



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Request for Proposals - Bookstore Design Services
June 30, 2004

Introduction

San Mateo County Community College District (District) is seeking proposals from bookstore design firms to provide services for the renovation and construction of the District's self-operated College bookstores at the College of San Mateo located in San Mateo, Cañada College located in Redwood City, and Skyline College located in San Bruno.

RFP Objective

The District's Capital Improvement Program includes construction of a new Student Union at Skyline College, which will include a 6,707 GSF bookstore; renovation of the Student Center at College of San Mateo, which will include a 8,100 GSF bookstore; and renovation of the 3,456 GSF existing bookstore at Cañada College. The purpose of this Request for Proposal process is to select a consultant to work with the District and its architects/contractors on each of those projects, to provide design consultation for the bookstores interior construction.

The Skyline College bookstore will be housed within the Student Union Building (building 6), which is being designed and constructed under a design-build delivery method. Hensel Phelps Construction Co., along with the Steinberg Group and Fentress Bradburn Architects, will begin design in July 2004 (not including the bookstore TI); occupancy of the new building is scheduled for summer 2006. The program of spaces for this new building is attached to this RFP as Appendix A. The latest floor plans for this project are available at http://www.smccd.net/accounts/facilities/planconstruct/arch_engin_contract.html

The College of San Mateo bookstore will be housed within the renovated Student Services Building (buildings 1/5/6), which is being designed and constructed under a design-bid-build delivery method. tBP Architecture + Planning is designing the renovation (not including the bookstore TI); construction is scheduled to begin in October 2005 and occupancy of the renovated building is scheduled for spring 2006. The program of spaces for this renovated building is attached to this RFP as Appendix B. The latest floor plans for this project are available at http://www.smccd.net/accounts/facilities/planconstruct/arch_engin_contract.html

The Cañada College bookstore is remaining in its current space in building 2. The preferred period for renovation of the bookstore is mid-Fall semester 2005 or mid-Spring semester 2006. No programming for this bookstore renovation has transpired to date. A floor plan of this existing building is available at http://www.smccd.net/accounts/facilities/planconstruct/arch_engin_contract.html

Pre-Proposal Conference

The District will hold a Pre-Proposal Conference for all interested parties at 1:30 p.m., Monday, July 12, 2004 in the District Board Room, District Office Building, 3401 CSM Drive, San Mateo, California. The purpose of this meeting is to review the construction projects and the consultant selection process. Attendance is mandatory.

Proposals

Proposals are to include the following information:

1. Table of contents
2. Name, address, phone, fax, email, Federal ID#, and website address
3. Firm Overview, including no less than the following information:
 - a. Brief history of firm
 - b. Date the firm was established under the name given
 - c. Type of ownership, or legal structure, of firm
 - d. Professional services provided
4. Staffing and Personnel
 - a. Description of the total number of staff at each office location, broken down by type of work (principles, architects, engineers, other specialists, draft persons, office staff, business development staff, etc.) and how your firm will manage resources to accommodate our bookstore renovation schedules.
 - b. Provide resumes for all key personnel proposed for the San Mateo County CCD bookstore projects; include their license(s) and office address
5. List of partners and consultants proposed for this project, if any
6. Project History
 - a. Educational projects
 - b. Other projects
7. List of references
8. Current fee schedule
9. Include a brief description of the following:
 - a. Experience with the Division of the State Architect (DSA).
 - b. Experience in higher education bookstores, including community colleges, state colleges, and universities.
 - c. Knowledge of K – 14 construction in California including understanding and knowledge of Field Act requirements
 - d. Experience in different construction delivery methods
 - e. Experience with and approach to value engineering
 - f. Description of budgeting, cost and quality control methods
 - g. Approach to planning and design in a shared governance environment
 - h. Cost estimating systems
 - i. Experience and approach to construction administration
 - j. Design discipline coordination
 - k. Approach for renovation projects vs. new construction
 - l. How does your firm share information with the project team throughout the life of a project?
 - m. Provide a brief history of your firm's litigation, arbitration, and mediation cases
 - n. Has your firm been disqualified from working for the District or any other public entity?
10. If your firm is selected, you will be expected to execute a standard Professional Services Agreement with the District. Our standard Professional Service Agreements can be found on our website at http://www.smccd.net/accounts/facilities/planconstruct/arch_engin_contract.html. If you anticipate having any questions or problems with the format or terms of our standard Professional Service Agreements, please delineate your concerns on your proposal.
11. You are invited to include information not covered above which you feel may be useful.
12. Fee proposal to provide the following (please show pricing breakdowns). Please note that the District may select a vendor to provide part or all of the services listed below. If a vendor is unable to provide full architectural design services, they will still be considered to provide bookstore operational and layout consultation services and program verification and development, as shown in Item a below:

- a. Programming Phase
 - i. Bookstore operational and layout consultation.
 - ii. Program Verification for Skyline College bookstore
 - iii. Program Verification for CSM bookstore
 - iv. Program Development for Cañada bookstore
- b. Architectural Services
 - i. Schematic design, design development, construction drawings, DSA approval, bid period services, and construction administration for the Skyline bookstore
 - ii. Schematic design, design development, construction drawings, DSA approval, bid period services, and construction administration for the CSM bookstore
 - iii. Schematic design, design development, construction drawings, DSA approval, bid period services, and construction administration for the Cañada bookstore

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

Selection Process, Timeline and Criteria

Members of the Bookstore Consultant Selection Committee represent Bookstore management, classified staff, faculty, students and representatives of the Facilities Department and the General Services Department. Certain committee members also provide union representation (American Federation of Teachers, California State Employees Association, and the American Federation of School, County and Municipal Employees).

The selection timeline is as follows:

June 30	Issuance of Request for Proposals
July 12	Pre-Proposal Mandatory Conference
July 19	Optional Informal, Confidential Interviews (proposer's option)
July 28	Proposal Submission Deadline
July 28 – August 10	Proposal Analysis, Optional Formal Interviews (District's option)
August 25	Board of Trustees Approval of Bookstore Consultant

Proposition 35, passed by California State voters in November 2000, allows the District to hire a bookstore consultant using a fair, competitive selection process. The criteria upon which this selection process is based include:

- Demonstrated successful experience designing higher education bookstores
- Price
- Previous experience providing service to a public sector agency
- Ability to meet the District's project timelines
- Proven track record of customer satisfaction

Deadline for Proposals

Proposals must be received no later than 11:00 a.m. PDT on July 28, 2004. Proposals may be withdrawn at any time prior to the closing date and time for receipt of proposals.

- Electronically transmitted proposals are preferred and are to be sent to districtbids@smccd.net. The District can only accept electronically submitted proposals in the following programs: Microsoft Office Suite, AutoCad, Microsoft Project, Adobe Acrobat. Proposals using any other program should be submitted in hard copy format.
- Hard copy proposals are to be addressed to "General Services" and sent to:
San Mateo County Community College District
3401 CSM Drive
San Mateo, CA 94402

Further Information

In order to control information disseminated regarding this RFP, individuals interested in submitting proposals are directed not to make personal contact with members of the Board of Trustees and District Administration with the exception of the individuals listed below:

Rick Bennett
Director of General Services
bennetr@smccd.net
(650)358-6752

Linda da Silva
Director of Facilities Maintenance & Operations
dasilva@smccd.net
(650)358-6726

Our preference is that questions be emailed in writing to districtbids@smccd.net . District responses to questions received about this selection process will be posted on the Facilities website at http://www.smccd.net/accounts/facilities/planconstruct/arch_engin_contract.html during the proposal period. Proposers are encouraged to check the website regularly for updates.

Additional information about our bookstores, about providing services to the District, and about our Capital Improvement Program can be found at:

www.smccd.net/portal/bookexpcom/default.aspx
www.smccd.net/purchasing
www.smccd.net/accounts/facilities/default.html

Appendix A

PROGRAM of SPACES – SKYLINE COLLEGE STUDENT UNION BUILDING #6
Prepared by KMD 9/11/2003

	Total Number	Total Occupants	ASF/ Occupant	ASF/ room	ASF	total ASF	eff. factor	GSF	Comments
MISC. SPACES						2,260	60%	3,767	
Reception/Supervising Desk	1	1	300	300	300				
Game Room Supply/Storage	1	1	40	40	40				cabinets behind desk
Circulation/Break Out Space	1	100	6	600	600				
Meeting Space(shared)	1	12	20	240	240				conference room for 12 people
Toilets									
Male	1	8	60	480	480				
Female	1	10	60	600	600				
Janitor Closet	2	1	50	50	100				
General Vending	2	1	50	50	100				
ATM Alcove	1	1	50	50	50				
MISC PUBLIC SPACES						1,800	70%	2,571	desire lots of natural light pool table, table soccer, arcade cozy niches w/fireplaces hangout, surf the net, supervisor's 5-6 computers, laptop ports,
Game Room	1	1	600	600	600				
Study Area	1	1	600	600	600				
Cyber Café	1	1	600	600	600				
BOOKSTORE						4,505	75%	6,007	books, supplies, etc. food and snack items 5 registers, 36sf each student cubbies and lockers, incl. space to store returned items
Retail Sales	1	1	2,000	2,000	2,000				
Convenience Store	1	1	420	420	420				
Register Area	5	1	36	36	180				
Vestibule	1	1	200	200	200				
Cust. Service/Buy-Back/Returns	1	1	100	100	100				
Customer Service Workstation	1	1	80	80	80				
Manager's Office	1	1	110	110	110				view to retail, small conf. table
Buyer's Workstations	2	1	80	80	160				view to retail
Server Area	1	1	25	25	25				rack shelving, could be secured in
Accountant/Billing Workstation	1	1	80	80	80				view to retail
Accounting Office	1	1	110	110	110				safe, 2 desks, currency counting
Stock Room	1	1	600	600	600				
Receiving Clerk Workstation	1	1	60	60	60				
Work Area	1	1	160	160	160				
Work Area Storage	1	1	100	100	100				
Locker Room	1	1	80	80	80				20 lockers, pull key out to lock, coat
Meeting Space	1	-	-	-	-				shared see Reception/Common
Janitor Closet	1	1	40	40	40				
FOOD AREAS						9,150	75%	12,200	seating for 300, outdoor seating table & chairs (2000 sf) zoned with a prep area to support
Dining Area	1	1	5,200	5,200	5,200				
Storage	1	1	350	350	350				
Kitchen/Food Prep	1	1	-	-	-	1,960			
Prep Area	1	1	1,120	1,120	1,120				
Office	1	1	110	110	110				
Janitor	1	1	50	50	50				
Scullery: tray/dish wash	1	1	180	180	180				
Locker Room	1	1	80	80	80				
Dry Storage	1	1	140	140	140				
Storage	1	1	100	100	100				
Walk-in Cooler	1	1	100	100	100				
Walk-in Freezer	1	1	80	80	80				
Trash/Recycling Room	1	1	80	80	80				
Food Court(service)	1	1	1,560	1,560	1,560				walk-up counter for to go/ quick
Hot Food / Grill Area	1	1	500	500	500				
ASSOCIATED STUDENTS						500	65%	769	window walk-up counter opens to hall cabinets for office supply, copy, fax table, 4 chairs issued at Front Counter
Coordinator's Office	1	1	110	110	110				
Office Area									
Front Counter	1	1	80	80	80				
FT Assistant Workstation	1	1	80	80	80				
Grad. Assistant Workstation	1	1	80	80	80				
Storage Area	1	1	50	50	50				
Meeting Table Area	1	1	80	80	80				
I.D. Area	1	1	20	20	20				
ASSOCIATED STUDENTS						700	70%	1,000	2 workstations 2 large tables, sink, 20 club cabinets, fax, phone, copy
Executive Office	1	2	60	120	120				
Work Area	1	1	420	420	420				
Workstation	1	2	80	160	160				
MULDI-CULTURAL CENTER						500	70%	714	display cabs., lounge, study, conf.
Multi-Cultural Center	1	1	420	420	420				
Coordinator's Workstation	1	1	80	80	80				
CONFERENCE CENTER						6,600	65%	10,154	divisible into 3, based on row seating
Large Meeting Room	1	1	2,500	2,500	2,500				
Small Meeting Rooms	1	1	600	600	600				
Small Meeting Rooms	2	1	300	300	600				
Circulation / Break-Out Area	1	200	6	1,200	1,200				
Storage	1	1	500	500	500				
Pantry	1	1	120	120	120				
Toilets									
Male	1	8	60	480	480				
Female	1	10	60	600	600				
						27,975	75%	37,182	GSF

Appendix B

PROGRAM of SPACES – COLLEGE of SAN MATEO STUDENT SERVICES BUILDING #1/5/6
4/28/2004

Area No.	DEPARTMENT Space	FT Staff	No. of Units	Space Type	Area (ASF)	Total Area
VICE PRESIDENT OF STUDENT SERVICES						
	Reception		1	OS	55	55
	Vice President	1	1	PO	160	160
	Admin Assistant	1	1	WS	55	55
	Scholarship	1	1	PO	110	110
	Meeting Room		1	PO	200	200
	Storage		1	OS	110	110
	<i>(Existing is approximately 660 asf)</i>	3			TOTAL	690

