



Request for Qualifications
Master Planning Services
RFQ# 906-09039RS

Austin Community College District
Campus Master Plans

QUALIFICATIONS ARE DUE ON OR BEFORE 2 P.M., AUG. 6, 2009
Qualifications received after the date and time specified will be returned unopened.

Addressed to:
Mr. Reed Stoddard
Purchasing Department
RFQ#906-090039RS
9101 Tuscany Way
Austin TX 78754

Key Event Dates:

9 July 2009	RFQ Issue Date
13 July and 20 July 2009	Advertise RFQ
21 July 2009 2:00 PM	Pre-Submittal Conference
28 July 2009; NOON	Deadline for questions or comments
30 July 2009	Issuance of Addendum if necessary
6 Aug 2009 2:00 PM CDT	Deadline for submissions of qualifications

I. General Information& Requirements

- A. Declaration - The Board of Trustees of Austin Community College (ACC) has delegated to the Administration the following responsibilities with respect to the selection of service providers and the development of Campus Master Plans.
1. work with faculty, staff, and students to identify programs, support services, and other space and functional needs;
 2. serve as primary/first contact with all external professionals who may be hired for this project;
 3. develop and publicize scope of project and evaluation criteria for selection of Planning, Architectural and Engineering services (to be reviewed by and subject to Board approval);

4. submit rankings of respondents to the Board of Trustees for final selection and approval;
 5. arrange for professional respondents' (finalists) presentations to the Board;
 6. serve as contact and in oversight role throughout the evaluation and planning process;
 7. regularly update the President and Board of Trustees.
- B. Selection Process – This Request for Qualifications is the first step in a two-step process for selecting a Planner/Architect/Engineer firm or team.
1. Step 1 – The Initial Qualification Statement provides the information necessary for consideration and initial ranking by the Owner. Based upon the initial ranking, the Owner may select up to ten (10) of the top ranked qualified respondents to provide additional information for Step 2.
 2. Step 2 – In Step 2, the most qualified respondents will be asked to provide more detailed and project-specific information and attend and interview with the Owner and its Evaluation Committee. The committee will then select up to five (5) finalists for a final ranking and presentation to the Board of Trustees, who will make the final selection.
- C. Eligibility - Any Planner/Architect/Engineer project team is invited to submit a statement of qualifications for consideration as a candidate for selection to prepare the Campus Master Plans. Each Planner/Architect/Engineer project team must present a statement of qualifications in order to be considered as a candidate, and an authorized representative of the Planner/Architect/Engineer project team's prime contractor must sign the statement of qualifications.
- D. Licensure – All respondents must have legally required licensure so that all services required from them may be delivered in accordance with applicable law. Although proof of licensure is not required as a part of this response, team members are encouraged to submit photocopies of relevant current licenses.
- E. Inquiries – ACC will try to answer written inquiries concerning this RFQ, but shall not be obligated to do so. If a firm believes the scope of work to contain an error or be unclear, then the firm shall make a written inquiry of ACC. The foregoing shall not limit ACC's right to issue addenda to the scope of work prior to opening or to delay the date and time of opening in order to ensure that all firms are aware of and have had sufficient time to consider the addenda. Written inquiries should be addressed to:
- Reed Stoddard
Director Procurement and Materials Management (Interim)
ACC Purchasing
9101 Tuscany Way
Austin, TX 78754
Fax: (512) 223-1902
rstoddar@austincc.edu
- F. Public Information – ACC is a public institution and subject to the Texas Public Information Act. Any information submitted to ACC is presumed to be public information and available to the public. Any information or materials submitted to

ACC that is considered confidential must be clearly marked "CONFIDENTIAL". If an outside individual or entity requests review or copies of the information marked Confidential, ACC will advise the Supplier of the request. If requested by the Supplier, ACC will request an Open Records Decision from the Attorney General's Office asserting appropriate exceptions to disclosure. The Supplier shall be responsible for substantiating the confidentiality of the information or materials requested.

