
COLLEGE OF SAN MATEO CSM #36 SCIENCE BUILDING INTEGRATED SCIENCE CENTER

REQUEST FOR PROPOSALS

INTRODUCTION

Your firm is invited to submit a proposal for Design-Build services for the College of San Mateo CSM #36 Science Building (Integrated Science Center).

OBJECTIVE

The primary project objective is to complete the construction of the integrated science center by the date of January 31, 2015 within the budgeted dollar amount of \$18,000,000.

COLLEGE OF SAN MATEO & PROJECT BACKGROUND/HISTORY

CSM has been providing a higher level of education to the surrounding community since 1922. The College currently has approximately 11,000 students enrolled and on campus throughout the week including the weekends. CSM provides a vibrant learning environment for its students to immerse themselves in both academics and athletics.

The completion of the Integrated Science Center will be another step to realizing the CSM Campus 2015 Facilities Master Plan. It will provide a gateway at the north end of the campus from the future north parking lot and connect the campus to the surrounding parking areas with accessible pathways. It will also provide the community access to a premier Planetarium and Observatory to enhance the learning experience for the students at CSM.

PROJECT LOCATION DESCRIPTION

The College of San Mateo is located at 1700 W. Hillsdale Blvd., San Mateo, CA 94402. CSM is located 23 miles south of San Francisco within the San Mateo hills. It is home to approximately 93,000 people and the weather is typical of the San Francisco Bay Area.

The project is in the north center corridor of the CSM campus which is located in between highways 101 and 280 near highway 92. It is currently surrounded by campus facilities in all directions with a north parking lot to be constructed in the future.

SCOPE OF WORK INCLUSIONS:

- Coordination, execution, and guarantee of all design and construction work.
- Project documentation to include LEED documentation and submittals. Specifics regarding these requirements will be provided to the successful Design-Builder after award of project.
- Design and build a facility capable of housing the programmed spaced indicated herein which will include faculty and departmental office space, lecture and classroom spaces, and specialized spaces such as an observatory and planetarium. At a minimum the square footage and room type allocations shown in Table 1 & 2 shall be satisfied to provide classrooms, offices, meeting spaces and storage. Provide the overall total gross square footage of the building designed and indicate the efficiency factor associated with the program space to gross space of the building. Any non-assigned space shall be used to accommodate non-capacity requirements of the building (mechanical spaces, circulation, etc) and potential future expansion. Design-Builder shall provide discussion of type of rooms provided, conceptual plan for space use, and opportunities for future expansion in the A/E written narrative portion of the RFP response.



TABLE 1: Required Minimum Program Spaces

Department	Allocated Square Footage
Cluster "A" Astronomy, Physics and Earth Sciences	11,300
Cluster "B" Biological Sciences	8,600
Cluster "C" Chemistry	8,500
ISC Department Office Cluster	850
Lecture Cluster	4,800
Integrated Science Center	1,700
General Building Space	300

TABLE 2: Required Rooms by Department

Department	Offices	Lecture Rooms	Laboratories	Other
Astronomy, Physics and Earth Sciences	8	0	4	Earth Science Stock Room, Astronomy Prep Room, Observatory (inside building), Observatory Storage Room, Planetarium, Planetarium Support Room
Biological Sciences	7	0	4	Anatomy Prep Room, Biotech Cell Room, Biology Prep Room, Biology Chemical Stock Room, Botany Prep Room, Cadaver Room, Micro Support/Autoclave Room, Micro Support Prep Room, Zoology Prep Room
Chemistry	8	0	4	Chemistry Prep Room, Chemistry Instrument Room, Organic Instrument Room
ISC Department Office	3	0	0	Mailroom
Lecture	0	4	0	N/A
Integrated Science Center	0	0	0	Computer Center, Resource Center
General Building Space	0	0	0	Hazardous Waste Storage, hallways, lobby, bathrooms, MEP spaces, etc.

- The following College Standard room sizes shall be utilized unless noted otherwise:
 - A. Offices: 100 square feet
 - B. Lecture Rooms: 1,200 square feet
 - C. Laboratories: 1,500 square feet
- The following program shall be used to define the scope of work:
 - Per geotechnical reports spread footings and mat foundations are recommended.



- Design-Builder to select exterior skin system, fenestration, and decorative scheme. Exterior skin must be appropriate for this bay area coastal climate. Wood and EIFS are not acceptable.
- The design of the building should complement and harmonize with the sculptural character of the existing architecture. The Science Building architecture should make reference to the vocabulary of the existing architecture designed by John Carl Warnecke. The campus has a single vocabulary from which the Science Building should draw elements. The colonnade, the basis for the campus emblem, is one such element in the existing vocabulary.
- Design-Builder to select roofing assembly. Asphalt shingle roofing is not acceptable.
- Design-Builder to select appropriate finishes for the intended use of each space.
- Requirements of MEP systems are to provide safe, comfortable, and healthy environment for occupants, while being energy efficient, reliable, and inexpensive to maintain over the life of the building.
- Design-Builder to select locations for all mechanical, electrical, and plumbing equipment.
- Mechanical systems include Domestic Hot and Cold Water; Sanitary Sewer, Waste, and Vent Systems; Natural Gas System; Fire Suppression System; and Heating, Ventilation, and Cooling (HVAC) System.
- Electrical systems include Primary Service and Main Switchgear; Building Power and Distribution; Lighting; Standby Power; Telecommunications; Fire Alarm; Clock; Local Sound System; Security; and Connections to Lab Furniture.
- Landscaping based on local California coastal ecosystem, native materials, and use of natural rainfall for irrigation is preferred. Landscaping that promotes connection of the new building(s) to the surrounding landscaping and to other campus elements is preferred, as well as that which promotes enjoyment of the outdoors.
- Design-Builder to create a site-specific plan for temporarily controlling storm water run-off and erosion during construction.

SCOPE OF WORK EXCLUSIONS:

- Fees for code compliance plan check, seismic peer review, and special testing will be paid by the College.
- Work performed under separate contract: During the duration of the project, numerous other projects will be under construction on the CSM campus, including but not limited to:
 - A. Athletic Fields
 - B. Building 18 Seismic and Modernization
 - C. Building 33 Child Care Center
 - D. Campus Infrastructure

OPPORTUNITIES & CHALLENGES:

- KCSM Signal Path Criteria: The Science building shall not obstruct the signal path to Mt. San Bruno. The following information has been provided by KCSM regarding the signal path:
 - A. Latitude: 37-32-12.7
 - B. Longitude: 122-20-10.8
 - C. Elevation: 44 ft above ground level (ground level not specified)
643 ft above mean sea level
 - D. Azimuth: 332 degrees
 - E. To Mt San Bruno:
 - Location: Latitude: 37-41-06.7
Longitude: 122-26-04.8
- Design-Builder's operations shall be conducted so that they offer the least possible obstruction and inconvenience to the public and to the College of San Mateo.
- Protect community residents from the effects of excessive, intrusive, and intermittent noise.



- The Design-Builder is required to provide and maintain emergency access to all campus buildings and facilities impacted by the Design-Builder's activities.
- Design-Builder is required to submit a complete and detailed traffic control plan indicating how construction will be sequenced and traffic handled during construction. The traffic control plan must clearly indicate the location and type of all work areas, moveable and semi-permanent signage, barrier and barricades, and temporary striping.

LEED CERTIFICATION:

The College of San Mateo is committed to promoting sustainable practices. Design-Builders are required to design and build the Science Building in a way that minimizes detrimental environmental impact throughout the life of the building and which promotes a positive physical environment for learning. The following are LEED requirements:

- Achieve a LEED Silver, per LEED V3.0 for New Construction.
- Calculate the number of credits achieved using the LEED Project Scorecard.
- The proposed quantity of LEED points will become a specification of the work to be provided under the contract.

BUILDING INFORMATION MODELING:

- Use of BIM in the design, coordination, and scheduling of the project is required. The extent to which BIM is used is to be determined by the Design-Builder. At a minimum provide a BIM Execution Plan outline that states project goals, team member responsibilities, proposed Levels of Detail, etc.

BUDGET & SCHEDULE:

- Proposals must include costs on a firm, fixed-price basis. All submissions must be made with the understanding that the price quotation remains in effect for a period of ninety (90) days from the Proposal opening due date.
- The design-build contract cost maximum is \$18,000,000. Proposals in excess of this amount will be considered non-responsive.
- The building must be complete and fully functional by January 31, 2015.
- Disruption of utilities required by the execution of work of this contract shall be scheduled at the convenience of the College. Major disruptions, such as interruption of power to other buildings, shall be planned 60 days in advance; Contractor shall plan to execute such activities on weekends. The preferred timing for tie-in to the campus 12kv power is between Christmas and New Years

SUPPLEMENTAL INFORMATION

- Vicinity Map
- Model with Site Context
- Planetarium Subcontract Proposals
- Campus Photos
- College of San Mateo Academic Calendar

PROJECT TIME LINE

- **Contract Award** 3/1/2012
- **Notice to Proceed** 3/15/2012

Establish a schedule including at a minimum the following milestones:

- 100% DD complete
- 100% CD complete
- DSA review and approval of plans



- Long lead procurement
- Mobilize / start work
- Set transformer
- Place foundation
- Erect structure
- Building dry-in
- Utility tie-in to campus
- MEP wall rough-in complete
- Test Building MEP System
- Building Commissioning

The Design-Build team shall specify how much allowance, if any has been made for inclement weather in the schedule. The Design-Build team shall also specify the days of the week and the hours of the construction operations during each phase of the work.

