

Request for Proposal: #2025-08

**Merced Community College District
Music Art Theater Project**



MERCED
COLLEGE

NOTICE CALLING FOR REQUEST FOR PROPOSALS (RFP) RFP# 2025-08 Music Art Theater Project

DISTRICT: MERCED COMMUNITY COLLEGE DISTRICT

Project Description

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 qualified firms to submit proposals for the following project:

RFP# 2025-08 – Music Art Theater Project

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

The District reserves the right to accept or reject any or all proposals, negotiate with any or all responsible firms, and waive any informality in the proposal process.

Proposal Deadline:

Proposals must be received by 12:00 Noon on Wednesday, June 18, 2025, at the address listed below. MCCD will use the official U.S. time as provided by [<https://www.time.gov/>] to determine submission timeliness.

For further information, contact:

Chuck Hergenraeder

Phone: (209) 384-6300

Email: purchasingbids@mccd.edu

Return Proposals To:

Merced Community College District

ATTN: Chuck Hergenraeder, Director, Purchasing & Risk Management

3600 M Street, Merced, CA 95348

MERCED COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL #2025-08 Music Art Theater Project

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I. INTRODUCTION

The Merced Community College District (MCCD) is seeking proposals from qualified architectural firms for services related to the **Music Art Theater Project**.

This project involves the renovation of the Theater (16,778 GSF), Art (12,939 GSF), and Music (5,978 GSF) buildings on the Merced College campus. The Theater building was constructed in 1971, while both the Art and Music buildings were built in 1970. None of these buildings have undergone significant improvements since their original construction, and many of their systems have exceeded their useful lifespan. Upon completion, the new 38,843 GSF Music, Art, and Theater Complex will feature 10,297 ASF of Music, Art, and Drama lab space, 1,307 ASF of faculty office space, and 17,584 ASF of other instructional support space.

Proposals should be clear, concise, and demonstrate the firm's ability to fulfill the RFP's requirements. All proposal preparation costs are the responsibility of the submitting firm.

The contract will be awarded to the responsible firm whose proposal is most advantageous to the District. Cost will be considered but will not be the sole determining factor.

II. INSTRUCTIONS AND CONDITIONS

SCHEDULE OF EVENTS

Action	Date/Time
Last Day for Questions/Clarifications	June 9, 2025 @ 4:00 p.m.
Deadline for Receipt of Proposals	June 18, 2025 @ 12:00 Noon
Interviews (if required)	June 24-26, 2025
Board of Trustees Contract Award	July 8, 2025

PREPARATION OF PROPOSALS

- Examine all RFP documents before submitting.
- Proposals must be signed by an authorized agent.
- All required items in the proposal must be completed.

INQUIRIES

- Submit all questions via email to Chuck Hergenraeder at: purchasingbids@mccd.edu
- Do not contact other District personnel or Board members regarding this RFP.

AMENDMENTS

- MCCD reserves the right to revise the RFP before the proposal deadline. All changes will be made via written addendum.
- Oral statements regarding the RFP are unauthorized and non-binding.

SUBMITTING PROPOSALS

- Submit one original and five (5) copies of the proposal.
- Electronic copies (PDF via email) are acceptable.
- Deliver to:

Purchasing Department

Merced Community College District
3600 M Street, Merced, CA 95348
No later than 12:00 Noon on June 18, 2025

WITHDRAWAL OF PROPOSALS

- Proposals may be withdrawn prior to the deadline.
- Proposals are binding for 90 days post-submission.

III. DESCRIPTION OF DISTRICT

Founded in 1962, **Merced Community College District** serves over 15,000 students across multiple sites. The District offers a wide range of associate degrees and certificate programs, serving a diverse population in California's Central Valley. Support services include advising, tutoring, veteran services, and athletics.

IV. SCOPE OF SERVICES

The selected consultant will provide comprehensive architectural services for the **Music Art Theater Project**, including:

- Design development
- Construction planning
- DSA submittals
- State report coordination

Services must meet the highest standards for public architectural practice in California.

V. CONTENTS OF THE PROPOSAL

Limit to **10 pages maximum** (excluding resumes and attachments). Follow the sequence below:

A. Title Page

Include RFP number, firm name, contact info, and submission date.

B. Table of Contents

C. Letter of Transmittal

- Brief project understanding
- Commitment to meet requirements and timeline
- Authorized contact(s) info

D. Profile of the Firm

- Business scope, location, staffing
- Clientele and reputation
- Financial condition and risks

E. Qualifications and Experience

- Relevant higher ed projects

- Relevant performing arts buildings
- Client references
- Key team members and resumes
- Project leadership commitment
- Services and methodology

F. District-Provided Services/Information

- Required info/services from MCCD
- Optional District-provided services to reduce costs

G. Schedule

- Timeline commitment, including submission to Chancellor's Office by mid-November 2025
- Potential roadblocks and mitigation

H. Additional Information

- Unique resources or advantages
- Optional capabilities beneficial to MCCD

I. Cost Proposal

- Fee structure by phase and milestone
- Proposed billing process
- Standard rate sheet for additional services

VI. EVALUATION AND AWARD

Selection criteria include:

- Price
- Qualifications and experience
- Understanding of project goals
- Community college/higher ed experience
- Responsiveness and interview (if required)
- References
- Availability and capacity

The District reserves the right to reject any or all proposals and will retain ownership of all proposals submitted.

VII. SIGNATURE FORM

(To be submitted with proposal)

I hereby submit this proposal in response to RFP #2025-08, Music Art Theater Project and affirm, under penalty of perjury, that all representations are true and accurate.

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)

Email Address

Tax Identification Number