- G. Historically Underutilized Business (HUB)/Minority Program – ACC is committed to encourage the use of HUB/Minority vendors when possible. Vendors are encouraged to provide a plan describing the Vendor's actions to encourage and utilize HUBs and Minority Business Enterprises.
- H. Waiver of Formalities - Austin Community College reserves the right to reschedule or cancel this request for qualifications at any time prior to this deadline and may consider submissions not made in compliance with this request for qualifications if it elects to do so, although the College will have no obligation for such consideration.
- I. Exceptions – Firms should read and understand all terms and conditions contained herein. Exceptions MUST be taken at the time that the Qualifications are submitted, NOT during the Contract Award process.
- J. No Reimbursement for Costs – Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.
- K. Submission of Qualifications – The Owner will receive Qualification Statements at the time and location described below:

**QUALIFICATIONS MUST BE RECEIVED ON OR BEFORE
AUGUST 6, 2009 2:00 P.M. CENTRAL DAYLIGHT TIME.**

Purchasing Department
Austin Community College District
9101 Tuscany Way
Austin, TX 78754
Attn: RFQ#906-09039RS

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- L. Evaluation Methodology -
 - 1. Criteria for Evaluation - Under the provisions of the Texas Government Code Section 2254 the Board of Trustees has selected the following criteria for evaluating design services as part of the overall process to contract for the Campus Master Plans.

- a) Demonstrable recent team experience in planning, design and construction of higher education projects of similar size and complexity.
 - b) Demonstrable recent team experience in providing services in the jurisdictions in which each campus exists.
 - c) Demonstrable experience of the team in the utilization of sustainable design principles.
 - d) Professional references demonstrating the following:
 - i) Responsiveness to the Owner's needs.
 - ii) Quality of work.
 - iii) Providing reliable estimates of probable costs of construction.
 - iv) Timely completion of projects.
 - e) Financial stability of Prime Contractor.
 - f) Historically Underutilized Business (HUB) participation.
2. Acceptance of Evaluation Methodology – By submitting its Qualifications in response to the RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm will require subjective judgments by the Owner.
- M. Scope of Services – ACC requests that the selected Planner/Architect/Engineer design team provide a full range of design services for this project as described in the Project Description below.

II. Project Description -

- A. Background – Austin Community College District provides higher education services in a service area extending across eight counties. The District's enrollment is expanding rapidly and additional space is needed to accommodate the growth. In addition, the District desires to improve the suitability of the existing space to meet current needs. The Campus Master Plans will identify the activities necessary to provide space for expansion to accommodate growth and to permit sequenced renovation projects in existing facilities to improve their suitability for current and future functions.
- B. General – The District has completed several studies analyzing its current facilities relative to various important criteria. Several additional studies are in progress.
- C. Sites – Campus Master Plans will be developed for the Rio Grande, Eastview, Riverside, Northridge, Pinnacle, Cypress Creek and South Austin campuses, as well as the administrative and educational functions provided at the Highland Business Center and the Service Center.
- D. Scope of Services – The District will expect the Planner/Architect/Engineer design team to provide the full range of investigations, analyses and recommendations needed to develop Campus Master Plans for all selected campuses. ACC will provide the selected design team with previous studies, and any other available information relevant to the design process for the Campus Master Plans. The design team will be expected to provide any additional investigations necessary to develop the Campus Master Plans. The scope of the work by the design team will include:

1. Documentation of a campus by campus program for allocation of instructional space for programs with unique spatial needs, and for administrative and support space;
2. Development of a set of building design standards for spatial and functional needs of major spaces common to most campuses;
3. Analysis of a limited number of scenarios of acquisition of additional property at various campuses to allow expansion of the facilities;
4. Recommendations of expansion options, both on existing property and on the potential additional property;
5. Recommendations to improve the energy efficiency and water efficiency at campuses, and to implement structural changes which will improve the opportunities for use of alternative modes of transportation commuting to the campus;
6. Assessment of the full range of renovation which should be recommended for each existing building based on completed studies provided by ACC and on analyses by the design team;
7. Development of a plan of implementation to construct the new facilities and sequentially renovate the existing facilities, including timelines and estimates of cost of implementation;
8. The assessments noted above will include, at minimum, the following considerations:
 - a) Development regulations affecting each campus location, including building and other codes, zoning, environmental and other regulatory criteria;
 - b) Comprehensive plans affecting the area of each campus;
 - c) Existing and planned transportation, utilities and other public infrastructure;
 - d) Accessibility standards;
 - e) The recommendations of the District's Facilities Master Plan (2007);
 - f) The programming criteria for the Round Rock Campus (2008);
 - g) The District's Facilities Condition Audit (2003);
 - h) The District's Parking Study (2004);
 - i) The District's Fire Alarm and Suppression Audit;
 - j) The District's Security Audit;
 - k) The objective of complying with LEED for New Construction, LEED for Existing Buildings, or a similar recognized standard for sustainable building in each construction project;
 - l) Maintaining sufficient space, parking, utilities, etc., for ongoing instruction and other operations during implementation of each project;

- E. Schedule – The District intends to select the Planner/Architect/Engineer design team in November, 2009 and begin work immediately. Completion of all Master Plans is expected by the end of December, 2010.
- F. Utilities – Determination of sufficiency of utilities needs to be confirmed by the Planner/Architect/Engineer as part of the design process.
- G. Environmental Issues – The District will provide Environmental Site Assessments in its possession if needed by the selected design team.
- H. Stakeholder Group – The District will identify Stakeholder Groups for this project. These will include a Campus Advisory Committee at each campus.
- I. Pre-submittal Conference – The pre-submittal conference is 21 July 2009 at 2:00PM at 5930 Middle Fiskville Road, Highland Business Center Room 201.0, Austin TX 78852. See <http://www.austincc.edu/locations/hbc.php> for directions.

III. Step 1 Submittal Requirements Vol. I (initial submittal)- All submittals MUST be submitted in a sealed container clearly labeled with the solicitation number and name.

- A. Provide a Cover Sheet showing the RFQ number, RFQ title, the name, principal business address and principal Texas business address if it is not the same, telephone and fax numbers (e-mail optional) of the Prime Firm. This cover sheet must also include the name of the individual representing the firm. Finally, the cover sheet must have a statement that the response and all attachments are being submitted to Austin Community College District as a statement of qualifications and request for consideration of the firm as a candidate to provide Planning, Architectural and Engineering services for the Campus Master Plans, and it must be dated and signed by the authorized representative.
- B. Provide a statement of interest for the project including a narrative describing the Prime Firm's and Project Team's unique qualifications as they pertain to this particular project.
- C. Provide a statement of availability and commitment of the Prime Firm and its principal(s) and assigned professionals to undertake the project. Provide work experience and professional registration information for professional team members assigned to this project.
- D. Provide a brief history of the Prime Firm and each consultant proposed for the project.
- E. Provide an organization chart of the project team, identifying the Prime Firm and each consultant proposed for the project and clearly delineating the primary point of contact.
- F. Provide a completed Standard Form 330 for the Prime Firm and each proposed consultant firm or individual. Note: These forms do not count within the Qualification Statement Limit of 20 pages.

IV. Step 2 Submittal Requirements Vol. II (when requested)

A. Identification of Key Personnel

1. Identify key project personnel proposed for this project and include resumes.
2. Define roles & responsibilities of key personnel proposed for this project.
3. Demonstrate availability of key personnel to work on this project.
4. Provide an organizational chart showing lines of authority and responsibilities of key personnel.
5. Describe how the firm's internal communication process will keep all team members informed.

