

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

**REQUEST FOR QUALIFICATIONS /REQUEST FOR PROPOSALS
NO. AVC2014/2015-23**

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

June 9, 2015

PROPOSALS DUE:

Before 4:00 p.m., Thursday, July 23, 2015.

The precise time will be established by the clock located in Facilities Services conference room. Respondent is responsible to ensure timely delivery to the specified location.

**Attn: Doug Jensen
Executive Director, Facilities Services
Facilities Services Building (FS), Room FS102
Antelope Valley College
3041 W. Avenue K
Lancaster, CA. 93536**

*****Note: Pre-Bid Meeting/Tour:**

Wednesday, July 8, 2015

1 BACKGROUND AND INTRODUCTION

The Antelope Valley Community College District requests proposals and qualifications from qualified consultants to assist the College in preparing a comprehensive District-wide Facilities Master Plan. The plan will be based upon institutional objectives and academic program plans, included in the Educational Master Plan, supportable growth models for each site and a capital program that will address short and long term District facilities goals and objectives for the next ten years.

The proposing firm must provide a variety of master planning services to fulfill the defined project scope and must have demonstrated ability to successfully develop, compose and produce a comprehensive Facilities Master Plan which effectively encompasses the results and direction of the Educational Master Plan. Community and College stakeholders will participate in the development of a long term vision for the Facilities Master Plan.

The Educational Master Plan will be completed during the fall of 2015 during the initial phases of the Facilities Master Plan development. Collaboration between the team developing and completing the Educational Master Plan and the selected firm for the Facilities Master Plan is vital. The selected firm will also be required to collaborate with the District's facilities planning consultant, Facilities Planning & Consulting Services, to assist with strategic planning of annual submittals of project proposals that most effectively support the approved Facilities Master Plan.

The ultimate goal of the Facilities Master Plan is to create well defined and maintainable campus environments that are functional, sustainable, inspiring, fiscally prudent and which foster intellectual and social exchange.

2 PROPOSED PROJECT

The Facilities Master Plan is a comprehensive document that will address the facility requirements for three District locations from 2017 through 2026. The three locations include the main Lancaster campus, the Palmdale Center and Fox Field in Lancaster. The primary focus of the work will be directed towards the main Lancaster campus. The selected consultant will direct the project from the initial phase to the adoption of the Facilities Master Plan by the District's Board of Trustees. Assistance and primary direction to the consultant will be provided by the Executive Director of Facilities Services.

The comprehensive plan will address all programs defined in the Educational Master Plan for all three identified locations. It will lay out a cohesive plan that includes demolition, reconstruction, infrastructure and new construction.

The initial phase of the project will develop the foundation of the plan by clearly defining the current condition and attributes of the College as well as the vision of what the College is envisioned to be in 2026 and beyond. Development of the plan will involve participation by a

number of defined focus groups. Subsequent project phases will define college programs by physical requirements that will be translated into capital projects.

The District is open to suggestions by the consultant for additional and/or modified areas of analysis based on their review of the project.

The final product will address all components as stated in this document. The final product will serve as a strategic planning document as well as a communications and marketing tool to inform the public. Written, graphic and digital documentation will be required to properly convey the developed plans. The Facilities Master Plan document must be well organized, concise, comprehensive and easily understood through the use of graphics and photos.

Planning Team and Process: The consulting team should include appropriate individuals familiar with educational program planning in the California Community Colleges and technical planning expertise in landscape planning, facility planning and design, long-range planning and design, and infrastructure engineering, planning and design. The consultant's proposal should include a description of the recommended approach to developing the planning process and the desired outcomes. The planning process will require a variety of interactive meetings and presentations.

During the course of the process, the consultant will be responsible for producing all meeting minutes and associated handouts in an electronic format consistent with AVCCD standards for review and distribution by AVCCD staff.

