

Request for Proposal: 2018-04

Merced Community College District
CONSULTANT FOR THE DEVELOPMENT OF A
DISTRICT FACILITIES MASTER PLAN



Return Proposal To:
Merced Community College District
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NOTICE CALLING FOR REQUEST FOR PROPOSALS (RFP)

DISTRICT: MERCED COMMUNITY COLLEGE DISTRICT

Project Description: RFP#: 2018-04 – Consultant for the Development of a District Facilities Master Plan.

NOTICE IS HEREBY GIVEN that the Merced Community College District of Merced County, California, acting by and through its Governing Board, hereinafter referred to as "MCCD," invites bidders to submit proposals for the project described as: Consultant for the Development of a District Facilities Master Plan Proposal, BID: 2018-04

RFP documents are available at <http://www.mccd.edu/offices/purchasing/bids.html>
All addendum's will also be available on this website and Bidders are responsible to regularly check the website for addendum's, if any.

Each proposal must conform and be responsive to this invitation, the Information for Bidders, the Specifications, the Plans, if any, and all other documents comprising the pertinent contract documents.

The District reserves the right to reject any or all bids (proposals), to accept or to reject any one or more items on a bid (proposal), or to waive any irregularities or informalities in the bids or in the bidding process.

Proposals must be addressed to and filed with the Purchasing Office at the Merced campus, on or before 2:00 P.M. Thursday May 3, 2018. MCCD shall use the official U.S. time that is provided by the web site determine if the submission has met the deadline.

For further information contact Chuck Hergenraeder at (209) 384-6300 or charles.hergenraeder@mccd.edu

MERCED COMMUNITY COLLEGE DISTRICT

By:
Chuck Hergenraeder
Purchasing Manager

Advertised: Merced Sun Star
March 29, 2018 & April 5, 2018

**MERCED COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL #2018-04**

**CONSULTANT FOR THE DEVELOPMENT OF A DISTRICT FACILITIES
MASTER PLAN**

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I. INTRODUCTION

The Merced Community College District (MCCD) requests proposals from qualified consultants to assist the District in preparing an update to the District-wide Facilities Master Plan, including long-range program development, growth, and capital plans for the Districts Merced Campus, Los Banos Center and the Business Resource Center. The plans will include a review of the academic program plans, included in the Educational Master Plan, potential for maximum growth at build-out for each of the sites, and a capital program that will identify preferred land use, potential building sites, circulation plans, as well as capacity and massing plans to support the academic program needs of each of the sites.

MCCD consists of three sites: Merced campus, the, Los Banos Center and the Business Resource Center.

The District is in the process of updating its Educational Master Plan, which will further develop current and potential academic program plans at each site to include the contract education/workforce development component of the District. Embedded within the District's governance structures is a tradition of collegial governance and decision-making that will be an important factor in the development of the Facilities Master Plan. The District will use the proposed capital facilities planning process to identify the remaining needs for completion of the existing bond measure, to support requests for funding from future State-wide bond measures or for a future general obligation facilities bond measure to fund the facilities additions and enhancements as identified by the plan.

Proposals are to be prepared in such a way as to provide a straightforward, concise, delineation of capabilities to satisfy the requirements of this RFP. Proposals must be complete in all respects and emphasis should be placed on conformance to the RFP instructions, responsiveness to the RFP requirements, and on clarity of content. Any costs for developing proposals are the responsibility of the firms submitting proposal responses.

Award shall be made to the responsible firm whose proposal is determined to be the most advantageous to the District, taking into consideration the evaluation factors set forth in the RFP. Price, although a consideration, will not be the sole determining factor.

The MCCD Board of Trustees reserves the right to accept or reject any or all proposals, to negotiate with any or all responsible firms submitting proposals, and to waive any informality in the proposal process. Submitters shall be responsible for any and all expenses they may incur in preparing proposals.

