Request for Qualifications
RFQ # 2015-09
Issue Date: May 18, 2015
by
Director of Purchasing and Business Services

Architectural Consultant for Workforce Development Center
RFQ Acknowledgement of Receipt

Re: Del Mar College Request for Qualifications # 2015-09

Architectural Consultant for Workforce Development Center

Please fill in the requested information below as acknowledgment that you have received the Request for Qualifications noted above, including the related RFQ Questionnaire. If your firm has an interest in participating, it is highly recommended that this sheet be completed and returned to Del Mar College, Purchasing Department, 101 Baldwin Blvd., Corpus Christi, TX 78404 or faxed to 361-698-1276. By doing this, we will be able to provide notification to you of any addenda to this solicitation.

COMPANY IDENTIFICATION: Firm name, address, telephone and fax.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

COMPANY POINT OF CONTACT: Name, title, phone, fax and email address of person to receive communications regarding this Request for Qualifications.

____________________________________________________________________________________

____________________________________________________________________________________

♦ Yes, Our Company does have an interest in responding.

♦ No, Our Company does not have an interest in responding.

SIGNED:

____________________________________________________________________________________

Printed Name and Title

____________________________________________________________________________________

Date and Signature
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SECTION 1   RFQ OVERVIEW

1.1 Statement of Qualifications

A. RFQ Announcement: The Del Mar College District (the “College”) announces RFQ # 2015-09. Request for Qualifications (the RFQ) for Architectural Consultant for Workforce Development Center.

B. RFQ Project: Architectural Consultant for Workforce Development Center (the “Project”) includes all architectural design and construction phase services for the proposed 48,000 sqft project located on the East Campus, Del Mar College, Corpus Christi Texas.

C. RFQ Package: The RFQ package will be posted on the College’s website on May 18, 2015 and may be requested via fax, email, or in person from the Director of Purchasing and Business Services.

- Physical Address
  Director of Purchasing and Business Services, Del Mar College
  3001 Ayers Street
  Corpus Christi, Texas 78404
  Phone: 361/698-1560
  Fax: 361/698-1276
  Email: ddavila23@delmar.edu

- Mailing Address
  Director of Purchasing and Business Services, Del Mar College
  101 Baldwin Blvd.
  Corpus Christi, Texas 78404

D. RFQ Inquiries: All questions, interpretations, and clarifications (including technical and contractual) shall be directed to the Director of Purchasing and Business Services, who will refer such to other College personnel as appropriate. All such inquiries shall be made at least five (5) workdays before the SOQ is due.

E. RFQ Conference: A Pre-Submittal Conference will be held in the Wolfe Recital Hall; Del Mar College, 101 Baldwin Blvd. (Music Building), at 10:00 AM local time on Tuesday, June 2, 2015. Respondent attendance is strongly encouraged.

F. SOQ Submittals: 1 Original, (12) copies, 1 Digital CD or Flash Drive of the Statement of Qualifications (the SOQ) shall be received and time stamped by the College’s Purchasing Office at the Physical Address noted above in 3.1 (C) before 11:00 AM local time on Friday, September 18, 2015. If requested, Respondents shall subsequently deliver additional copies within three (3) workdays after request(s).

End of Section
SECTION 2  PROJECT/PROGRAM OVERVIEW

2.1 General

A. Project/Program Title
   • Architectural Consultant for Workforce Development Center
   • Also referred to herein simply as the “Project”.

B. Project/Program Location
   • College Campus: Del Mar College’s West Campus located at Old Brownsville Rd., Corpus Christi, TX
   • Project Area: The Project Area includes development areas shown on the attached Drawing

C. Project Size
   • Current Building Area: The new Space Program will be approximately 48,000 Gross Square Feet (GSF).
   • GSF/USF: GSF includes both the Space Program noted below, as well as Unassignable Square Feet (USF) for service areas such as corridors, mechanical/electrical rooms, janitorial rooms, walls, partitions and chases.

D. Project Budget
   • Construction Cost Budget: A Project Budget of $13,200,000 is planned for this Project, and will be set forth in the Owner/Consultant Contract.
   • Base Bid Limit: The Consultant is responsible for limiting the actual Base Bid construction cost to not exceed 95% of the Project Budget, with Bid Alternates up to 100% of the Project Budget as needed.

E. Project Schedule
   • Estimated Schedule
     o May 18, 2015  Issue RFQ for A/E Selection
     o June 2, 2015  Pre-Proposal Conference at 10:00 a.m.
     o August 24, 2015  Additional Pre-Proposal Conference
     o September 18, 2015  Received Statements of Qualifications by 11:00 a.m.
     o September 30, 2015  Short-list SOQs (if required)
     o October 8, 2015  A/E Interviews
     o October 13, 2015  A/E Selection Approved by Board
     o December 1, 2015  Design Begins
     o March 8, 2016  Concept Design Approved by Board
     o May 12, 2016  Design Development Submission
     o November 4, 2016  Construction Documents Complete
     o November 30, 2016  Issue for Competitive Sealed Proposals
     o December 12, 2016  Pre-Proposal Meeting
     o January 30, 2017  Receive Price Proposals
     o February 2, 2017  Interview Contractor/Open Price Proposals
February 14, 2017  Award Construction Contract by Board
February 28, 2017  Start Construction
August 15, 2018  Substantial Completion
January 2, 2019  Full & Normal Occupancy and Use

- **Critical Deadline:** The January 2, 2019 Deadline for occupancy must be maintained.
- **Note:** If the project schedule is extended for any reasons the project architect will **not** be due additional compensation

**F. Attachments**

- **Future Site Plan:** The Del Mar College West Campus plan is attached hereto, and profiles the currently planned development of key new and retained existing facilities in the area of the Project. The existing building and parking are retained and renovated.

**G. Preliminary Description:** The Project Description herein is preliminary, and will continue to be refined and developed prior to Contract execution and during the Schematic Design and Design Development Phases.

### 2.2 Project Construction

**A. Space Program**

- **General:** This Project will house the new Workforce Development Building.

- **Preliminary Space Program:** The preliminary space program will be provided to the Project Architect prior to fee/scope negotiations.

