TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor
Subject: CAPITAL OUTLAY
Authorization to Award Special Services contract to __________________
(Resolution No. 000127 – B8)

BACKGROUND INFORMATION:
Project: Mission Campus Preliminary Plans
(in process)

The District received many responses to the advertised request for qualifications for the Mission Campus Architectural/Engineering Services. The selection process was a multi-step process including committee review of qualification statements, M/W/LBE participation compliance, and panel interview of top ranked firms. The qualification statements for firms were reviewed by the Mission Campus Advisory Committee and ranked. The top ranked firms were interviewed by a qualified and ethnically diverse selection panel consisting of members representing local business entities and organizations, the Mission Campus faculty, the administration, and the classified staff.

The College used a comprehensive outreach effort to encourage prospective architectural firms and sub-consultants to respond to the “Request for Qualifications” for the new Mission Campus. 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 MBE/WBE/LBE policy and the related goals for participation by minority, women and local firms. Over ninety individuals attended the orientation and fourteen design teams submitted responses to the RFQ. A diverse selection committee that included both College staff as well as community representatives reviewed these fourteen 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 Mason Tillman Associates to determine compliance with the College’s stated goals for M/W/LBE participation. Submittals that did not meet the goals were eliminated from the competition. Finally, Mason Tillman awarded additional points to the scores of those submittals where the architectural firms were certified M/W/LBEs.
The scores were then tabulated and the top eight firms were invited to participate in the oral interview portion of the process. At this time, College staff checked references for the eight firms. The selection committee met, with Mason Tillman Associates in attendance, to establish the questions that would be asked during the oral interviews. 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, and the need to effectively handle state approval processes. The Committee then conducted the oral interviews with Mason Tillman 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 three scoring firms, Baker Vilar/KMD Architects, Cervantes Design Associates/Kendall Young Associates, and Kwong Kolm Architects (KKA)/SMWM be sent to the Chancellor for his consideration.

The selection panel rated Baker Vilar/KMD Architects, Cervantes Design Associates/Kendall Young Associates, and Kwong Kolm Architects (KKA)/SMWM as the three highest scoring firms and forwarded their names on to the Chancellor as finalists.

An additional round of interviews before the Board of Trustee’s Facilities Committee, the Chancellor has selected ________________, a certified Minority Business Enterprise and a Local Business Enterprise, to provide architectural/engineering services, for the Project: Mission Campus Preliminary Plans located at the 2550-2558 Mission Street in San Francisco. The services provided by the prime consultant and their sub-consultants may include, but are not limited to, architectural design, program planning, and construction administration; engineering consulting services such as civil, electrical, mechanical, and structural engineering; cost estimate; scheduling and other services.

The contract for Design, including Preliminary Plans, Working Drawings and Construction Administration shall not exceed $1,850,000. At this time, the State has appropriated approximately $650,000 for only Preliminary Plans. Additional funding for the balance of the contract is expected to be approved by the Board of Governors. This service contract will have a duration of approximately five years, from the commencement of preliminary plans through project construction completion. This portion of the project is 100% funded by the State Capital Outlay funding.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with ________________, a certified Minority Business Enterprise and a Local Business Enterprise, for special services and advice to provide the District with architectural and engineering services, for the Project Mission Campus Preliminary Plans at a cost not to exceed $650,000, 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