ADMISSIONS & RECORDS/CASHIERING						
	Dean's Office	1	1	PO	140	140
	Assistant Registrar	1	1	PO	110	110
	Staff Assistant	1	1	PO	110	110
	Full Time Staff Workstations	9	1	WS	64	576
	Part Time Staff Workstations	0	1	WS	64	0
	Student Workstations	2	1	WS	64	128
	WorkStations at Counter		4	WS	64	256
	Transcripts			WS		0
	Storage		1	OS	750	750
	Workroom		1	PO	100	400
						0
	<i>(Existing is approximately 2000 asf)</i>	14			TOTAL	2,470

Articulation ad Research						
	Dean's Office	1	1	PO	140	140
	Project Director	-	1	OS		0
	Staff Assistant	1	1	OS	64	64
	Student/Catalog	1	1	WS	64	64
	Meeting Room/Work Area Lounge		1	WS		0
	Storage Filing		1	WS	100	100
						0
	<i>(Existing is approximately 370 asf)</i>	3			TOTAL	368

Career and Transfer						
	Career Counselors	2	1	PO	110	110
	Career Staff Assistants	2	1	PO	110	220
	Transfer Counsellor	1	1	PO	110	110
	Transfer Staff	1	1	PO	110	110
	Reception		1	WS	64	64
	Storage		1	PO	100	100
	Resource Center		1	OS	1500	1,500
	<i>(Existing is approximately 2400 asf)</i>	6			TOTAL	2,214

TESTING & ASSESSMENT						
	Testing Rooms - Large		1	OS	0	0
	Testing Rooms - Small	-	1	OS	360	360
	Waiting					0
	Proctor Counter	1	1	OS	64	64
	Testing Coordinator	1	1	PO	110	110
	Storage		1	PO	60	0
	<i>(Existing is approximately 119 asf)</i>	2			TOTAL	534

Counselling						
Dean's Office	1	1	PO	140	140	
Dean's Waiting		1	OS		0	
Dean Staff Assistant	1	1	WS	64	64	
Student Work Area	1	1	WS	64	64	
Storage	0	1	WS	64	64	
Waiting/Resource		1	WS	400	400	
Reception/Support	2	1	WS	64	128	
Counselling Offices	9	1	PO	110	990	
Storage /Workroom	0	1	PO	100	100	
Conference		1	PO			
					0	
<i>(Existing is approximately 2300 asf)</i>	14					TOTAL 1,950

Dean of Special Programs						
					0	
	0					TOTAL 0

EOPS Multi cultural Center						
Reception/Gathering/Tutoring		1	OS	684	684	
Director	1	1	PO	110	110	
Counselors	6	1	PO	110	660	
Support Staff	3	1	OS	64	192	
Storage		1	PO	180	180	
<i>(Existing unknown at this time)</i>	10					TOTAL 1,826

Financial Aid						
Director	1	1	PO	110	110	
FT Staff	4	1	PO	110	440	
Counter/Recetion	1	1	OS	200	200	
Work Room		1	PO	320	320	
<i>(Existing is approximately 640 asf)</i>	6					TOTAL 1,070

Health/Psych Services						
Reception	0	1	OS	190	190	
Office Assistant	1	1	OS	64	64	
Nurses Practician	1	1	PO	110	110	
Nurses & Health Education	3	1	WS	64	192	
Exam Rooms	0	3	PO	90	270	
Lab/Medical Soiled Utility	0	1	PO	140	140	
Clean Utility	0	1	PO	120	120	
Psych	2	1	PO	110	220	
Counseling/Interns	3	1	PO	110	330	
Unisex Restroom	0	1	PO	100	100	
Records/General Storage	0	1	PO	180	180	
Cart Storage (recharging area)					0	
Storage	0	1		120	120	
<i>(Existing is approximately 756 asf)</i>	10					TOTAL 2,036

International Student						
Director	1	1	PO	140	140	
FT Staff	2	1	PO	64	128	
Counter/Reception		1	OS	150	150	
Library/Conference		1	PO	300	300	
<i>(Existing is approximately 256 asf)</i>	3					TOTAL 718

Security						
Transaction Counter		1	OS	150	150	
Director	1	1	PO	140	140	
Officers	1	1	WS	64	64	
Interview/Squad room		1	PO	180	180	
Lockers/ Dressing Room	0	1	PO	90	90	
Unisex Toilet	0	1	PO	100	100	
Equipment Storage		1	PO	110	110	
<i>(Existing is approximately 512 asf)</i>	2					TOTAL 834

