornstein@marin.edu

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Publish Date: February 22, 2012