**B. Building Assignments**

- **New Building:** Approximately 48,000 Gross Square Foot total

**C. Other Construction**

- **Sitework:** Will address the current parking and general site renovations.
  - Renovations to existing Sitework and improvements as needed.
  - Demolition of existing Sitework and improvements as needed.
  - Additional new sidewalks, paving, lighting and other site improvements.
  - Additional new earthwork, grading, and drainage about the Project Area.

- **Campus Utility Systems:** Modify service to building and connections to such as needed.

- **Campus Drainage:** Modify drainage of site as needed.

**D. Landscaping:** New Landscaping and Irrigation systems at yard/planting areas adjacent the new facilities.

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End of Section
SECTION 3 RESPONDENT SERVICES

3.1 General Responsibilities

A. Prime Consultant: The Prime Consultant will be an Architectural firm or the Architectural component of an A/E firm or a Construction Management firm. The Prime Consultant will be responsible for managing all aspects of the scope of service.

B. Preliminary Description: The Scope of Services herein is preliminary, and will continue to be refined and developed prior to contract execution.

3.2 Scope of Services

A. Services By Phase: The Consultant shall furnish the following:
   - Development of Construction Strategies
   - Schematic Design Phase: Full Basic Services
   - Design Development Phase: Full Basic Services
   - Construction Documents Phase: Full Basic Services
   - Bid/Negotiation Phase: Full Basic Services
   - Construction Phase: Full Basic Services
   - Post Construction Services: Warranty and Post Occupancy Evaluation Services

B. Services by Expertise: The Consultant shall provide the following:
   - Construction Management Services
   - Architectural Services
   - Furniture and Equipment Layout Design
   - Structural Engineering
   - Mechanical Engineering (Management/Coordination)
   - Civil Engineering (Management/Coordination)
   - Storm Water Pollution Prevention
   - Sound Control and Acoustical Design (Management/Coordination)
   - Construction Cost Estimating
   - Life Cycle Cost Estimating
   - Signage and Graphic Design (implement College’s Standards)
   - Code Analysis and Compliance
   - Windstorm Analysis and Certification (TDI)
   - Sustainability/Green Building Design (see Scope clarifications below)
   - Warranty and Post Occupancy Evaluations
   - Renderings and Models
   - Field Measurements of Existing Buildings
   - Base CAD plans on Existing Buildings
   - AutoCAD CAD and/or BIM files for College
   - Mandatory Sub-Consultants on Architectural Team
     - Structural Engineer
     - Cost Consultant
C. **Services By College**: Services provided under contract to the College but coordinated and managed by the Project Architect may include:

- Land, Topography and Site Improvements Survey
- Geotechnical Investigations & Engineering
- Roofing and Moisture Protection Standard Requirements
- Information Technology Standard Requirements
- Data and Telecommunication Standard Requirements
- Security System Design Standard Requirements
- Existing Hazardous Materials Report
- Accessibility Review and Inspection
- Civil Engineering (Contract may be assigned to Project Architect)
- HVAC Systems Commissioning Consultant
- MEP Engineering (Contract may be assigned to Project Architect)
- Landscape Architect (Contract may be assigned to Project Architect)
- Acoustical Consultant Services (Contract may be assigned to Project Architect)

D. **Optional Services**: The College may elect to require the following services from the Consultant.

- Movable Fixtures, Furnishing and Equipment Selection

### 3.3 Scope Clarifications

A. **Sustainability/Green Design**: Using life cycle cost analysis, the Project design shall include a benefit analysis of the concepts of sustainability, both during and after construction. **Respondent** shall apply principles of the LEED (Leadership in Energy and Environmental Design) Green Building Rating System in all applicable areas, including the following:

- Sustainable Sites
- Water Efficiency
- Energy and Atmosphere
- Materials and Resources
- Indoor Environmental Quality

B. **Sustainable Strategies** which may be employed by the College on various projects include but are not limited to the following:

- LEED Bench Marking
- Rain water harvesting for irrigation water
- Use of recycled materials
- Pavement reflective shading
- Construction debris management
- Native and low-water landscaping
- Parking lot drainage through landscaping
- Condensation re-capture for cooling tower make-up and/or landscape irrigation
- Storm water run-off capture
- Use of regional materials
- Use of low VOC coatings
• Low water use fixtures
• Daylighting strategies
• Building envelope commissioning
• Roof reflective coatings
• Waste heat reclamation
• Instantaneous hot water supply
• LED lighting with automatic dimming
• Energy modeling by design team
• Light pollution reduction strategies
SECTION 4   GENERAL PROVISIONS

4.1 Purpose of the Request for Qualifications
A. Del Mar College District (“College”) proposes to retain the services of a Consultant to provide Construction Management professional services for the College’s building program. Such services shall be provided by construction managers, architects, engineers and/or other construction management professionals (prefer those who are licensed or registered in the State of Texas) with verifiable Capability in comprehensive construction management as described within this RFQ. The College intends to enter into a professional services Contract with the selected Respondent.

4.2 Submission of Statement of Qualifications (SOQ)
A. Copies of Statements of Qualifications are to be delivered to the Director of Purchasing and Business Services in accordance with the instructions and format specified herein.
B. The purpose of the SOQ is to determine the Respondent’s Capability to provide the required services. Respondents are urged to forward clear and concise submittals, appropriate to the scale of the program described and include only items that are relevant to this specific RFQ.

4.3 Definitions
A. Approved, Approval, Desired, Directed, Elected, Guidelines, Instructed, Instructions: Actions and/or opinions of the College.
B. Capability: All indicators of the Respondent’s ability to best meet the needs and objectives of the College, including experience, performance record, personnel, sub-consultants, resources, commitment, and all relevant indicators.
C. College: The Del Mar College District (“College”). The College’s designated representatives shall be as follows:
   • Prior to Execution of Contract: Director of Purchasing and Business Services. Other representatives may be designated by the College’s President or CFO/Vice President of Operations.
   • After Execution of Contract: As set forth in the Contract between the Consultant and the College.
D. Consultant: The Respondent that enters into an executed Contract with the College for services pursuant to this RFQ. Where responsibilities for the Consultant are discussed herein, they are the responsibilities of such Respondent after the Contract is executed. The Consultant may be a single firm or a legally binding association of firms, such as a Joint Venture.
E. **Contract:** The executed Contract between the College and the Consultant pursuant to this RFQ.