Student Activities Office/ASB						
Literature Space/Lobby	0	1	OS	120	120	
Director	1	1	PO	140	140	
FT Staff Assistant	1	1	PO	110	110	
PT Staff Assistant	3	1	WS	64	192	
ASB Cards	0	1	OS	50	50	
Meeting Rooms	0	1	PO	700	700	
Club Recreation	0	1	PO	384	384	
ASB Office	0	1	PO	672	672	
Work Room/Supplies/ Stor. w/safe	0	1	PO	260	260	
ATM/Postal Vending	0	1	OS	50	50	
Video Arcade	0	1	OS	600	600	
Storage/Supplies	0	1	PO	120	120	
<i>(Existing is approximately 3000 asf)</i>	5					TOTAL 3,398

President						
Reception	1	1	OS	64	64	
President Office	1	1	PO	160	160	
Administrative Assistant	1	1	PO	110	110	
Meeting Room	0	1	PO	200	200	
Storage	0	1	PO	80	80	
Kitchenette	0	1	PO	80	80	
Toilet	0	1	PO	80	80	
Conference	0	1	PO	750	750	
<i>(Existing is approximately 1542 asf)</i>	3					TOTAL 1,524

PR and Marketing						
Director	1	1	PO	140	140	
Staff Assistant/Reception	1	1	WS	128	128	
Staff	2	1	WS	64	128	
Student Staff	1	1	WS	64	64	
<i>(Existing is approximately 600 asf)</i>	5			TOTAL	460	

Grants						
Staff office	1	1	PO	110	110	
Staff Assistant/Reception	1	1	WS	128	128	
<i>(Existing is approximately 200 asf)</i>	2			TOTAL	238	

Admin Services						
Dean	1	1	PO	140	140	
Admin/ Reception	2	1	WS	64	128	
Staff	1	1	PO	110	110	
Staff/Payroll	2	1	WS	64	128	
Lead Cashier	1	1	PO	110	110	
Cashiers	4	1	WS	64	256	
Cashier Counter	0	3	PO	50	150	
Safe Counting	0	1	PO	80	80	
Mail	1	1	OS	200	200	
Conference/Workroom	0	1	PO	200	200	
<i>(Existing is approximately 1548 asf)</i>	12			TOTAL	1,502	

Vice President of Instruction						
Vice President of Instruction	1	1	PO	140	140	
Admin/ Reception	1	1	WS	128	128	
Staff	2	1	PO	110	220	
Meeting Room		1	WS	200	200	
Workroom		1	PO	184	184	
Storage		1	WS	110	0	
<i>(Existing is approximately 896 asf)</i>	4			TOTAL	872	

Contract and Community Ed						
Staff office	1	1	PO	110	110	
Staff Assistant/Reception	1	1	WS	128	128	
<i>(Existing is approximately 256 asf)</i>	2			TOTAL	238	

Shared Spaces						
Small Meeting		1	PO	240	240	
Medium Meeting		2	WS	400	800	
Large Meeting		2	PO	850	1,700	
	106			TOTAL	2,740	

SUBTOTAL ASF Excluding Books, Restaurant, Kitchen, Fitness (70% EFF) 25,682

SUBTOTAL GSF (70% EFF) 36,689

Assembly/Food						
International Café	0	1	OS	2,000	2,000	
Food Prep	0	1	OS	850	850	
Student Center Cafe	0	1	OS	4,000	4,000	
Faculty Staff Dining	0	1	OS	600	600	
Gallery/Event	0	1	OS	1,500	1,500	
South Café	0		OS		0	
Conference	0		OS		0	
<i>(Existing is approximately 18000 asf)</i>		0				
				TOTAL	8,950	

Fitness Center						
Fitness Center				3,500	3,500	
<i>(Does not currently exist)</i>						
				TOTAL	3,500	

Campus Storage						
Campus Storage				1,500	1,500	
<i>(Current size is unknown)</i>						
				TOTAL	1,500	

BOOKSTORE						
Bookstore		1		8,100	8,100	
<i>(Existing is approximately 7000 asf)</i>						
				TOTAL	8,100	

Books, Restaurant, Kitchen, Fitness, Storage ASF 22,050
 Books, Restaurant, Kitchen, Fitness, Storage GSF(80% EFF) 27,563

TOTAL REQUIRED GSF 64,251
 ACTUAL GSF 84,915