3 SCOPE OF REQUIRED SERVICES

The following scope of required services is to be addressed in a comprehensive manner as directed by the District in collaboration with the Consultant:

3.1 STRATEGIC REVIEW

3.1.1 Institution Mission/Vision

Coordinated with the Dean for Institutional Research & Planning

3.1.1.1 District Mission Statement

3.1.1.2 District Strategic Plan

Visioning sessions coordinated with the Executive Director of Facilities Services

3.1.1.3 Vision – College Stakeholders

3.1.1.4 Vision – Community

3.1.2 Enrollment Analysis (10 Years)

Coordinated with the Educational Master Plan (EMP) team consultant at completion of EMP.

3.1.2.1 Demographic/Market Analysis

3.1.2.2 Enrollment Analysis/Management

3.1.3 Academic Program

Coordinated with the Educational Master Plan (EMP) team consultant at completion of EMP.

3.1.3.1 Academic Program Analysis & Validation

3.1.3.2 WSCH/ASF Conversion (10 Years)

3.2 FUNCTIONAL ANALYSIS

3.2.1 Functional/Utilization Analysis

Coordinated with the Executive Director of Facilities Services

3.2.1.1 Operations/Non-Academic Analysis

3.2.1.2 Space Utilization Analysis

3.2.1.3 Space Needs Assessment

3.3 PHYSICAL ANALYSIS

3.3.1 Campus Analysis

Coordinated with the Executive Director of Facilities Services and the Executive Director of Information Technology Services (Voice/Data, Security Systems)

Primary District engineering consultants that the FMP consulting team may desire to coordinate with include:

Mechanical/Plumbing Infrastructure

dHA-CALPEC

Phone: 626-445-8580

Contact: Kevin Chen

Electrical Infrastructure

Kocher Schirra Goharizi

Phone: 818-240-5630

Contact: Farshad Memarzia

All associated costs for coordination are the responsibility of the consultant.

3.3.1.1 *Physical, Accessibility, Circulation, Wayfinding and Parking*

3.3.1.2 *Campus Quality, Image, Architectural Style*

3.3.1.3 *Landscape/Irrigation*

3.3.2 *Building/Systems Analysis*

3.3.2.1 *Existing Building Analysis*

3.3.2.1.1 Expansion, Renovation/Reconstruction, Demolition

3.3.2.1.2 Functional/Zoning/Appropriateness of Use

3.3.2.2 *Existing Infrastructure Systems Analysis*

3.3.2.2.1 Water Systems: Domestic, Fire, Irrigation, Recycled

3.3.2.2.2 High Voltage Electrical

3.3.2.2.3 Lighting

3.3.2.2.4 Natural Gas

3.3.2.2.5 HVAC Controls, Central Plant/Chilled Water System

3.3.2.2.6 Voice/Data, Security Systems

3.4 SOLUTION DEVELOPMENT

3.4.1 Campus Build out

Coordinated with the Executive Director of Facilities Services

District planning consultant that the FMP consulting team will coordinate with to validate project planning:

Facilities Planning and Consulting Services

Phone: 559-967-5116

Contact: Eric Mittlestead

All associated costs for coordination are the responsibility of AVCCD.

3.4.1.1 *Opportunities/Constraints*

3.4.2 *Options & Evaluation*

Coordinated with the Executive Director of Facilities Services

3.4.2.1 *Options/Strategies Development*

3.4.2.2 *Cost Estimating*

3.4.2.3 *Evaluation Criteria*

3.5 FINANCIAL ANALYSIS

3.5.1 *Financial Analysis/Feasibility*

Coordinated with the Executive Director of Business Services and Executive Director of Facilities Services