B. Experience of Key Personnel in Similar Projects

1. Provide a brief description of the experience of key personnel on planning projects of similar size, scope, complexity, or cost.
2. Provide the following information on three of the projects described in *B.1* above.
 - a) Location of the planning project;
 - b) Approximate size of the planning project in square feet, number of buildings, if more than one, and number of stories in each building;
 - c) Approximate or estimated construction cost of the project, if the plan was implemented;
 - d) Owner of the project at the time of performance of the project, including owner's contact information;
 - e) Firm's role in the planning project and specific person from the firm that had principal responsibility for that project;
 - f) Aspects of that planning project that are similar to the Campus Master Plans project.
3. Describe the roles of key personnel in the projects listed in *B.1* above.

C. Involvement in Stakeholder Participation

1. Provide a well-defined plan for stakeholder participation in the project.
2. Describe experience of key personnel with internal and external stakeholder participation.

D. Firm Experience in Similar Projects

1. Provide a brief description of the experience of the firm on three planning projects of similar size, scope, complexity, or cost.
2. Provide the following information on three of the projects described in *D.1* above:
 - a) Location of the planning project;
 - b) Approximate size of the planning project in square feet, number of buildings, if more than one, and number of stories in each building;
 - c) Approximate or estimated construction cost of the project, if the plan was implemented;
 - d) Firm's role in the project and specific person from the firm that had principal responsibility for that project;
 - e) Aspects of the project similar to the Campus Master Plans project.

- f) Provide client references for each of the three projects listed above including:
 - i) Owner of the project at the time of performance of the project, including owner's contact information;
 - ii) The reference listed must have direct knowledge of the firm's work on the project and be able to speak about the project's budget, schedule, completion, and quality of work.
- E. HUB/MBE Participation
 - 1. Provide a detailed plan describing the firm's actions to encourage and utilize Historically Underutilized Businesses and/or Minority Business Enterprises in providing professional services for this project. As part of the plan, include HUB participation data from the last five (5) publicly funded projects expressed as a percentage of the total cost of services provided for each project.
- F. Sustainability
 - 1. Provide a description of the firm's experience in the design of sustainable buildings and campuses.
 - 2. The description should include participation in the LEED certification process and the presence of LEED trained or certified personnel on the project team.
 - 3. Provide assessments of the sustainable design concepts which seem most appropriate for consideration for inclusion in a planning project such as this.
- G. Project Approach
 - 1. Provide a narrative workplan describing the firm's approach and methodology for design and documentation of this project.
 - 2. Provide a conceptual schedule that responds to the Owner's schedule stated in *II.E.* above.
 - 3. Describe the firm's approach to quality control for the project
- H. Criminal History – A notice of criminal history as provided by the Texas Education Code Section 44.034 is required for each key personnel. (Failure to provide this information will be grounds for disqualification of any team).
- I. Summary - A half page or shorter summary of why your team should be picked to prepare the Campus Master Plans for Austin Community College District.
- V. **Qualifications Statement Format (each submittal Volume)**
 - A. Qualification Statements shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
 - B. Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualification Statements will be considered non-responsive and subject to rejection.
 - C. Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualification Statement.
 - D. Page Size Binding, Dividers, and Tabs

1. Qualification Statements shall be printed on letter-size (8-1/2" x 11") paper and assembled with glue and tape, plastic comb binding, spiral- type bindings, staples or "D" style locking metal ring hard cover binders.
 2. Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Sections III & IV of this RFQ will be used by the Owner for evaluation.
 3. Responses to subject areas identified in sections III and IV of this RFQ must be identified by a separate tab and section containing the response.
- E. Qualification Statements shall be a MAXIMUM OF TWENTY (20) SINGLE-SIDED PRINTED PAGES (SF 330 do not count toward this maximum).
- F. One original and ten (10) copies of the submission must be provided. The original submittal must be clearly marked as "Original" and the copies marked "Copy" on the cover page. One CD/DVD of the complete original proposal should be placed in a secure protective sleeve and filed behind the cover letter in the original proposal only.

END