



Request for Qualifications

Non-Architectural Consultant Services



Introduction

San Mateo County Community College District (District) is seeking qualifications from non-architectural consulting firms to provide services for major new construction and major and minor modernization projects for all District premises, including, the College of San Mateo located in San Mateo, Cañada College located in Redwood City, and Skyline College located in San Bruno.

RFQ Objective

The District's Five Year Capital Improvement Program is now underway. The purpose of this Request for Qualification process is to create a pool of non-architectural consulting firms to provide services for one or more CIP projects.

Projects (select list of major projects only)

	LOCATION	PROJECT
1.	Skyline College, various buildings	Seismic Retrofit/ Modernization
2.	Skyline College, Student Support & Community Services Center	New Construction, Design Build Delivery Method
3.	Skyline College, Pacific Heights Campus	Redevelopment
4.	Skyline College, Maintenance Complex	New Construction
5.	College of San Mateo, Regional Public Safety Center	New Construction
6.	College of San Mateo, Science Building, #36	New Construction, Design Build Delivery Method
7.	College of San Mateo, various buildings	Seismic Retrofit/Modernization
8.	College of San Mateo, Student Support Services and Science Wing	New Construction, Design Build Delivery Method
9.	Cañada College, various buildings	Modernization
10.	Cañada College, Learning Resource Center	New Construction
11.	Cañada College, Maintenance Complex	New Construction
12.	Cañada College, Redwood City Center	New Construction

Minimum Content in Statement of Qualifications

Your Statement of Qualifications is to include the following information:

- A. Table of contents
- B. General Information
 - Name, address, phone, fax, email, Federal ID#, and website address.
 - Date the firm was established under the name given.
 - Type of ownership, or legal structure, of firm.
- C. Firm Overview
 - Brief history of firm.
 - Professional services provided.
- D. Personnel
 - Provide resumes for all key personnel; include their license(s) and office address.
 - Include total number of consultants / engineers (by specialty), draft persons, office staff, etc. at each office location.
- E. List of partners and consultants, if any.
- F. Project History
 - Educational projects.
 - Other projects.
- G. List of references.
- H. Current fee schedule.
- I. Include a brief description of the following:
 1. The firm's experience with the Division of the State Architect (DSA).
 2. Experience in higher education, including community colleges, state colleges, and universities.
 3. Firm's knowledge of K – 14 construction in California including understanding and knowledge of Field Act requirements.
 4. Experience in design build projects.
 5. How does your firm handle discipline coordination?
 6. How does your firm approach modernization projects vs. new construction?
 7. How does your firm share information with the project team throughout the life of a project?
 8. Provide a brief history of your firm's litigation, arbitration, and mediation cases.
 9. Has your firm been disqualified from working for the District or any other public entity?
- J. You are invited to include information not covered above which you feel may be useful.

Note: By virtue of submission, the firm declares that all information provided is true and correct.

Submittal of Statement of Qualification

Sealed reports are to be addressed to “Swinerton Management and Consulting” and sent to:
Karen D. Freeman
College of San Mateo
1700 W. Hillsdale Boulevard, Bld 6
San Mateo, CA 94402

PLEASE NOTE: Electronically submitted reports are preferred. However, reports will only be accepted in the following programs: Microsoft Office Suite, AutoCad, Microsoft Project, PDF. All reports using any other program should be submitted in hard copy format.

1. Statement of Qualifications may be withdrawn at any time prior to recommendation to the Board of Trustees.

Evaluation Process

The evaluation process will be conducted as follows:

- The Selection Team will screen the Statements of Qualification and establish a short list of firms for interview.
- Firms on the short list will be invited for an interview. The District reserves the right to complete the selection process without proceeding to an interview process and may select a firm based on the information supplied in the Statement of Qualifications.
- The Selection Team will recommend to the Board of Trustees for approval qualified firms to work on CIP projects.
- Firms will be notified of their status after the short list, interview and approval phases.

Further Information

Please direct all questions and requests for information to:
Swinerton Management and Consulting
Karen D. Freeman
College of San Mateo
1700 W. Hillsdale Boulevard, Bld 6
San Mateo, CA 94402

650/378-7334

freemank@smmccd.net

In order to control information disseminated regarding this request for qualifications, individuals interested in submitting reports are directed not to make personal contact with the members of the Board of Trustees and / or District Administration.