3.5.1.1 *Funding Scenario A*

3.5.1.2 *Funding Scenario B (if required)*

3.5.1.3 *Funding Scenario C (if required)*

3.6 PLAN DOCUMENT

3.6.1 Executive Summary

3.6.2 Background

3.6.2.1 Facilities Master Planning Process

3.6.2.2 State Rules & Guidelines

3.6.2.3 WSCH to ASF Matrix

3.6.3 Site Development

3.6.3.1 Site Master Plans (Campus Build out for Lancaster main campus only)

3.6.3.2 Landscape Master Plan

3.6.3.2.1 Define project scopes of work and related budget requirements.

3.6.4 Infrastructure/Systems Development

3.6.4.1 Infrastructure/Systems Replacement & Upgrade

3.6.4.1.1 Define project scopes of work and related budget requirements.

3.6.4.2 Infrastructure/Systems Expansion

3.6.4.2.1 Define project scopes of work and related budget requirements.

3.6.4.3 Sustainability & Renewable Energy Initiatives

3.6.4.3.1 Define project scopes of work, as applicable and related budget requirements.

3.6.5 Building Development

3.6.5.1 Building Master Plan

3.6.5.1.1 Define each individual project scope of work, including demolition, reconstruction or new construction, and related budget requirements. For each project scope of work define Programs, WSCH/ASF Matrix, Space Categories, Cap/Load Ratios and other relevant data.

3.6.6 Design Guidelines

3.6.6.1 Site & Building Architectural Parameters

3.6.7 Implementation Strategies

3.6.7.1 Phasing Schedule

3.6.7.1.1 Supporting Capital Budget Plan

3.6.8 Deliverables - High quality document, 100 copies; electronic version. Twenty presentation boards (24" x 36") as specified.

4 PROPOSED SCHEDULE

4.1 REQUEST FOR PROPOSAL (RFP)

- 4.1.1 RFP Advertised: June 9-16, 2015**
- 4.1.2 Last Day for Questions: July 2, 2015**
- 4.1.3 RFP District Tour (Non-Mandatory): July 8, 2015**
- 4.1.4 Last Day for Post-Tour Questions: July 9, 2015**
- 4.1.5 RFP Submittal Deadline: July 23, 2015, before 4:00 p.m.**
- 4.1.6 RFP Shortlist Deadline: August 3, 2015**
- 4.1.7 RFP Finalist Interviews (If Required): August 10, 2015 through August 12, 2015**
- 4.1.8 RFP Selection Deadline: August 14, 2015**
- 4.1.9 Agreement to Final Contract Terms: August 27, 2015**
- 4.1.10 Board of Trustees Approval of Contract: September 14, 2015 (anticipated)**

4.2 PROJECT

4.2.1 Phase 1 - September 21, 2015 through November 13, 2015

4.2.1.1 Verify project scope of work, process, schedule and communications plan; data collection; vision sessions; assessment of existing infrastructure and facilities.

4.2.2 Phase 2 - November 9, 2015 through January 22, 2016

4.2.2.1 Collaborate with the Education Master Plan team on final report data; develop ten year forecast WSCH/ASF program baseline to establish facility project requirements; develop and define project scopes of work and budget estimates for recommended infrastructure projects; develop and define landscape master plan for Lancaster campus including phased plan and budget estimates by phase; define recommendations for improvements to site access and circulation.

4.2.3 Phase 3 - December 7, 2015 through March 25, 2016

4.2.3.1 Review current District Five Year Construction Plan projects, including FPP's and IPP's, verify and redefine projects to support established facility project requirements; develop and define reconstruction or demolition project recommendations for each existing building; develop and define new project scopes of work to support established facility project requirements; develop redefined master campus plan for Lancaster campus; review vision summary and project recommendations with District entities for final input.

4.2.4 Phase 4 - March 7, 2016 through April 29, 2016

4.2.4.1 Develop a maximum of three capital program implementation models sequencing prioritized projects from 2017 through 2028 based on proposed funding models from the District Business Services department; complete final revisions from Phase 3 project development; complete final draft of Facilities Master Plan deliverables; assist Facilities Planning and Consulting Services as required to incorporate updated Facilities Master Plan findings into Five Year Construction Plan Proposal (2018-2022) including updated Executive Summary.

4.2.5 Phase 5 - May 2, 2016 through June 13, 2016

4.2.5.1 Present final draft of Facilities Master Plan deliverables to District Executive Council for final comments and revisions; present Facilities Master Plan for Board of Trustees approval at June 13, 2016 Board of Trustees meeting.

The proposed schedule is subject to change. The actual project schedule will be further developed with the selected consultant. The District reserves the right to revise the schedule prior to contract award. Upon contract award, schedule revisions will be mutually agreed upon by the consultant and the District.

5 SUBMITTAL FORMAT AND SELECTION CRITERIA

5.1 **Submittal Format** - Proposals submitted must be presented in the following format. Proposals that do not follow this format will not be considered.

Section 1 Brief history of the prime consultant firm.

Section 2 Chart showing major components of the firm's organization, including the names of individuals in key positions.

Program organization chart which provides all names of individuals to be involved in this program. Include resumes/qualifications/relevant experience of these individuals. Specifically, include the employment history of these individuals with this specific firm.

The names of firms and individuals that will perform any sub-consultant work for your firm (i.e. outside firms providing cost estimating, planning, architectural design, structural, mechanical, electrical engineering or landscape design services). Provide resumes/qualifications/experience of each person to be involved in the program. Include a list of the in-house design disciplines your firm provides.

Section 3 References: Name, address, phone number of five previous clients for similar public construction projects. Provide a list of references for projects which your firm, including your sub-consultants, have performed collectively.

List representative documentation (photos, literature etc.) on related similar projects done by the individuals in Section 2. Do not include projects completed by other branch offices or by individuals that are not part of the proposed program organization chart.

List descriptions of two or three assignments, which most closely resemble this project, which your firm has completed in the past ten years and which included key individuals that are part of the proposed program organization chart.

List all litigation arising from any school or college project on which your firm provided services in the past five (5) years. State the issues in litigation, the status of litigation, names of the parties, and the outcome.

Section 4 Your firm's recommended or specific approach for accomplishing each item in the section "Scope of Required Services".

- Section 5 It is the intent of the District to complete the project in June 2016. Refer to the section “Proposed Schedule” and provide a statement of your firm’s ability to meet the basic parameters of this schedule.
- Section 6 Describe how your firm manages and controls planning and design costs, prevents project scope increases and is able to provide the highest quality design and planning in relation to fees.

Provide other supplemental information that is not specifically addressed in previous sections which would indicate your firm’s qualifications for this project.

- Section 7 Signed Proposal Form with total not-to-exceed fee proposal.

Complete the form provided herein to provide supporting details. Show assumptions that comprise the fee amounts. Estimates should be provided for time and work effort required, hourly billing rates, and any estimated reimbursable expenses (e.g., printing and copying expenses) that are not covered by fees.

5.2 **Selection Criteria** - While relative weight given to specific criteria is not determined, the following criteria will be considered by the District. Qualifications and relevant experience in producing similar types of plans for similar clients and settings shall be extremely important in the selection process.

- Experience, skills and knowledge of the project team leader.
- Experience with California community college facility planning and design.
- Familiarity with best practices in sustainable design and planning of facilities.
- Ability to cost effectively provide high quality planning and design services.
- Skill in facilitating complex community and District involvement process.
- Ability to complete the planning tasks within the stated proposed time frame.
- Creativity in problem solving in design and planning in similar campus settings.
- Ability to accurately estimate scope of facilities design and construction work and associated costs.
- Ability to work with District staff and community members to address concerns about District facility plans, projects and ongoing operations.
- Cost and fee proposal.
- Overall responsiveness of proposal.

6 SELECTION PROCESS

All proposals will be examined for merit and ranked by the District according to quality and responsiveness. The top proposal(s) will be placed on a short list of finalists.

If there are multiple finalists a second review of the proposals will take place by the District to determine which, if any, firms will be called for interviews.

For any firms who are called for an interview, only project team members who will be directing and completing the project will participate in the presentation. Upon completion of the interviews final rankings will be made. The firm selected as first choice will be notified and asked to negotiate final terms of the contract.

6.1 NEGOTIATION - If it is determined that discussion is in the best interest of the District, the Proposers in the competitive range will be advised to submit a Best and Final Offer (BAFO) for consideration after discussions are held.

6.2 COLLEGE DISTRICT'S UNILATERAL RIGHT - Antelope Valley Community College District has the sole authority to change the selection schedule and select the final consultant or firm, and reserves the right to reject any and all submittals, or any portion thereof. The District reserves the right to waive any informalities or irregularities in received submittals. The District further reserves, at its sole discretion, the right to negotiate any and all cost factors and/or aspects regarding the scope or the performance of the work.

6.3 BASIS OF AWARD - The District reserves the right to select the consultant that it considers to be in the best interests of the District. The District anticipates it will recommend a contract be awarded to the responsible Proposer(s) who's Proposal is determined to provide overall best service and value to the District, considering the evaluation factors in this RFP, including price. The District reserves the right to award the contract, if at all, at a later date.

6.4 INCURRED EXPENSES - The District will not be responsible for any expenses incurred by Proposers in preparing and submitting a Proposal or best and final offer or in making an oral presentation or demonstration.

7 PRE-BID MEETING & TOUR

Interested consultants are invited to attend a non-mandatory pre-bid meeting and tour to be held on:

Wednesday, July 8, 2015 at 9:30 a.m.
Facilities Services Conference Room, Room FS 102, Facilities Services Building
Antelope Valley College, 3041 W. Avenue K, Lancaster, CA 93536

The pre-bid meeting and tour is non-mandatory, however, questions regarding the RFP will only be answered at the pre-bid meeting. All questions regarding the RFP must be received in writing to the address located on the cover page or by email to *djensen@avc.edu* no later than Thursday, July 2, 2015. Attendees at the pre-bid meeting may ask follow-up questions in writing by no later than Thursday, July 9, 2015 and only attendees at the pre-bid meeting will receive answers.

8 SUBMISSION OF PROPOSALS

All responses must be received no later than:

Thursday, July 23, 2015, before 4:00 p.m.

Consultants must submit one electronic version of the proposal on a CD or flash drive, one (1) printed original and four (4) printed copies of the entire proposal including any supporting documentation by the date and time stated herein.

Proposals shall be:

- Submitted in the format set forth;
- Made in the official name of the firm or individual under which Contractor's business is conducted (including the official business address);
- Proposer(s) must complete and sign the response with an original signature, by a person duly authorized to commit the successful Contractor to the contract acknowledging any addenda. Failure to submit a signature as specified will result in rejection of the proposal;
- Submitted in envelopes and clearly labeled: "RFP AVC2014/2015-23 CONSULTANT FOR THE DEVELOPMENT OF A COMPREHENSIVE FACILITIES MASTER PLAN" and closing date/time referenced on the outside of the envelope (lower left corner). Faxed proposals will not be accepted.
- Deliver to Antelope Valley Community College District by U. S. Mail or other delivery service such as UPS, FedEx, etc., or personally deliver to:
 - Attn: Doug Jensen, Executive Director, Facilities Services; Facilities Services Building, Room FS 102; Antelope Valley College; 3041 W. Avenue K, Lancaster, CA 93536

Delivery of the Proposal to the specified location by the prescribed time and date is the sole responsibility of the Proposer(s). Any proposals received after the stated deadline will not be considered.

There will be no public opening of the proposals.

The names of Proposer(s) will not be released until announcement of award.

All submittals become the property of the Antelope Valley Community College District.

9 INFORMATION FOR PROPOSERS

9.1 Exhibit A – Proposal Form

9.2 Exhibit B – Proposed Contract