F. **Director of Purchasing and Business Services:** Unless otherwise instructed by the College’s Director of Purchasing and Business Services, address all communications relevant to this RFQ to Mr. David Davila.
   - **Physical Address:**
     Del Mar College  
     Director of Purchasing and Business Services  
     3001 Ayers Street  
     Corpus Christi, Texas 78404
   - **Mailing Address:**
     Del Mar College  
     Director of Purchasing and Business Services  
     101 Baldwin Blvd.  
     Corpus Christi, Texas 78404
   - **Telephone/Email:**
     361/698-1560 – Office  
     361/698-1276 – Fax  
     ddavila23@delmar.edu – Email

G. **Project/Program:** Services as described in Section 3.2 of this RFQ.

H. **RFQ:** This Request for Qualifications, including any Addenda thereto.

I. **Respondent:** Any firm or association of firms that responds to the Request for Qualifications (RFQ) as set forth herein.

J. **SOQ:** Statement(s) of Qualifications prepared in response to this RFQ.

### 4.4 Communications and Questions

A. **Communications Impact:** No communication shall modify, delete, or add any requirement or provision to the Request for Qualifications unless issued in writing by the Director of Purchasing and Business Services as an addendum to this RFQ.

B. **Communications Scope:** Communications include inquiries, questions, interpretations, clarifications, correspondence, submittals, notices, and all other forms of communication, whether by voice, message, fax, email, text, correspondence, delivery, or other means.

C. **Points of Contact:** Respondent communications with the College regarding this RFQ and SOQ shall be as follows:
   - **Before SOQ Submittal:** Address all communications to the Director of Purchasing and Business Services.
• **After SOQ Submittal but Before Contract Negotiations:** Address all communications to the Director of Purchasing and Business Services, who may refer specific inquiries to other College representatives.

• **College President, Administration, Faculty, Staff, and Students:** All such communications shall be implemented through the Director of Purchasing and Business Services.

• **College’s Board of Regents:** If required, all such communications shall be implemented through the College President or CFO/Vice President of Operations.

• **During Contract Negotiations:** As directed by the College President or CFO/Vice President of Operations

• **After Contract Execution:** As set forth within the Contract.

**NOTICE:** Any communications to members of the Del Mar College Board of Regents or College employees other than the Director of Purchasing and Business Services between the publication of this RFQ and the Consultant Selection may be grounds for disqualification of a firm from consideration for this program.

**4.5 Addenda to the RFQ**

A. The College may modify this RFQ, any of its action dates, or any of its attachments, prior to the date fixed for submission of SOQs, by the issuance of an addendum to all parties who have been furnished this RFQ. Addenda will be numbered consecutively and Respondents will be required to acknowledge receipt of any addenda on the final signature page of this RFQ.

**4.6 Statement of Qualification Delivery**

A. The Respondent is solely responsible for ensuring delivery of the SOQ to the Physical Address of the Director of Purchasing and Business Services no later than the date and time specified. Use of the U.S. Postal Service, campus mail system, express or overnight delivery, or any other service which may result in delayed delivery shall not relieve the Respondent from the conditions of the specified deadline.

**4.7 Contract Documents**

A. The selected Respondent will be required to sign a Contract which will consist of the College’s Contract form and applicable exhibits. In the event of a conflict between documents, the following order of precedence shall apply:

- Contract with the College
- Contract Exhibits that may be listed in the Contract
- Request for Qualifications (RFQ) and any Addenda, if required by the Contract.

**4.8 RFQ/SOQ Errors and Omissions**

A. If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFQ, any of its attachments or any addenda, they shall immediately notify the
College’s Director of Purchasing and Business Services of such error in writing and request modification or clarification of the document. Approved modifications, deletions, and additions will be made by addenda. Clarification will be given by written notice to all parties who have been furnished an RFQ package.

B. If a Respondent fails to notify the College prior to the date established for SOQ submissions, of an error in the RFQ or an error that reasonably should have been known, it shall submit the SOQ at their own risk, and if it is awarded the Contract, it shall not be entitled to additional compensation or time extension by reason of the error or its later correction.

C. As a function of the negotiation process, the College reserves the right to remedy technical errors in response to this RFQ, to modify the published scope of services and to approve or disapprove the Respondent’s proposed sub-consultants. Should the College determine that specific expertise is lacking in the Consultant’s team, the College will reserve the right to request specific consultants with specific expertise to be added to the team.

4.9 Acceptance of Evaluation Methodology
A. By submitting its Statement of Qualifications in response to this RFQ, Respondent accepts the evaluation process and accepts that the determination of the “Most Qualified” firm(s) will require subjective judgments by the College.

4.10 Respondent’s Cost
A. All costs to Respondents associated in any way to this RFQ and the SOQ are entirely the responsibility of the Respondent and shall not be chargeable, paid, or reimbursed by the College.

4.11 Rejection of Statement of Qualifications
A. The College may reject any or all Statements of Qualifications and may waive any deviation related to this RFQ and any SOQ. The College’s waiver of any such deviation shall in no way modify this RFQ documents or excuse the Respondent from full compliance with its requirements if the Respondent is awarded the Contract. Statements of Qualifications referring to terms and conditions by the Respondent may be rejected as being nonresponsive.

4.12 Cancellation
A. While it is the intent of the College to proceed with this program, this solicitation does not obligate the College to enter into a Contract. The College reserves the right to cancel this RFQ at any time with no obligation to any Respondent. No obligation, either expressed or implied, exists on the part of the College to make an award or to pay any costs incurred in the preparation or submission of a Statement of Qualifications.
4.13 Statement of Qualifications Disposition
A. Statements of Qualifications become the property of the College upon receipt of such. Information submitted in the SOQ becomes public property and may be subject to disclosure laws. The College reserves the right to make use of any information or ideas contained in the submittals. All materials, ideas, and formats submitted in response to this RFQ will become the property of the College on receipt and may be returned only at the College’s option and at the Respondent’s expense. One copy shall be retained in the College’s official files when desired.

4.14 Nonendorsement
A. If a submittal is accepted, the awardees shall not issue any news releases or other statements pertaining to the award of a Contract which states or implies College endorsement of the Respondent’s services.

4.15 Execution of the Contract
A. If the College tentatively selects a Respondent for this Program and successfully negotiates a professional services fee, the Respondent will be expected to execute the College’s Contract. If the Respondent does not sign and return the Contract along with the required documents to the College within fourteen (14) working days, the Contract will be considered withdrawn. The period for Contract execution may be changed by the College. Contracts are of no force or effect until approved by the appropriate College official(s). Any work performed prior to receipt of a fully executed Contract shall be at the Respondent’s sole risk.

B. Failure to execute the Contract within the time identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the Contract. If the selected Respondent refuses or fails to execute the Contract, the College may award the Contract to the next highly qualified ranked Respondent.

4.16 Indemnification
A. Respondent shall defend, indemnify, hold harmless and protect the Regents of the College, the College, and their officers, employees, representatives, agents, and volunteers (the indemnified) from and against any and all liabilities, loss, damage, expense, cost (including without limitation to costs and fees of litigation) of every nature arising out of or in connection with Respondent’s (and any sub-consultant, anyone directly or indirectly employed by anyone for whose acts any of them may be liable) performance of this program of work hereunder or failure to comply with any of its obligations contained in the Contract, except such loss or damage which was caused by the sole negligence or willful misconduct of the indemnified.
4.17 Insurance

A. General Requirements

• The Consultant shall, at its expense, purchase and maintain in full force and effect, for the duration of the Contract, such primary insurance as will protect itself and the College from and against liability, loss, damage, expense, cost (including without limitation to costs and fees of litigation) out of or in connection with the performance of the work hereunder whether such work is performed by the Consultant, any sub-consultant, by anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be held liable.

• Consultant shall either include all listed sub-consultants as insureds under its policies or shall furnish to the College separate endorsements and policies for each subcontractor utilized subject to all requirements in this section.

• The College reserves the right of review and approval of insurance provided by the Consultant.

• Approval of insurance submitted by the Consultant shall not relieve or decrease the extent to which the Consultant may be held responsible for payment of damages resulting from equipment, materials, operations, or services provided by the Consultant pursuant to this Contract.

• Consultant shall provide to the College completed insurance policy certificates or endorsements or insurance policy declaration pages for each type of insurance as required by the Contract.

B. Insurance Coverage

• Commercial General Liability-$1,000,000 per occurrence; $2,000,000 per aggregate

• Business Auto Liability-$1,000,000 per occurrence

• Worker’s Compensation and Employer’s Liability-as required by Federal and Texas Law, with employer liability no less than $500,000 per accident for bodily injury or disease

• Professional Liability
  o Single Firm-$1,000,000 per occurrence; $2,000,000 aggregate
  o Joint Venture-$1,000,000 per occurrence; $2,000,000 aggregate
  o Each JV Member Firm-$1,000,000 per occurrence; $2,000,000 aggregate
  o Any Deductible shall not exceed $35,000

• Valuable Documents, Papers, and Records Coverage-$75,000 per occurrence
C. Worker’s compensation/Employer’s Liability Exclusions
   • Consultants who are sole proprietors or are excluded from coverage on required Worker’s Compensation/Employer’s Liability policies shall provide proof of health insurance and disability insurance as broad as statutorily required by the State of Texas for employees.

D. Claims Made Insurance
   • The College may accept Claims Made Insurance in Lieu of Occurrence Based Insurance for Professional Liability which meets the applicable specifications requirements and approval of the College for such.

E. The following mandatory subconsultants are required to carry Professional Liability Insurance as defined in section 4.17(c):
   • Architect
   • Civil Engineer
   • Structural Engineer
   • Mechanical/Electrical/Plumbing (MEP) Engineer (Assigned by College)

4.18 Professional Fees
   • Respondents cannot mention professional fees in the SOQ documents, during the interview, or any time prior to the initiation of contract negotiations by the College with the selected firm(s).

End of Section
SECTION 5  SOQ PREPARATION INSTRUCTIONS

5.1 Introduction
A. To be considered responsive to this RFQ, the Respondent shall submit a Statement of Qualifications in the format identified in this Section. All requirements and questions in this RFQ shall be addressed and all requested data shall be supplied. The College reserves the right to request additional information which may be needed to help assure that the Respondent’s Capability best meets the College’s needs and objectives.

B. Each Statement of Qualifications shall provide a clear and thorough description of the Respondent’s Capability as it relates to this RFQ. The Respondent shall show that Capability in all areas of the project scope of services.

5.2 Submittal
A. See RFQ Overview herein for specific submittal information. The Statement of Qualifications submitted may be modified after its submission by withdrawal and re-submission prior to the due date specified for SOQ submission. The College may change the submittal due date by addendum.

5.3 Questions, Interpretations
A. Questions, interpretations, and clarifications of this RFQ may be requested in writing. All questions (technical, contractual, etc.) shall be directed to the College’s Director of Purchasing and Business Services. The Director will refer such inquires to other college personnel or the Coordinating Architect when appropriate, but at all times, will be the sole point of inquiry.

5.4 Statement of Qualifications Format
A. SOQ Organization: Statements of Qualifications shall adhere to the format, organization, and content required herein. Include only items that are relevant to this RFQ and the information requested. Other materials may be submitted under separate cover but are not required. Submit all materials in a bound document or binder with Main-Tab and Sub-Tab dividers as set forth herein. All paper shall be 8.5 X 11 inches, or paper that is neatly folded to those dimensions for convenient foldout. Organize in the following order:

- Cover Sheet
- Table of Contents
- Cover Letter
- RFQ Questionnaire (Main-Tab)
- RFQ Questionnaire Attachments (Sub-Tab)

B. Cover Letter: Provide a signed cover letter (3 page limit) that references this RFQ and confirms that all elements of this RFQ have been reviewed and understood. The Cover Letter must be signed by an officer of the company. Briefly profile the reasons why the
Respondent is well suited to fulfill the College’s needs and objectives. Explain what is unique about the Respondent’s ability to positively affect and fulfill the College’s vision.

C. RFQ Questionnaire: Complete and sign the attached RFQ Questionnaire, Appendix A.

• Reproduction: Respondent may reproduce the Questionnaire as it sees fit for purposes of responding to this RFQ, but must not change the organization, content, or graphic hierarchy of the Questionnaire. Do not reduce the size of fonts that are now 11 points or less. Answers may be briefly expanded if needed, but not more than three (3) pages shall be added to the total length of the Questionnaire.

• Digital File Copy: Digital file copies of the Questionnaire are available to Respondents requesting such, but only under the condition that they use such files at their sole risk. The RFQ Questionnaire is prepared in Microsoft Word 2010, and it may not translate properly due to numerous variables (differences in computer, printers, operating systems, software, etc.). No use of such files shall reduce any Respondent’s responsibility as set forth in the RFQ.