II. INSTRUCTIONS AND CONDITIONS

SCHEDULE OF EVENTS

Listed below are important actions, dates, and times by which the actions should be taken or completed. If the District finds it necessary to change any of these dates up to and including the deadline for Proposal submission, it will be accomplished by addendum. All dates after the Proposal deadline are approximate and may be adjusted as conditions dictate without addendum to this RFP.

<u>ACTION</u>	<u>DATE/TIME</u>
Publication of RFP	March 29 & April 5, 2018
Pre-Proposal Conference (Non-Mandatory)	April 12, 2018 (11:00 a.m.)
Last Day for Questions/Clarification	April 23, 2018
Deadline for Receipt of Proposals	May 3, 2018, (2:00 p.m.)
Evaluation of Proposal Responses	May 7– 11, 2018
Interviews of Short-Listed Consultant Firms	May 14 – 18, 2018
Award of Contract by Board of Trustees	June 12, 2018
Draft Facilities Assessment Analysis Due	September 18, 2018
Final Facilities Assessment Due	October 31, 2018
Final Facilities Master Plan Due	TBD

PREPARATION OF PROPOSALS

1. Before submitting a proposal, each firm is expected to thoroughly examine specifications, instructions, and other related documents included in the RFP, including subsequent amendments to the RFP, if any. Failure to do so will be at the firm's risk and will not bar their obligation to perform if a contract is awarded pursuant to this RFP.
2. Proposals must be signed under the correct firm name by an authorized agent of the firm.
3. Each firm shall answer and complete all of the items shown in the proposal document.

INQUIRIES

1. All inquiries or requests for clarification or interpretation or to notify the District of errors or omissions relating to this RFP must be submitted in writing via e-mail. Inquiries must be addressed to Chuck Hergenraeder Purchasing Manager, charles.hergenraeder@mccd.edu MERCED COMMUNITY COLLEGE DISTRICT, 3600 "M" Street., Merced, CA, 95348, and submitted within the timeframe noted in the schedule of events. This will allow sufficient time for a reply to reach all firms before submission of their proposals. The District will advise all firms known to have received a copy of the RFP of the clarification or interpretation by amendment to the RFP.
2. In order to control information disseminated regarding this RFP, firms interested in submitting proposals are directed not to make personal contact with members of the Governing Board and District Administration with the exception of the individuals listed below:
Chuck Hergenraeder, Purchasing Manager
209-384-6300
Charles.hergenraeder@mccd.edu
3. A non-mandatory pre-proposal conference will be held to answer any general questions relative to this RFP and to familiarize proposers with the requirements of this project. All firms interested in submitting a proposal response are encouraged to attend. This conference will be held on Thursday, April 12, 2018, at 11:00 a.m., at the MCCC Board Room, 3600 M Street, Merced CA 95348

AMENDMENTS

1. Firms are advised the District reserves the right to amend the requirements of this RFP prior to the date set for opening of proposals. Such revisions will be done formally by publishing amendments to all firms known to have received a copy of the RFP. If, in the judgment of the Purchasing Manager, the change is of such a nature that additional time is required for firms to prepare their proposals, the District will change the date for receipt of proposals and notify all firms in writing.
2. Firms are reminded that any oral statements concerning the meaning or intent of the contents of the RFP by any person are unauthorized and invalid.

SUBMITTING PROPOSALS

1. Proposals shall be enclosed in a sealed envelope or container, marked with the name of the firm, RFP name and number, and submitted to: Purchasing Department, MERCED COMMUNITY COLLEGE DISTRICT, 3600 M Street, Merced, CA 95348, no later than 2:00 p.m. on May 3, 2018.
2. Electronic (E-Mail) or Facsimile (FAX) copies of the proposal will not be accepted.
3. Proposals must be submitted with one original and twelve (12) copies.

WITHDRAWAL OF PROPOSALS

1. Proposals may be withdrawn before the date and time specified for submittal of proposals, either by letter or in person, by an authorized representative possessing proper identification and written proof of authority to act on behalf of the firm.
2. Proposals may not be withdrawn for a period of ninety (90) days after the opening of proposals.

