Request for Proposal: #2019-05

Merced Community College District
Architectural Services for the Agricultural Science and Industrial Technology Complex

Return Proposal To:
Merced Community College District
ATTN: Chuck Hergenraeder, Purchasing Manager
3600 M Street
Merced, California 95348
Telephone (209) 384-6300
E-mail charles.hergenraeder@mccd.edu
NOTICE CALLING FOR REQUEST FOR PROPOSALS (RFP)

DISTRICT: MERCED COMMUNITY COLLEGE DISTRICT

Project Description:
RFP# 2019-05 Architectural Services for the Agricultural Science and Industrial Technology Complex

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:

RFP# 2019-05 Architectural Services for the Agricultural Science and Industrial Technology Complex.

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 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.

Proposals must be addressed to and filed with the Purchasing Office at the Merced campus, on or before 12:00 Noon on Monday, August 19, 2019. MCCD shall use the official U.S. time that is provided by the web site to 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
# MERCED COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL #2019-05

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I. INTRODUCTION

The Merced Community College District (MCCD) requests proposals from qualified consultants to assist the District with architectural services for the design and construction planning of the Agricultural Science and Industrial Technology Complex.

The Agricultural Science and Industrial Technology Complex has been approved for construction in response to changing education and technical training requirements of persons entering and continuing employment in the agriculture and industrial technology sectors of Merced County and the statewide economy. This project provides clean technology oriented labs, which can be utilized for classes in agriculture business, animal science, electronics, mechanized agriculture, plant science and for college/industry collaboration. In addition, this is a 50/50 state funded and local bond funded project.

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.

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.

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<td>Last Day for Questions/Clarification</td>
<td>August 12, 2019 @ 4 p.m.</td>
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<td>Deadline for Receipt of Proposals</td>
<td>August 19, 2019 @ 12 Noon</td>
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<td>Interviews (if required)</td>
<td>August 21-28, 2019</td>
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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 individual listed below:

Chuck Hergenraeder, Purchasing Manager 209-384-6300
Charles.hergenraeder@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 and number, and submitted to:
Purchasing Department
Merced Community College District
3600 M Street
Merced, CA 95348
(no later than 12:00 Noon on August 19, 2019)

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

3. Proposals must be submitted with one original and five (5) 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: 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

Consultant will provide Architectural services to the District for the design and construction planning of the Agricultural Science and Industrial Technology Complex. The consultant shall, without limitation to the District's right to require other services not listed herein, carry out the responsibilities associated with the design and construction planning of a DSA building project. Consultant shall be responsible for all required functions and aspects of the design, planning, and submission of State reports for the design and construction planning of the Agricultural Science and Industrial Technology Complex.

Such Services shall be performed consistent with the highest standard of care for professionals performing similar scopes of services. The Consultant shall, as a minimum, undertake the responsibilities reasonably necessary and customarily provided by Architectural/Engineering Firms conducting business in California public works projects, to ensure that all of the District’s goals, standards, policies and procedures are adhered to over the course of the Project.

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. 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 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.

6. 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.

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

8. Identify the approach used by your firm to complete the design and construction planning for each step of the process from the beginning through final adoption. This approach should include an explanation of all services that will be performed by your firm.

F. DISTRICT PROVIDED SERVICES/INFORMATION

1. Identify the information and/or services that must be provided by the District to complete the design and construction planning for the AG/IT project 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.
G. SCHEDULE

1. The District desires submission of the approval packet to the Chancellor’s Office for the preliminary planning phase by mid-November 2019. In addition, the consultant shall work within the required timelines for each project phase, as established by the Chancellor’s Office, in order to ensure the project will be completed on schedule.

2. Discuss typical and potential roadblocks to meeting this schedule and confirm your commitment and/or reservations to the proposed timeline.

H. 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.

I. COST PROPOSAL

1. Provide a preliminary fee to the District. The proposal shall be based on the preparation of a full set of drawings assuming a design-bid-build project delivery method, including schematic design, design development, construction documentation, project administration and close-out phases, and the full engineering services as required to execute the project. 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 phase, 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 include a standard rate sheet for additional services.

VI. EVALUATION AND AWARD

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.

VII. SIGNATURE FORM: RFP#2019-05 Architectural Services for the AG/IT Complex Project
(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

________________________________________________________

________________________________________________________ Name of Company

________________________________________________________ Address

________________________________________________________ City __________________________ State __________ Zip Code

________________________________________________________ Telephone Number
Area Code

________________________________________________________ Fax Number
Area Code

________________________________________________________ Email Address

________________________________________________________ Tax Identification Number