D. RFQ Questionnaire Attachments: Include additional information with the RFQ Questionnaire as required. Include the following, organized by Main-Tab and Sub-Tab dividers in the following order. Sub-Tabs shall be clearly subordinate to Main-Tabs in appearance. Additional Sub-Tabs may be used at Respondent’s option.

• Business Capability (Main-Tab 1)
  o Joint Venture/Association Questionnaires...if the Respondent is a Joint Venture or Association of Firms (JV/Assn), provide a combined JV/Assn Questionnaire as well as separate Questionnaires for each member firm. Clearly identify the roles and responsibilities of each member firm in the combined Questionnaire. (Sub-Tabs for each member firm and before the following information).
  o Organizational Chart...Provide if JV/Assn or if desired, to illustrate capability.
  o HUB Participation Certificates
  o Financial Statement...Provide a letter of agreement to submit financial statements to the College if selected.
  o Other Related Information at Respondent’s Option (Sub-Tab)

• Experience and Design Capability (Main-Tab 2)
  o Facility Design Quality and Experience
  o Related Project type Design Quality and Experience
  o Design Quality and Experience in Existing Building Expansions
  o Design Quality and Experience in Higher Education Workforce Education
  o Sustainability Design Quality and Experience
  o Project Illustrations and Information
  o Other Related Information at Respondent’s Option (Sub-Tab)
• **Project Team Capability (Main-Tab 3)**
  - Experience in Higher Education Facilities
  - Respondent’s Personnel Resumes
  - High Level of Qualifications
  - Other Related Information at Respondent’s Option (Sub-Tab)

• **Technical Performance Capability (Main-Tab 4)**
  - Design Presentation and Documentation
  - Construction and Construction Documents
  - Construction and Post Construction Phase Services
  - Cost Control Performance
  - Schedule Control Performance
  - Other Related Information at Respondent’s Option (Sub-Tab)

• **References (Main Tab 5)**

• **Other Related Information that Respondent Wishes to Submit (Main-Tab 6)**

  **E. Signatures:** All signature locations shall be signed by an individual who is authorized to bind the **Respondent** contractually. Such locations include the Cover Letter and RFQ Questionnaire.

5.5 **Preparation**

  **A.** Statements of Qualifications shall be prepared in such a way as to provide a straightforward and concise delineation of **Respondent’s** capabilities to satisfy the requirements of this RFQ. Submittals shall emphasize the **Respondent’s** demonstrated Capability to provide the described services, and materials describing and illustrating such shall be included as part of the SOQ. Include graphic and photographic (color preferred) materials that clearly illustrate related experience and design Capability. Emphasis should be concentrated on completeness and clarity of content as related to the described services and capabilities.

5.6 **Completion of the Statement of Qualifications**

  **A.** Statements of Qualifications shall be complete in all aspects as required by this RFQ. A submittal may be rejected if conditional or incomplete, or if it contains any alterations or other irregularities of any kind, and may be rejected if any such defect or irregularity could have materially changed the quality of the Statement of Qualifications. Statements of Qualifications which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the **Respondent** may be rejected. If, in the opinion of the **College**, such information was intended to erroneously and fallaciously mislead the **College** in its evaluation of the Statement of Qualifications and the attribute, condition, or capability that is a requirement of this RFQ, the Statement of Qualifications will be rejected. Statements made by the **Respondent** shall be without ambiguity and with adequate elaboration for clear understanding.
6.1 Introduction
A. It is the policy of the College that the selection of firm(s) to provide professional services shall be on the basis of demonstrated competence and on the professional qualifications needed to best meet the College needs and objectives.

B. The College will place each Statement of Qualifications submitted through a process of evaluation to determine responsiveness to the needs of the College. The College reserves the right at any time to reject any and all Statements of Qualifications. Award of Contract, if made, will be to the Respondent who is responsive to all design, technical, and administrative requirements of this RFQ and who the College selects to best serve its interest.

6.2 Evaluation Method
A. RFQ Compliance Check: All Statements of Qualifications will be reviewed to verify that the minimum requirements have been met. At the College’s option, any Statement of Qualifications may be eliminated from consideration if it does not follow the requirements in this RFQ or does not meet minimum content and quality standards.

B. RFQ Analysis: Each Statement of Qualifications will be independently analyzed by members of an Evaluation Team comprised of a committee representing the College. The Evaluation Team will analyze each Respondent’s capability to best meet the needs and objectives of the College.

C. Interviews: At the discretion of the College, any or all of the following interviews with the Respondent may occur at times and locations of the College’s choice.
   - Interview(s) with the Evaluation Team, mandatory.
   - Interview(s) with the Administrative Staff, if requested by College.

6.3 Evaluation Criteria
A. Evaluation Priorities: The following criteria will be considered in the College’s evaluation of Respondents, along with any other criteria which the Evaluation Team and the College believe is relevant to the selection of a Respondent to best fulfill the needs of the College.
   - In accordance with Texas Government Code Chapter 2254, the College will select the most highly qualified Respondent based on demonstrated competence and qualifications; and.
   - If Respondents are determined to be nominally equal in Capability (competence and qualifications), then the College will consider a Respondent’s certification as a Historically Underutilized Business (“HUB”), in making a final decision.

B. Special Evaluation Criteria: The following criteria and goals are critical to the success of this project, and strong emphasis will be placed on Respondent’s Capability to fulfill them.
• **Excellence in the Interior Environment:** Capability to design the building interior to achieve the College’s Vision for Excellence in an Interior Educational Environment.

• **Excellence in the Campus Environment:** Capability to adapt the building exterior and site to fulfill the College’s Vision for Excellence in a Campus Environment.

• **Strong Cost and Schedule Control:** Capability to stay within the Project Budget and Schedule discussed previously, while maintaining excellence in fulfilling both the College’s vision and operational mission.

C. **SOQ Quality:** The quality of the Statement of Qualifications in clearly demonstrating capability is a key element for evaluating Respondents.

D. **Excellence:** The **College** wants and expects a high level of excellence in all areas of the Consultant’s services, and this will be a very significant factor in evaluating Respondent capability.