III. DESCRIPTION OF DISTRICT

MERCED COMMUNITY COLLEGE DISTRICT, formed in 1962, and serves more than 15,000 students on its three sites. The District offers higher-education opportunities to thousands of students who might otherwise be unable to attend classes beyond the high school level. Associate of Arts and Science Degrees are offered in a wide variety of subjects as well as many career technical certificate programs.

The student body is broadly diverse reflecting the population in the San Joaquin Valley of California. Our student centered environment offers more than 40 degree tracks that can

be completed in two years. There are also highly regarded career technical programs, some with national certifications that lead to excellent, rewarding careers. Students at MCCD strive for and achieve success in numerous fields including: education, law, military service, medicine, performing arts, and public service. Unique learning opportunities for students also include study abroad, internships, work experience, and volunteer service opportunities. Every student has access to a multitude of services, which include: academic advising, career counseling, college activities, disabled students programs, job placement, tutoring services, and athletics.

IV. SCOPE OF SERVICES

The following scope of services identified is intended to summarize the facilities master planning services required for this project. This scope is not intended to be complete or comprehensive but serves as a summary guideline of services expected by the District.

Through the RFP process, the District is seeking to retain a firm with extensive, relevant experience to develop and produce comprehensive, long-term facilities master plans for Merced Campus, Los Banos Center and the Business Learning Resource Center. The facilities master plans should identify needed facilities modernizations, under-utilized facilities, relocations, new facilities, and infrastructure improvements required to support and enhance the goals and needs identified in the recently completed educational master plans. The Districtwide facilities master plan will include the college plans, center plans, the District office and centralized services, and will provide an overarching and prioritized plan for future facilities needs throughout the District.

Based upon the educational master plan and other District, and center planning documents, the facilities master plan documents should address, at minimum, the following:

- A comprehensive review of all facilities including instructional, instructional support services, student support services, administration, athletic areas, parking, and undeveloped area, including the District farm.
- Research of new and upcoming regulations and trends affecting facilities, including general accessibility issues
- Traffic issues pertaining to automobiles, student access, roadways and parking, walkways, and flow patterns
- Anticipated technology, utility, security, and communication infrastructure needs
- Preparation of a written facilities assessment analysis of existing facilities
- Recommendations for energy conservation, sustainability, and LEED certifications for proposed projects
- Locations and generalized illustrations of required new facilities, expansions, modernizations, and relocations
- Prioritization of facilities and areas to be modernized and constructed
- Analysis of staffing structure required to support the facilities master plans

- Analysis of budget requirements for the maintenance of any new and modernized facilities
- Budgetary estimates and proposed timeframes for the projects included in the facilities master plans
- Development of an institutionally agreed upon Total Cost of Ownership (TCO) model and procedure for existing, remodeled and new facilities that systematically quantifies all costs generated over the useful lifespan of the facilities.
- Proposed District, State and alternative funding sources and schedules for projects identified in the facilities master plans

This master planning process is intended primarily to assist the District with facilities planning for the growth and change of its educational programs and student enrollment needs through the year 2028. The resulting plans should be completed on a general level, setting a broad context for more specific plans that are regularly updated by the District. Additionally, the facilities master plan will help define the need for future local bond measures.

The successful consultant will assist the District from the beginning of the facilities master planning process through the adoption of the plans by the Board of Trustees. Review and approval of the plan will require collaboration with various constituency groups throughout the District. A written facilities assessment analysis will be required by September 18, 2018. This analysis will be presented to constituency groups on October 31, 2018 and, along with the educational master plan, will provide the data necessary for the facilities master planning process. Since the planning processes of the District are continuous in nature, the successful consultant may be required to respond to changing elements within the facilities master planning process. Proposers are encouraged to suggest additions and/or alternatives to the process that will enhance or clarify this project. Such suggestions should be incorporated into the proposal response.

