DATE: April 25, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY
Authorization to Award Special Services contract to

(Resolution No. 020425-Bxx)

BACKGROUND INFORMATION:
Project: District Facilities Master Plan Architectural & Engineering Consultant
(Selection Review in Progress)

The College used a comprehensive outreach effort to encourage prospective architectural firms and sub-consultants to respond to the “Request for Qualifications” for the District Facilities Master Plan Architectural & Engineering Consultant. To more completely understand the selection process, prospective firms were invited to an orientation meeting where the details of the process were discussed, including the importance of complying with the College’s new SLBE policy and the related goals for participation. Over Seventy-Nine (79) individuals attended the orientation and Eight (8) design teams submitted responses to the RFQ. A diverse selection committee that included both College staff as well as community representatives reviewed these Eight (8) responses.

Each committee member read all of the responses and rated each submittal according to the same criteria that were published in the RFQ and reviewed at the orientation meeting. These criteria included recent school design experience, availability of team members to take on a project of this size, and demonstrated expertise with all phases of project management. The submittals were also reviewed by Norma Nelson, Contract Compliance Officer, to determine compliance with the College’s stated goals for SLBE participation. Submittals that did not meet the goals were eliminated from the competition. Finally, additional points were awarded to the scores of those submittals where the architectural firms were certified SLBEs.

The scores were then tabulated and the top Four (4) firms were invited to participate in the oral interview portion of the process. At this time, College staff checked references for the Four (4) firms. The selection committee met to establish the questions that would be asked during the oral interviews, and reviewed by the Facilities Review Subcommittee. The questions covered many topics including the importance of (community consensus and project stakeholder support, willingness to produce numerous schematic schemes, the need for a commitment to comply with the District’s M/W/LBE Policy,
The Committee then conducted the oral interviews with Norma Nelson, Contract Compliance Office, in attendance. The scores from the oral interview process were combined with the results of the initial paper screening and the reference check process, to yield final scores for the firms. The screening committee recommended that the top Four (4) scoring firms, Miller Kelly Architects, Sasaki Architects, Skidmore, Owings & Merrill, and SMWM (what is the final score of these four firms), be sent to the Chancellor for his consideration.

The selection panel rated ______________ as the _________ highest scoring firms and forwarded their names on to the Chancellor as finalists.

The Chancellor has selected ______________ , a certified ______, to provide architectural/engineering services, for the Project: District Facilities Master Plan Architectural & Engineering Consultant. The services provided by the prime consultant and their sub-consultants may include, but are not limited to, architectural design and program planning; engineering consulting services such as civil, electrical, mechanical, and structural engineering; cost estimate; and scheduling and other services, etc., to assist CCSF with District wide planning by 1) evaluating the College’s current state of planning and existing documentation that effects planning issues, 2) proposing and managing a planning process, 3) evaluating needs and resources 4)authoring a facilities master plan.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with _________________, a certified ______, for special services and advice to provide the District with architectural and engineering services, for the Project: District Facilities Master Plan Architectural & Engineering Consultant at a cost not to exceed $__________, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett