



Desert Community College District

Request for Qualifications

For

Professional Strategic Advising Services

RFQ # 002-PS

Related to the

College of the Desert
Palm Springs Campus

April, 2019

Proposals Due:

April 25, 2019

College of the Desert
Attn: Mac McGinnis
Bond Program Management
43-500 Monterey Ave.
Palm Desert, CA 92260

1.1. PURPOSE

The Desert Community College District (District) invites the submission of Qualifications documents from experienced consultants to provide strategic advising services to support capital development decision making for the College of the Desert – Palm Springs Campus Project (“Project”). The District will issue a two-year contract (with annual renewal options for up to three additional years) to provide strategic advising services for planning and organizing capital development strategies to deliver the Project according to the goals of the District. Work will be conducted under a Professional Services Agreement (PSA).

The selected entity must be able to start work immediately. Phase 1 work is anticipated to last approximately 11 months.

The complete RFQ packet will be available (in electronic format only) on April 8, 2019 at 3:00pm.

To receive a copy of the RFQ documents, email the RFQ Administrator listed below:

All questions regarding the RFQ shall be directed to Mac McGinnis only. Do not contact any other District employee regarding this RFQ. Doing so will disqualify your firm.

Mac McGinnis (MAAS Companies)

Vice President, Bond Program Manager

mmcginnis@bond.collegeofthedesert.edu

OR download directly from <http://codbond.maasco.com/rfps-and-rfqs/>

B. PROJECT OVERVIEW

Consistent with College of the Desert – West Valley Campus Facilities Master Plan and Phase I Project Environmental Impact Report (March 2016), the District will proceed with capital development of its Palm Springs Campus and anticipates providing a regional workforce innovation center that will educate and train students for 21st century jobs and careers. The Palm Springs Campus is envisioned as a collaborative, living, learning environment featuring a variety of opportunities, such as a student-operated hospitality and dining space, public conference and meeting space, teaching kitchen, childcare center, modern instruction space, experiential labs, student commons, special event space, and a high-tech digital accelerator space that will enhance student success. The Project will be able to accommodate programs such as:

- Culinary Arts & Hospitality
- Hotel
- Restaurant and Kitchen
- Digital Media Training
- Sustainable/Energy and Technology Training
- Health Sciences Center
- Health and Wellness Space
- Continuing Education Center
- Regional Workforce Center

It is anticipated that the Project will result in the construction of a sustainable campus that can feature best practice energy production, management, monitoring and controls as part of campus operations. It is further anticipated that sustainability will also inform the curriculum, practical learning and work experience, and be a demonstrable feature of the new Palm Springs Campus. Concepts include an integrated mobility hub to accommodate a range of pedestrian, bike, bus, electric and shared vehicles integrated with local and regional transportation networks. A center of innovation and collaboration, the Palm Springs campus will offer continuing and custom education responsive to all ages. Collaborations with local, regional and national partners will expand offerings and opportunities for students as well as expand and extend the reach and impact of District programs and services.

C. EXPERIENCE REQUIREMENTS

- Project advising of complex projects using specific experience.
- Experience establishing public-public, and public-private partnerships in a higher education or governmental environment
- Experience advising senior campus administrators and stakeholders regarding capital project development frameworks
- Ability to develop and articulate project performance criteria and establish clear goals.
- Experience with multiphase, fast track projects.
- Experience advising regarding infrastructure, utilities and sustainability
- Experience with best value selection processes in a public environment
- Familiarity with school and public contracts, public procurement and approval processes
- Familiarity with California Public Contract Code
- Familiarity with California Environmental Quality Act (CEQA) as applicable to the development of large-scale capital improvements projects.
- Schedule Delivery Tasks

Only firms established California will be considered.

The consultant organization, specifically including the primary staff proposed to provide the requested services, will demonstrate the breadth and depth of experience required, and will be supported by an appropriate secondary staff.

The consultant organization will demonstrate a minimum of twenty (20) years' combined experience in high-level strategic planning, including the provision of contracting and procurement expertise specific to high-dollar-value projects delivered for higher education institutions in California.

Principals and team leaders will demonstrate a minimum of five (5) years' experience in the same.

The ideal consultant will have a sufficient depth of resources with appropriate levels of experience, and will advise District Leadership as part of a strategic approach to deliver the Palm Springs Campus Partnership Models

D. SCOPE OF SERVICES

- Work with District bond office and facilities planning to advance complex projects and programs in planning phase with technical analysis and development of strategies for implementation
- Advise regarding development options for a new College of the Desert (COD) Palm Spring Campus based on existing and emerging strategic academic planning, academic programs, workforce data, jobs potential and creation of financial and administrative structures to manage

and execute synergistic collaborations with educational, civic, not-for-profit and private sector partners.

- Provide strategic advising that will lead to informed and expedited capital development decision making
- Provide project schedule analysis and recommendations in the context of various possible program models.
- Provide strategic advice regarding formation of new and innovative collaborations and partnerships with other higher education, not for profit, and public entities.
- Explore, recommend, and advise regarding the pursuit and formation of Public-Public and Public-Private Partnerships to support aspects of the Project
- Assist campus senior leadership in creating process(es) to make Go/No-Go decisions
 - Monitor Project team communication to ensure incorporation of Project vision, goals, and planning principles
 - Provide input regarding Major Milestone and Process Schedules
 - Advise regarding impacts of key decisions
 - Pre-Qualification and Qualification process for prospective partnerships
 - Develop scoring methods for evaluation of prospective partners.
 - Review and advise regarding policy and regulatory requirements
 - Propose methods to expedite and streamline Project procurement
 - Provide expert advice regarding potential Legal Issues
 - Maintain Confidential Information
- RFQ/RFP Development and Review
 - Budget and Cost performance
 - Program and Scope Definition
 - Alignment of Program Scope
 - Fees/Stipends or other Soft Costs associated with Partnerships and Programs
 - Advice regarding establishing Evaluation Criteria with the District.
 - Identify and provide outreach to viable, qualified candidates
- Phase 1 Services
 - Program Goals and Site Validations
 - Change Management
 - Risk Mitigation

E. RFQ PROCESS

The District will solicit proposals via this RFQ document. Qualifications will be due to the District per the schedule below. Upon receipt, the District will conduct an initial review of the Qualifications packets for completeness and responsiveness, then schedule interviews with each responding firm. Each firm will be provided 20 minutes to make a presentation to the District's Selection Committee, followed immediately by a 20-minute question-and-answer period. When all interviews are complete, the Selection Committee will confer and rank the respondents according to internal criteria. The District will then conduct fee negotiations with the first-ranked firm. Upon conclusion of negotiations, the successful firm will enter into a contract with the District to provide services for the Project. In the event that the first-ranked firm and the District are unable to reach an agreement, the second-ranked firm, followed by the subsequently-ranked firm if necessary, will be contacted and negotiations will be undertaken.

The District reserves the right, at its sole discretion, to accept or reject any and all responses and qualifications received as a result of this RFQ and to waive any informalities or irregularities in any response or proposal received. All costs associated with the firm's response to the RFQ are the sole responsibility of the responding firm.

F. RFQ SCHEDULE

RFP Presented to Firms:	April 8, 2019
Deadline for Questions:	April 17, 2019 (by 5:00 pm)
Proposals Due:	April 25, 2019 (by 5:00 pm)
Selection Committee Interviews:	May 8, 2019
District Final Review and Ranking:	May 8, 2019
Negotiation:	May 9, 2019 – May 15, 2019

G. PROJECT SCHEDULE

It is anticipated that this work will be on an as-needed basis for a period of up to two (2) years. At the District's discretion, this period may be shortened or extended depending on project needs.