V. CONTENTS OF THE PROPOSAL

Proposals must include information indicating specific qualifications to perform the services as specified and required in the RFP. To provide a uniform review process, firms are instructed to prepare their response following the same sequence as this section of the RFP.

A. TITLE PAGE

1. Show the Request for Proposal (RFP) number, subject, name of the firm, address, telephone number, fax number, email address, name of the contact person, and the date.

B. TABLE OF CONTENTS

1. Include a clear identification of material by section and by page number.

C. LETTER OF TRANSMITTAL

1. Briefly state the firm's understanding of the work to be done and make a positive commitment to perform the work within the parameters, guidelines, and schedule contained in the RFP.
2. Provide the names of persons authorized to make representations for the firm, their titles, addresses, telephone/fax numbers, and email addresses.

D. PROFILE OF THE FIRM

1. State whether the firm is local, regional, or national.
2. Provide the location of the office from which the work is to be done and the number of partners, architects, engineers, planners, and other professional staff employed at that office.
3. Describe the range of activities performed by the firm.
4. Describe the reputation and clientele of the firm.
5. Provide a general description of the firm's financial condition and identify any conditions (e.g. pending litigation, bankruptcy, planned office closures or mergers) that may affect firm's ability to perform.

E. QUALIFICATIONS AND EXPERIENCE

1. Provide a list of higher education clients for whom the firm has or is scheduled to perform similar services. If scheduled, please indicate if these clients have signed a contract with your firm for these services.
2. The client list shall include the names and addresses of each client, the names, titles, and telephone numbers of each client's administrators directly responsible for oversight of the work performed.
3. Provide a summary of the firm's California higher education experience, including community college experience, and the dates of such experience.
4. Identify the partners, managers and supervisors who will directly supervise the process. Identify who will perform the majority of the facilities master plan work, and others who will be working on the process.

5. Include a resume for each member of the project team. The resume should include: (1) position and years with the firm, (2) years of experience, (3) separate listing of experience, (4) and education.
 - a. The leader of the project team must be committed to remain for the duration of the facilities master planning process. Changes in proposed team prior to award may result in rejection of the proposal. Changes in key consultant team members after award are subject to written approval by the District.

F. SERVICES PROVIDED, TECHNIQUES/STEPS REQUIRED TO COMPLETE THE PLAN(S)

1. Identify the approach used by your firm to complete the facilities master planning process for each identified location from the beginning through final adoption. This approach should include an explanation of all services that will be performed by your firm.

G. DISTRICT PROVIDED SERVICES/INFORMATION

1. Identify the information and/or services that must be provided by the District to complete the facilities master planning process along with a necessary timeline for receipt of this information.
2. Identify the information and/or services that may be provided by the District instead of the provider in order to reduce overall proposal costs. These items should also be identified and addressed in the cost proposal section of the response.

H. SCHEDULE

1. The District desires completion of the facilities master plan(s) within eight months after award of an agreement for facilities master planning services. Include a project schedule, including the necessary steps and applicable timelines and/or milestones that will meet this target date.
2. Discuss typical and potential roadblocks to meeting this schedule and confirm your commitment and/or reservations to the proposed timeline.

I. ADDITIONAL INFORMATION

1. Give any additional information not included above your firm considers essential to the proposal response.
2. Provide, as necessary, a description of special resources, skills, or services your firm possesses, which are not addressed as part of this RFP, that

would be available as part of an agreement resulting from this RFP. Please describe any advantages that would be realized by the District as a result of these additional resources.

3. Provide copies of prior Facilities Master Plan documents, including corresponding facilities assessment analysis, developed and completed by the firm.

