

Request for Proposal: #2022-14

Merced Community College District Architectural Services for Design of Student Housing



Return Proposal To:
Merced Community College District
ATTN: Chuck Hergenraeder, 3600 M Street
Director, Purchasing & Risk Management
Merced, California 95348
Telephone (209) 384-6300
E-mail PurchasingBids@mccd.edu

**MERCED COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL #2022-14**

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I. INTRODUCTION

Merced Community College District (MCCD) is almost exclusively serving, primarily first-generation, low-income students who have not previously experienced the opportunities of higher education. Merced College's ten-year Facilities Master Plan includes the addition of student housing to expand services offered to our students. Housing is one of two of the most critical barriers that our students face and would solve the second barrier, which is transportation. Students living on campus will have access to public transportation and will be within walking distance to grocery stores and everything that they will need for their education. Students from low-income, migrant working families in the immediate Central San Joaquin Valley often live in over-crowded, multi-generational homes and must overcome challenges finding space necessary to conduct studies. On-campus student housing can help support the MCCD Agriculture program which provides multiple transfer pathways to UC and CSU. Students living on-campus will be provided valuable internship opportunities and gain transferable skills that come from operating an 80-acre farm. Merced College has a number of partnerships with international high schools, colleges, and universities. These partnerships have facilitated a robust International Students program serving approximately 100-150 students annually. One of the obstacles for international students is the lack of safe, affordable housing. As International Students do not qualify for aid, the cost of their education can be exorbitant. Moreover, many of the students attempt to participate in home stay programs, which can help with language acquisition, but there are not enough known, willing, safe host families to accommodate student need. The inclusion of International Students in the housing grant would provide a safe environment that would also help to further language acquisition and exposure to American culture, while also broadening American students' understanding of other cultures. The Planning Grant plays a key role in taking the next step in assisting these student populations meet affordable housing needs. The projected size of the student-housing complex will include 28 beds in 4-bedroom and 2-bedroom, double occupancy suites. Qualifying low-income students will be offered the affordable single occupancy rent requirement of \$618.75 per month as calculated per the Education Code, Section 17201 for the life of the facility.

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.

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.

ACTION

DATE/TIME

Last Day for Questions/Clarification	September 19, 2022 @ 4:00 p.m.
Deadline for Receipt of Proposals	September 26, 2022 @ 2:00 p.m.
Interviews (if required)	September 27-28, 2022
Award of Contract by Board of Trustees	October 11, 2022

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, Director, Purchasing & Risk Management, PurchasingBids@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 individual listed below:

Chuck Hergenraeder, Director, Purchasing & Risk Management
Phone: 209-384-6300
Email: PurchasingBids@mccd.edu

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 District, the change is of such a nature that additional time is required for

firms to prepare their proposals, the date for receipt of proposals may be changed and all firms will be notified 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, RFP number, and submitted to:

Purchasing Department
Merced Community College District
3600 M Street
Merced, CA 95348
(no later than 2:00 p.m. on September 26, 2022)

2. Electronic (E-Mail) copies of the proposal **will be accepted**.

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: agriculture, 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, veteran services, college activities, disabled students programs, job placement, tutoring services, and athletics.

IV. SCOPE OF SERVICES

The Merced Community College (MCC) Student Housing project meets the need to provide safe, affordable student rental housing. The project will serve International Studies students who are ineligible for financial aid that face financial challenges in meeting living requirements. Student housing will also serve student workers serving the Agriculture program. Pending results of a feasibility study, the MCC Student Housing project will be constructed on Merced Community College land and will include 28 beds in 4 four-bedroom and 7 two-bedroom (double occupancy) suites.

At this time, Merced Community College District is seeking for qualifications and proposals for conceptual design & cost estimate. Conceptual design shall include the two-bedroom (double occupancy) and four-bedroom suites. Selected firm will be required to submit a complete conceptual set of plans by December 31, 2022

The conceptual design shall include:

- Campus Location Map
- Project Site Plan showing the first floor plan and landscape adjacent
- Floor Plans
- Elevations/Sections

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. Proposal shall not be longer than ten (10) pages in total.

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 firms 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. Merced Community College is seeking an architect. The following experience and qualifications are required:
 - a. Have demonstrated 10+ years of experience in student housing and/or student housing for low- income students.
 - b. Completed a student housing project of at least 28 beds on a Higher Education Campus in the last five years. Projects that are in design or under construction are acceptable.
 - c. Experience with working on an occupied campus
 - d. Have demonstrated experience in adhering to tight project budgets and schedules from design through construction, including change order history of comparable projects.
 - e. Experience working with multiple stakeholders in a single project
 - f. Experience with fast-tracked construction
 - g. Experience in the public low bid environment
2. Please identify 2 projects that meet the qualification 1 & 2. Information to be completed under separate attachment. (Maximum of 2 pages)
 - a. Please identify project name
 - b. Size of building and number of beds
 - c. Campus location
 - d. Date of completion or estimated date of completion. If not complete, please identify if in design or under construction
 - e. Please include 1 exterior photo or rendering

**MERCED COMMUNITY COLLEGE DISTRICT
STATEMENT OF QUALIFICATIONS**

1. Firm's Name: _____
2. Business Address: _____
3. Point of Contact: _____
4. Email address: _____
5. Firm Established (year)_____ Telephone No:_____
6. Type of Organization (circle one):
 - a. Individual b. Partnership c. Corporation
7. Architect Firms are to review all of the qualifications below and confirm if the firm meets all of the qualifications listed below. Each architect firm must meet all of the qualifications.

Yes	No	Qualifications
		Have demonstrated 10+ years of experience in student housing including student housing for low-income students
		Completed a student housing project of at least 24 beds on a higher education campus in the last five years. Projects that are in design or under construction are acceptable.
		Have demonstrated experience in adhering to tight project budgets and schedules from design through construction, including change order history of comparable projects.
		Experience working with multiple stakeholders in a single project
		Experience with fast-tracked construction
		Experience in the public low bid environment

ADDITIONAL INFORMATION

2. Give any additional information not included above your firm considers essential to the proposal response.
3. 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.

VI. EVALUATION AND AWARD

SELECTION PROCESS

Architect firms shall submit their qualifications and proposal in accordance with the submittal format. The screening & selection committee will review based on the qualification and proposal data.

Merced Community College District reserves the right to request any further documentation that it deems appropriate and necessary for the screening and selection process. University will have the right, but is not required, to waive nonmaterial irregularities in a Request for Qualifications & Proposal

1. Proposals will be evaluated by considering such factors as price, availability, efficiency, recent 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 may schedule interviews with a select group of finalists from all firms that submit a proposal.
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. 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.
9. 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.

SIGNATURE FORM: RFP#2022-14

(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 _____

Type or Print Title _____

Name of Company _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____
(Area Code)

Fax Number _____
(Area Code)

Email Address _____

Tax Identification Number _____