H. RFQ REQUIREMENTS

1. OVERVIEW. Proposals must contain sufficient detail to enable the District's Selection Committee to determine the merits of the firm. Proposals shall clearly demonstrate satisfaction of the minimum qualifications below, should address all elements requested below, and not exceed twenty (20) double-sided 8.5x11 inch pages, excluding Cover Letter (single page), cover pages, and tabs/dividers. The response must be submitted in the form of two (2) original hard-copies and one (1) electronic copy in PDF digital document format via USB flash drive. The electronic copy should be a single digital document that, if printed, will match the original hardcopies.
2. CONTACT. All questions should be directed to Mr. Mac McGinnis, Bond Program Manager, via email: mmcginnis@bond.collegeofthedesert.edu
3. LETTER OF INTRODUCTION. A single-page Letter of Introduction on company letterhead, shall include the name, address, email address and phone number of the contact person in response to this RFQ. Letter shall not exceed one page and should demonstrate your firm's familiarity with the type of consulting services required, within a bond program structure, and with specific relevant experience. This letter should introduce the team and identify the individual (person) or individual(s) who will be responsible in oversight capacity for the work; and identify the individual or individuals who will be responsible for specific efforts.
4. TABLE OF CONTENTS.
5. FIRM INFORMATION. Using, as a minimum, the following criteria, the respondent shall communicate its qualifications to provide the services required:
 - a. Firm's service philosophy and process.
 - b. Capacity and capability of the firm, including its ability to manage a multi-disciplinary staff and consultant team.
 - c. Firm's experience in undertaking and managing similar projects, for public

- entities, of greater than \$100,000,000.00 value, with three (3) examples.
 - d. Individual dollar value of the three (3) most recent projects in which the firm has participated.
 - e. Firm's experience with DSA-regulated projects, preferably for higher education facilities.
 - f. Current workload and six-month backlog for proposed staff.
6. PROJECT TEAM. Provide single-page resumes of proposed project team members. Note that the District expects the proposed team members to be employed for this Project. Substitutions will not be permitted without District consent. Identify their qualifications relevant to this Project, including, at a minimum, the following:
- a) Proposed role.
 - b) Number of years employed by the firm.
 - c) Experience with other proposed team members.
 - d) Education.
 - e) References.
7. PROJECT APPROACH. Discuss methods to be employed in managing this Project and describe how these methods will ensure the success of the Project. Specifically address the firm's approach to the following:
- a) Relationship building and partnership with public and/or private entities
 - b) Integration and planning of infrastructure, utilities, and site development for large scale, multi-phase projects
 - c) Working as an integrated project team with the District and other parties; providing support and assistance to District staff and consultants
 - d) Interaction with design professionals, consultants, and stakeholders
 - e) Develop business case analysis and matrix.
8. REFERENCES. Provide at least five (5) references from projects of similar nature, dollar value, and duration within the last five (5) years. At least three (3) of these references should be from School Districts, Community College Districts, or Public Agencies that can attest to the quality and responsiveness of your firm and its services. Include the following:
- a) Name, Address, and Phone Number of references.
 - b) Name, Phone Number, and Email Address of Contact Person.
 - c) Project Description and Status of Project.
 - d) Project Duration and Delivery Method.
9. LITIGATION, CLAIMS, CONFLICTS and INSURANCE. Provide a statement that outlines all related items listed below:
- a) Litigation filed either by an owner or an owner's consultant or contractor which names the firm, firm's employees, direct consultants or consultant's employees as defendants of any tier. State the nature of the complaint, the beginning and end date, or anticipated end date of each lawsuit, case number of proceeding and the judgement or resolution or anticipated judgement or resolution.
 - b) Termination for default or cause.

- c) Information concerning any convictions for filing false claims.
- d) Bankruptcy and the date the petition was filed and the county in which the petition was filed, if applicable.
- e) Identify any other names or businesses that the firm has used in the past and the reason that the name or business is no longer being used.
- f) Any recent, current, or anticipated obligations that relate in any way to similar work, the Project, or the District that may have a potential to conflict with the firm's ability to provide the services described herein.
- g) Direct or indirect business, financial, or any other connection with any official, employee, or consultant of the District.

Thank you for your interest in this "Scope of Service" and the Desert Community College District.