J. COST PROPOSAL

1. Describe/define the fee structure of your firm for all services proposed in your RFP response. These fees should be itemized by milestones and/or specific tasks required for each of the facilities master plans along with a total cost for all work proposed. Identify any areas of potential costs savings for any work that may be performed or potentially provided by District staff. It is the intention of the District to reduce costs in this fashion as necessary to complete the projects.
2. Identify your proposed billing process and procedures. It should be noted standard District terms are net 30 days.
3. In addition to the fees listed above, please identify any other service/activity fees. If not included in the fee structure, provide estimates for additional reimbursable items including travel lodging, postage, copy costs, telephone, supplies, etc. An hourly billing rate schedule should also be included with the cost proposal.

VI. EVALUATION AND AWARD

1. Proposals will be evaluated by considering such factors as price, availability, efficiency, recent facilities master planning experience relative to community college districts and/or higher education, qualifications as submitted by the firm, evaluations and recommendations of clients, conformity with the requirements of the RFP, capacity to complete within defined parameters, and the level, background and experience of individuals to be assigned to perform the services.
2. The District reserves the right to award an agreement as a result of the initial proposals received, or may elect to conduct interviews and/or negotiations with those firms selected by the District, when it is determined by the District to be in its best interest.
3. The District reserves the right to reject any or all proposals received in response to this RFP.

4. During the evaluation period, the firm acknowledges the District may contact any client referenced in the proposal response to ascertain or verify the qualifications and experience of the firm.
5. The District will schedule interviews with a select group of finalists from all firms that submit a proposal. Tentative dates for the oral interviews will be May 14-15, 2018.
6. The firm further acknowledges they will be responsive to requests for information from the District and to meeting with District representatives during the evaluation and award period.
7. The District reserves the sole and exclusive right to determine whether the firm(s) can perform the work to be done.
8. The District reserves the right to contract with separate consultants to assist in the development and review of the facilities master plans and planning processes.
9. Proposals received shall become the exclusive property of the District. At such time as an agreement is awarded by the Board of Trustees, all proposals submitted in response to this RFP shall become a matter of public record and shall be regarded as public records.
10. The agreement executed between the District and the successful firm shall govern all work relating to the described project. The final agreement shall be in a manner and under terms acceptable to the District and shall be governed by the laws of the State of California. Please include with your response a sample agreement for services to be provided.

VII. SIGNATURE FORM – RFP 2018-04, CONSULTANT FOR THE DEVELOPMENT OF A DISTRICT FACILITIES MASTER PLAN.

(To be included with proposal response)

To: MERCED COMMUNITY COLLEGE DISTRICT
Purchasing Department
3600 M Street
Merced, CA 95348

Pursuant to and in compliance with this Request for Proposal, having familiarized myself with the services required, and after carefully reviewing all the terms conditions and requirements contained therein, the undersigned agrees to furnish such services in accordance with this Request for Proposal, inclusive of items proposed.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this proposal response are true and correct.

Note: ALL ENTRIES SHALL BE LEGIBLE AND SHALL BE TYPEWRITTEN OR PRINTED.

Signature

Type or Print Name/Title

Date

Name of Company

Address

City State Zip Code

(_____) _____
Area Code Telephone Number

(_____) _____
Area Code Fax Number

Email Address

Tax Identification Number

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA COUNTY OF _____

Project: Facilities Master Plan

I, _____, being first duly sworn, deposes and says that I am
(Typed or Printed Name)

the _____ of _____, the party
submitting
(Title) (Bidder Name)

the foregoing Bid Proposal (“the Bidder”). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.

2. The Bid Proposal is genuine and not collusive or sham.

3. The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.

4. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.

5. All statements contained in the Bid Proposal and related documents are true.

6. The Bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this ____ day of _____, 20__ at _____.
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

Name Printed or Typed

(_____) _____
(Area Code and Telephone Number)

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

I, _____ the
_____ of _____
(Name) (Title)

_____, declare, state and
certify that:
(Contractor Name)

1. I am aware that California Labor Code § 3700(a) and (b) provides:

“Every employer except the state shall secure the payment of
compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.”

2. I am aware that the provisions of California Labor Code §3700 require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this Contract.

(Contractor Name)

By: _____
(Signature)

(Typed or printed name)