E. **Respondent’s Capability:** The desired Consultant is expected to demonstrate a strong Capability (see Definitions herein) to best meet the needs and objectives of the **College**.

• **Excellence in Capability to Achieve the Vision of the College**
  o **Overall Vision:** “Raise the Bar” to much higher performance levels in all aspects of the **College’s** facilities, and their impact upon achieving the vision, goals and objectives of the **College**.
  o **Work Environment Vision:** Create a very attractive and highly functional environment for work, one that stimulates all building users to greater achievements, greater fulfillment and greater enjoyment. Such an environment is expected to create a higher “quality of life” and a stronger feeling of success and pride of place.
  o **Campus Environment Vision:** Create very attractive and highly functional campus environments that enhance the education and work experience and the fulfillment of the overall Vision.
  o **Harmonious Development:** All Projects and developments are expected to interface and work together to harmoniously achieve the **College’s** vision and create aesthetically and functionally unified environment.
  o **Excellence in Consultant Capabilities:** The **College** expects that the Consultant will excel in the areas listed below in order to better fulfill the **College’s** vision.

• **Excellence in Business Capability**
  o Strong Commitment to Client Needs
  o History of Dependable and Stable Performance
  o Strong Risk Control Performance
  o Strong Financial Resources
• Strong Organization and Project Management
  o Current and Projected Workload
  o Project Understanding and Commitment
  o Surplus Capability to Meet Unexpected Needs

• Excellence in Design
  o Facility Design Quality and Experience
  o Related Project Type Design Quality and Experience
  o Design Quality and Experience in Workforce Education
  o Sustainability Design Quality and Experience

• Excellence in Personnel Assigned
  o Experienced with Higher Education Facilities
  o High Level of Qualifications
  o Respondent’s Personnel Resumes
  o Other Related Information at Respondent’s Option

• Excellence in Technical Performance
  o Design Presentation and Documentation
  o Construction and Construction Documents
  o Construction and Post Construction Phase Services
  o Cost Control Performance
  o Schedule Control Performance

• Strong, Supporting Documentation and Credentials
  o Clear, Complete, and Convincing SOQ Documents
  o Registrations, Licenses, Certificates, Awards, Endorsements

F. Historically Underutilized Business (HUB): Participation by Respondent’s and their sub-consultants with currently active HUB certification will be a priority consideration. (See 6.3A)
7.1 Application
   - Attachments are made a part of this RFQ as discussed herein.

7.2 List of Attachments
   A. Appendix A: RFQ Questionnaire
   B. Site/Location Plan – Existing West Campus Plan

End of Section
APPENDIX A

RFQ QUESTIONNAIRE

Re: Del Mar College Request for Qualifications 2015-09
Project Architect for Architectural Consultant for Workforce Development Center

- Are you either of the following?  ☐ Yes  ☐ No
  - Joint Venture Respondent consisting of two or more firms.
  - Architect Respondent submitting in association with Architectural Subconsultant(s) who may provide more than 20% of the total Architectural Services (excluding engineering, theatrical and acoustical consultants).

- If NO, Submit this questionnaire, ignoring the “Consolidated RFQ” instructions.
- If YES, Submit this as a Consolidated RFQ Questionnaire.
  - Follow instructions herein that are preceded by "Consolidated RFQ:"
  - Comply with all RFQ provisions regarding a Consolidated RFQ Questionnaire. Include full information on each Member Firm, color coding answers by Firm responsibility as required by the RFQ.

1. Business Capability (Main-Tab 1)

A. RESPONDENT’S OFFICES:
- Consolidated RFQ: Duplicate for each Member Firm, and title each set with the Firm's name.

  - Primary Project Office: Office where most Project Services will be performed.
    - Firm Name and Address:  
    - Telephone and Fax:  
    - Website URL:  
    - Full Time Firm Employees in this office: _______.  
    - Project Services performed in this office: Est. ______% of Firm's work hours.  
    - Driving distance to Corpus Christi from this office: ______ miles.

  - Secondary Project Office(s): Other office(s), if any.
    - Cities Where Located:  
    - Full Time Employees in such office(s): _______.  
    - Project Services performed in such office(s): Est. ______% of Firm's work hours.

B. RESPONDENT PRINCIPALS TO CONTACT: List not more than two principals who are authorized to bind the Respondent contractually with respect to the RFQ and SOQ.

  - Point of Contact: Primary contact for RFQ/SOQ Communications.
    - Name and Title:  
    - Location:  ☐ Primary Project Office  ☐ Secondary Project Office  
    - Telephone and Fax:  
    - Email Address:
• **Additional Contact:** Principal to contact if above Principal is not available.
  o Name and Title:
  o Location: [ ] Primary Project Office  [ ] Secondary Project Office
  o Telephone and Fax:
  o Email Address:

**C. OTHER RESPONDENT INFORMATION:**

Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm's name.

• **Type of Organization:** Check one.

  [ ] Individual or Sole Proprietorship  [ ] Joint Venture
  [ ] Partnership  [ ] Association w/Architect Subconsultant
  [ ] Corporation  [ ] Other (explain)

• **Names of Firm Owners**
  o Persons With 5% or More Ownership:
  o Other Owners (listing is optional):

• **Name of Parent Company, if Any:**

• **Former Firm Names and Years of Operation:**

**D. RFQ CONSOLIDATED QUESTIONNAIRE PROFILE:**

Consolidated RFQ: Answer questions if a Consolidated RFQ. Do not answer if not.

• **Member Firms**
  o Member Firm Name:
    • Role: [ ] Joint Venture Member  [ ] Prime Consultant  [ ] Subconsultant.
    • Est. ______% of Project's Architectural Fees.
    • Responsibility:
  o Member Firm Name:
    • Role: [ ] Joint Venture Member  [ ] Prime Consultant  [ ] Subconsultant.
    • Est. ______% of Project's Architectural Fees.
    • Responsibility:
  o (add others as needed)

• **Reasons for Association of Member Firms:**

• **Division of Management Between Member Firms:**

• **Division of Fees between Member Firms:** Show estimated percentage of the Gross Project Fees that you will assign to the Member Firms. For Joint Ventures, Firm One and Firm Two will be the two JV Firms. For others, Firm One will be the Respondent and Firm Two will be the Architectural Subconsultant Firm. The combined total for each line item shall be 100%.
<table>
<thead>
<tr>
<th>Services</th>
<th>Firm One</th>
<th>Firm Two</th>
<th>Firm Three</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management and Direction</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100 %</td>
</tr>
<tr>
<td>Master Planning and Pre-Design Services</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100 %</td>
</tr>
<tr>
<td>Schematic Design Phase Services</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100 %</td>
</tr>
<tr>
<td>Design Development Phase Services</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100 %</td>
</tr>
<tr>
<td>Construction Documents Phase Services</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100 %</td>
</tr>
<tr>
<td>Bid/Negotiation Phase Services</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100 %</td>
</tr>
<tr>
<td>Construction Phase Services</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100 %</td>
</tr>
</tbody>
</table>

All Architectural Services  %  %  %  100%

E. RESPONDENT’S GROSS ANNUAL FEES: Show using following codes: 1=Under $250,000; 2=$250,000 to $1 million; 3=$1 million to $3 million; 4=$3 million to 6 million; 5=Over $6 million.

Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm’s name.

- Year 2014: ______
- Year 2013: ______
- Year 2012: ______
- Year 2011: ______
- Year 2010: ______

F. RESPONDENT’S CURRENT WORKLOAD: Do not double count.

Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm’s name.

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Projects</th>
<th>Estimated Cost of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently Contracted Work</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Schematic and Design Development Phases</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Construction Documents and Negotiation Phases</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Construction Phase Services</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other Services</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Contracts Expected Within 90 Days</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
G. I. RESPONDENT'S FINANCIAL STATEMENT: Will you promptly provide a copy of your latest financial statement and other relevant financial information if requested by the College? ☐Yes ☐No If no, explain.

H. RESPONDENT'S LIABILITY, CLAIMS AND CONTRACT PERFORMANCE:
Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm's name.

- **Professional Liability Insurance:** Does your Firm presently carry professional liability insurance? ☐Yes ☐No If yes, answer following.
  
  Insurer: ______________________________________ Deductible: $__________

  Coverage per occurrence: $__________ Coverage aggregate: $__________

- **Previous and Current Claims Against You:** Have you had any judgments, claims, arbitration proceedings or suits asserted against your Firm or its officers within the last five years? ☐Yes ☐No If yes, explain each.

- **Your Claims Against Others:** Has your Firm filed any lawsuits of requested arbitration related to any professional services contracts within the last five years? ☐Yes ☐No If yes, explain each.

- **Failure to Complete Contract:** Has your Firm ever failed to complete professional services for which you were under contract? ☐Yes ☐No If yes, explain each.

I. ATTACHED INFORMATION:

Include information listed below in the attached "Business Capability" section.

- **Chart:** Is an organizational chart attached? ☐Yes ☐No ☐Not Consolidated RFQ.

- **HUB:** Are HUB/MWBE Certificates attached? ☐Yes ☐No ☐None Certified.

- **Other:** Is any other information attached? ☐Yes ☐No If yes, list below.
2. **Experience and Design Capability (Main-Tab 2)**

A. **RESPONDENT'S GROSS FEES RELATED TO THIS PROJECT:** Show % Fees by category as such relates to your Total Gross Fees.

Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm's name.

<table>
<thead>
<tr>
<th>5 year Average</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All Facilities</td>
<td>%</td>
</tr>
<tr>
<td>Academic / Support Facilities</td>
<td></td>
</tr>
<tr>
<td>Workforce Higher Education Building</td>
<td>%</td>
</tr>
<tr>
<td>Higher Education Buildings</td>
<td>%</td>
</tr>
<tr>
<td>University, College and High School Instruction Buildings</td>
<td>%</td>
</tr>
</tbody>
</table>

B. **RESPONDENT'S PROJECTS RELATED TO THIS PROJECT:** List up to seven of related projects during the last five years where you are the Architect of Record. List in chronological order, starting with most recent. Show Start/Finish date as “MM/YYYY”, Cost of Construction in $Million, Gross Square Feet, and other information per the Example. Where practical, attach Project Sheets (illustrations and information) for these projects.

Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm's name.

<table>
<thead>
<tr>
<th>Project Title, Location</th>
<th>Project Description</th>
<th>Start-Finish</th>
<th>Cost-GSF</th>
</tr>
</thead>
</table>
| EXAMPLE
Renaissance Building Expansion, Anytown, TX.
| 1. | | | |
| 2. | | | |
| 3. | | | |
C. RESPONDENT'S DESIGN AWARDS IN THE LAST FIVE YEARS: List design awards received by Respondent. Note date awarded, grantor, title and purpose for each. Exclude non-design awards (civic, professional, citizenship, etc).

Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm's name.

- (entries as needed)

D. ATTACHED INFORMATION

- **Project Sheets**: Are illustrations and information for listed projects attached in the “Experience and Design Capability” section? ☐Yes ☐No If no, explain.
- **Other**: Is any other information attached? ☐Yes ☐No If yes, list below.
3. **Project Team Capability (Main-Tab 3)**

A. **RESPONDENT'S EMPLOYEES:** Show number of the Firm's employees for the Primary and Secondary Project Offices listed above. Count part time staff proportionate a 40 hour work week.

Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm's name.

<table>
<thead>
<tr>
<th>Registered Architects</th>
<th>Registered Engineers</th>
<th>Lic.Interior Designers</th>
<th>Technical Staff</th>
<th>Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Project Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary Project Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Firm Personnel</strong></td>
<td>(Don't count anyone more than once)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. **RESPONDENT'S PROJECT TEAM MEMBERS:** List key professionals who you plan to assign to this project.

- **Principal-In-Charge** (Responsible for entire project)
  - Name and Firm:
  - Experience: ___ Years with Firm. ___ Years performing this type of work.

- **Project Director** (Oversees and manages entire project and all subconsultants)
  - Name and Firm:
  - Experience: ___ Years with Firm. ___ Years performing this type of work.

- **Project Architect** (Hands-on implementation of architectural services)
  - Name and Firm:
  - Experience: ___ Years with Firm. ___ Years performing this type of work.

- **Architectural Design Manager** (Directs and manages the design)
  - Name and Firm:
  - Experience: ___ Years with Firm. ___ Years performing this type of work.

- **Architectural Primary Designer** (Most hours on the Architectural Design)
  - Name and Firm:
  - Experience: ___ Years with Firm. ___ Years performing this type of work.

- **Primary Cost Estimator** (Most hours on the Construction Cost Estimating)
  - Name and Firm:
  - Approx. % of Construction Cost Estimating Work Hours: _____%
  - Experience: ___ Years with Firm. ___ Years performing this type of work.

- **Construction Services Manager** (Manages all Construction Phase Services)
  - Name and Firm:
  - Approx. % of Construction Phase Work Hours: _____%
  - Experience: ___ Years with Firm. ___ Years performing this type of work.

- **Construction Field Representative** (Most Construction Phase hours in the field)
  - Name and Firm:
  - Experience: ___ Years with Firm. ___ Years performing this type of work.

- (add others as needed)
C. RESPONDENT'S SUBCONSULTANTS: List subconsultants you plan to use on this Project. Include Firm Profiles and Resumes for each in the attached "Project Team Capability" section. Note "Respondent", "Unknown" or "None" where no subconsultant is listed.

- **Architect Subconsultant**
  - Firm Name and City Location:
  - Contact Name and Phone Number:
  - Driving distance to Corpus Christi from this office: _______ miles.

- **Structural Engineering**
  - Firm Name and City Location:
  - Contact Name and Phone Number:
  - Driving distance to Corpus Christi from this office: _______ miles.

- **Construction Cost Consultant**
  - Name and City Location:
  - Contact Name and Phone Number:
  - Driving Distance to Corpus Christi from this office: ___________ miles.

- **Landscape Architect**
  - Name and City Location:
  - Contact Name and Phone Number:
  - Driving Distance to Corpus Christi from this office: ___________ miles.

- (add others as needed)

D. PROJECT TEAM MANAGEMENT: Briefly discuss how you will manage the Project. Attach additional information as needed.

E. ATTACHED INFORMATION: Include information listed below in the attached "Project Team Capability" sections.

- **Respondent’s Resumes**: Are resumes for all persons listed attached in Respondent’s “Project Team Capability” section? ☐ Yes ☐ No If no, explain.

- **Subconsultants’ Profiles**: Are profiles for all firms listed attached in Subconsultants’ “Project Team Capability” section? ☐ Yes ☐ No If no, explain.

- **Subconsultants’ Resumes**: Are profiles for all persons listed attached in Subconsultants’ “Project Team Capability” section? ☐ Yes ☐ No If no, explain.

- **Other**: Is any other information attached? ☐ Yes ☐ No If yes, list below.
4. **Technical Performance Capability (Main-Tab 4)**

A. **PROJECT CONSTRUCTION COST**

- **Construction Cost of Most Recent Projects**: Provide following for all completed projects listed in Item 2.B. List in chronological order, starting with most recent. Show costs in thousands ($000), percents to two decimals, and +/- signs as noted.

  Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm’s name.

<table>
<thead>
<tr>
<th>Initial Owner Approved Budget</th>
<th>Final Actual Constr. Cost</th>
</tr>
</thead>
</table>

**EXAMPLE**

1. **College Classroom Building**  
   Completed: 07/2007  
   Owner/Contact: ABC College, Joe Smith  
   Phone: 111-222-3333  
   $6,500 $6,400

| 1. |  
|---|---|
| Owner/Contact: | Phone: |
| $ | $ |

| 2. |  
|---|---|
| Owner/Contact: | Phone: |
| $ | $ |

| 3. |  
|---|---|
| Owner/Contact: | Phone: |
| $ | $ |

| 4. |  
|---|---|
| Owner/Contact: | Phone: |
| $ | $ |

| 5. |  
|---|---|
| Owner/Contact: | Phone: |
| $ | $ |

| 6. |  
|---|---|
| Owner/Contact: | Phone: |
| $ | $ |

| 7. |  
|---|---|
| Owner/Contact: | Phone: |
| $ | $ |

- **Cost Control Methods**: How will you control project costs to bring projects in under budget? How is this managed during design, construction documents and construction phases? Attach additional information as needed.
B. PROJECT SCHEDULE

- **Project Schedule:** Are you comfortable with the Project Schedule included in the RFQ? ☐Yes ☐No If no, please explain, and state the shortest schedule with which you would be comfortable, from Notice to Proceed through Substantial Completion of Construction?

- **Schedule Control:** How do you bring projects in within the Owner’s schedule? How is this managed during design, construction documents and construction phases? Attach project specific schedule information, including schedule performance prior to construction, during construction through Substantial Completion, and through Final completion.

C. CONSTRUCTION PHASE SERVICES

- **Quality Control:** How do you manage construction phase services to maximize quality control, while minimizing schedule delays, construction issues and problems?

- **Change Orders:** How do you control and minimize change orders? What is your specific recent project performance in this area? Attach additional information if desired.

D. SUSTAINABILITY/GREEN DESIGN

- Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm’s name.

- Have you ever applied for LEED Certification according to the LEED Green Building Rating System? ☐Yes ☐No If yes, was certification granted? ☐Yes ☐No If yes, identify project, owner contact and phone, and certification level below.

E. ATTACHED INFORMATION

- **Scheduling:** Is any other information attached in the “Technical Performance Capability section? ☐Yes ☐No If yes, list below.

- **Scheduling:** Is any other information attached in the “Technical Performance Capability section? ☐Yes ☐No If yes, list below.

- **Other:** Is any other information attached? ☐Yes ☐No If yes, list below.
5. References (Main-Tab 5)

A. **CLIENT REFERENCES:** List not less than five client references for which you have designed projects in the last five years, including name, address, telephone, fax and email address. Note project title, type, size, cost and date of completion.

  Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm's name.

  •
  •
  •
  •
  •

B. **BANK REFERENCES:** List name, phone number, and person to contact at the bank(s) with which your Firm does business:

  Consolidated RFQ: Duplicate for each Member Firm, and title each with the Firm's name.

  •
  •
6. Other Information that Respondent Wishes to Submit (Main-Tab 6)

•
•
•
•
•

The undersigned authorizes Del Mar College, the Coordinating Architect and their representatives to contact any firm, organization, or person listed in this Statement of Qualifications, including attachments, regarding the Respondent's performance, financial condition and other information regarding the Respondent's Capability.

We have received Addenda Numbers ________________. The undersigned is authorized to sign for and legally bind the Respondent. All portions of this Statement of Qualifications are true and correct.

Firm: ________________________________________________________________

Name: ___________________________ Title: ___________________________

Signed: ___________________________ Date: ___________________________