DOCUMENTATION REQUIREMENTS

Upon substantial completion the successful Design-Builder will be required to submit as-built floor plans on a Computer Aided Design (CAD) program that is compatible with AutoCAD 2011, unless otherwise negotiated and approved. The required file extension is .DWG. Clean and purged files shall be submitted on CD-ROM or electronically to the College of San Mateo. All submission shall be accompanied with written matrix indicating the layering standard to ensure that all information is recoverable. All architectural features of the space shall be accurately shown. Plans must be submitted after construction completion and prior to beneficial occupancy. Failure to provide accurate floor plans may result in payment being withheld.

SELECTION PROCESS AND SCHEDULE

The Design-Build teams will be evaluated based on experience with similar projects, recent experience with projects of similar size and scope, credentials and availability of assigned personnel, and costs. We may elect to visit some of the projects that you have completed. The following is our anticipated process and timeline.

RFP Distribution:	February 9, 2012
Qualification Due:	February 9, 2012
Presentation Date:	February 10, 2012
Selection Date:	February 10, 2012

Thursday, February 9, 2012

Primary CSM Contact for correspondence:

- Stephanie Simonds – College of San Mateo
800-123-4567
- 7:00 AM – Pre-Bid Meeting – Pre-Qualifications
 - Submittal of Statement of Qualifications due – (1) Electronic copy on CD
 - All Team Members are required to attend.
- 9:30 AM – One copy of Conceptual Design Due
 - Include at least 3 quality sketches/diagrams that best illustrate your design at this phase, also include brief written description. At a minimum, general schematic diagram showing building shape and orientation on site, and elevations or details identifying any architectural elements.



- 12:00 PM – Deadline for all RFI’s.
 - Use RFI format provided only, Save RFI’s as separate files in RFI folder
- 1:00 PM – RFI responses returned to Design-Build teams.

Proposals to be delivered electronically.

- Acceptable document formats include:
 - PDF in Adobe Standard 9.0 or earlier
- 10:00 pm – One (1) “Jump Drive” with Design-Build Proposal Due
- 12:00 am – Proposal Presentation Materials Due

Friday, February 10, 2012

- 6:00 AM – Presentation drawing
- 9:00 AM - Presentations begin
- 7:00 PM - Swinerton Builders presentation of problem solution and answer questions

RFP RESPONSE REQUIREMENTS

OUTLINE FOR PROPOSALS

Design-Build teams shall use the following outline in the presentation of their solutions to this RFP. The proposal shall be concise and fully self-contained, and shall display clearly and accurately the information requested in the order and format indicated below. The proposal must be submitted utilizing paperless techniques and common platform for reading and understanding the proposal by the judging panel. Only one (1) electronic PDF formatted proposal will be required to submit. **Each section of the electronic copy of the proposal must be saved as a separate PDF file as follows.**

PDF files for each of the following documents shall be submitted via “jump drive”:

Response for Proposals

- **PDF File 1: Transmittal Letter
Table of Contents**
- **PDF File 2: Project Management
Narratives
Safety Programs
Contracts
Site Logistics
Organization**
- **PDF File 3: Design Solution
Construction Materials/Systems
BIM Techniques, Project Goals, and Outline of BIM Implementation Plan**
- **PDF File 4: Cost Proposal with all backup forms**
- **PDF File 5: Proposed Schedule (11” x 17”)**
- **PDF File 6: Exceptions and Clarifications
LEED Scorecard/Checklist**



Sustainable solutions

• **PDF File 7: Addendum Acknowledgement Forms**

Transmittal Letter:

Provide a transmittal letter identifying the prime Design-Builder and Design-Build team. Introduce and summarize the overall approach and outcome of the Design-Build team efforts and note any outstanding characteristics of the Design-Build proposal presented. Confirm that all requested requirements have been met in the proposal, or briefly summarize those elements that could not be provided.

Table of Contents:

The Table of Contents shall list all Proposal sections as outlined herein.

Project Management:

Provide a detailed Organization Chart for your proposed team, and correlate in with a detailed Project Management Plan. The proposal should include each team member's real resume. The Project Management Plan should clearly communicate your specific plans for controlling the design and construction efforts. Identify all the major risks included in the project and how will the contractor solve or avoid them.

The Design-Build team shall clarify in a narrative site plan on a site utilization plan that will include materials staging, temporary field office, employee parking and other activities shown in the design solution material.

Elaborate on the management of the design phase – How will you interact with the Owner and users? New estimates, schedules, and design drawings will be presented to the owner for review at each of the design phases. How will the two be integrated?

Conceptual Design Submittal:

Provide at least three sketches, plans, or diagrams, which best explain your design at the conceptual phase; your sketches should incorporate the provided topography and surrounding building masses. The way in which the design is presented (sketches, diagrams, plans, etc.) is of your choosing. Include a brief summary of your approach to the design portion, and the team intention with the design. Turn in one copy at the appropriate time indicated herein and identify the deliverable as "Conceptual Design".

Provide a schematic design presentation that effectively proposes solutions to the design challenges presented by this project. Presentation materials submitted with the Proposal shall be the viewable PDF documents submitted in the proposal package, for the selection committee review prior to Design-Build team presentations and interviews.

The Design written narrative should include but is not limited to:

- A description of the proposed architectural concept, façade, interior space development, and utility routing design. How will this building suit the needs of the campus? How will it suit the needs of the users?
- A narrative of how the Design-Build team shall manage the multiple disciplines of the design phase. The following categories are an example of additional areas in which the design team may need to manage additional consultants in: Civil Engineering, Landscape Design, Structural Engineering, Fire Protection, MEP, Security, etc.

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- The written narrative should describe how the proposed concept design responds to the requirements of the problem. Following the submittal of Design-Build proposals, which include the concept design presentation materials described above.
 - Provide a written narrative to briefly describe the nature and quality of the building systems and materials proposed for the project. Include why the systems and materials were chosen. Describe the design philosophy of where available funds would be allocated to assure long-term project success.
 - The narrative should include general information regarding proposed materials and systems in the following areas:
 - Structural System Concept
 - Hardscape & Landscape Materials
 - Exterior Building Finish Materials & Textures
 - MEP Systems
 - Special Consideration for Fire Protection
 - Utility Service Provisions
 - Interior Design & Space Planning

Itemized Cost Proposal:

Provide an itemized cost breakdown (budget) that corresponds with the turnkey provisions of the concept design, program, schedule, construction systems & materials.

Cost Proposal may include the following:

- Design/Engineering
- Site Work/Improvements
- Construction
- Construction Inspections, including quality control and quality assurance testing
- Administration and General Conditions as required
- Professional Fees
- Design Surveys and Investigations
- LEED Certification & Fees
- Other costs/fees involved in the price

Use the proposed estimate summary sheet provided for the overall summary of your estimate. Enter numbers in excel format and place the estimate summary in front of the detailed estimate. The detailed itemized cost breakdown shall be categorized by CSI Divisions. Provide both construction and design cost. A schedule of values is also required. Also include a separate breakdown of General Conditions, show fee.

***All the backup sheets need to be attached to the proposal in order to receive scores.**

Schedule:

Provide a detailed Bar Chart **AND** a logic diagram in PERT or PDM with minimal 75 activities. Include design reviews in the schedule.

The schedule should clearly identify all project phases, major activities and duration, major milestones, owner activities, and major disruptions. The schedule should at least indicate the following categories, activity description and ID, early start, late start, early finish, late finish, total float, and duration. Schedules shall be printed to PDF and be legible with an 11" x 17" page layout. Manpower loaded schedules are not required but welcomed.



Also provide a brief narrative of the project phasing/scheduling approach to be utilized. Identify assumptions, risks and benefits. Describe the Owner’s and Designer’s responsibilities in assuring the schedule success with this approach.

Identify Pre-Construction Activities: such as procurement items, permitting, design review, etc.

Planetarium Subcontractor Selection:

Identify which subcontractor proposal has been selected and provide a narrative detailing the evaluation of the proposals including but not limited to:

- Cost of proposal selected
- Proposal inclusions/exclusions
- Discussion of required supplementary structure and/or interface to overall design

Exceptions and Clarifications:

Several assumptions will need to be made throughout the Design-Build process. Include all the design, estimate, scheduling assumptions and value engineering proposals and ideas in this section.

LEED Checklist:

Complete LEED V3.0 checklist and provide narrative on innovative techniques and/or materials to be used in the construction of the facility.

Determination of Best Value:

The District will award the contract to the responsive Design-Build team whose proposal is determined to provide the Best Value to the District. The Best Value is the lowest adjusted score, which is determined by dividing the price proposal by the technical proposal score. The technical proposal score will be evaluated based on the following point system:

• Pre-qualification Submittal	5
• RFP Response	70
▪ Construction Management Plan	5
▪ Management of Design	5
▪ Design/Approach/BIM	15
▪ Schedule	15
▪ Estimating/Budget	15
▪ LEED/Exceptions & Clarifications	10
▪ Proposal Formatting/Presentation	5
• Presentation Materials	5
• Oral Presentation & Interview	20
▪ Each proposing Design-Build team will be scheduled for a presentation/interview, where the Design-Build team may present the full sized presentation materials prepared. The presentations will be limited to 35 minutes with an additional 10 minutes allotted for questions.	

Thank you and Good luck!

