

***** Campus Facilities Master Plan**

REQUEST FOR PROPOSALS

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

FACILITIES PLANNING

April 16, 1997

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I. SCOPE OF SERVICES

A. GENERAL INFORMATION

This Request for Proposal (RFP) outlines the basic requirements for this project to provide interested Architects a common understanding of the scope of professional services required for the project and the basic design criteria. **Study this information and prepare questions for the pre-proposal conference.** Representatives from the users groups will attend the pre-proposal conference. Pima County Community College District Facilities Planning will be the Architect's client and will coordinate the professional services required of the Architect.

B. PROFESSIONAL SERVICES

Services will be based on: AIA Document B141, 1987 Edition with Arizona Modifications; AZ-B141-1992. The Attorney General modified B141 and incorporated B162, Scope of Designated Services into B141. You are encouraged to contact the State AIA office for a copy. In addition, services will be based on the requirements outlined in this RFP.

Note: members of the project team listed in the firm's proposal may not be removed from the project team without the written consent of the College.

Master Planning Services will include:

1. The synthesis of the Educational Master Plan to determine the pattern of future facilities development at the East Campus;
2. Investigation and analysis of existing site, buildings, and infrastructure to verify accuracy of as-built information required for the facility master plan;
3. Investigation and analysis of adjacent land uses and opportunities;
4. Development of a master plan involving investigation, analysis and conclusions pertaining to:
 - a. Academic context;
 - b. Physical context, including:
 - (1) Utilities,
 - (2) Easements and rights-of-way,
 - (3) Significant landscape features,
 - (4) Solar orientation,
 - (5) Views to and from the site,
 - (6) Site hydrology;
 - c. Financial context;
 - d. Gateways;
 - e. Clear, identifiable Campus edges;
 - f. Internal edges and centers, including a clear, identifiable Heart of the Campus;
 - g. Maintenance and Management, including:
 - (1) Clear, constructable phasing of projects,
 - (2) Major systems life cycle analyses;
 - h. Circulation and parking, including:
 - (1) Clear, identifiable vehicular entry,
 - (2) Clear, identifiable first time student entry,
 - (3) Maintenance and emergency vehicle circulation,
 - (4) Mass transit circulation,
 - (5) Pedestrian circulation;
 - i. Architectural character, including massing, materials, details, landscaping, lighting,

art, and visual & spacial order.

j. Careful regard to the natural environment of the site.

5. Preparation of a Master Planning document for the East Campus supporting the primary planning recommendation with alternative considerations as applicable. This will include narrative, diagrams, drawings, implementation phasing, design and construction schedules and budgets;
6. Preparation of Governing Board and State Board presentations. Attendance at Governing Board meetings. Attendance at State Board meetings in Phoenix.

C. SUBMITTAL REQUIREMENTS

1. Questions concerning this RFP package should be addressed to the Procurement Department, 748-4759; technical questions will be forwarded by Procurement to the appropriate Facilities Planning staff. All questions received will be answered at the pre-proposal conference. Questions do **not** need to be submitted before the pre-proposal conference. **No questions will be answered after the pre-proposal conference.**
2. A **MANDATORY** pre-proposal conference is scheduled for ***** **at 3:00 p.m.** at the District Central Office, **4905 E. Broadway, Room C-105 (Community Room)**. The College will only enter into contract negotiations with firms represented at the conference.
3. **FIVE** copies of the proposal must be submitted to Pima Community College Purchasing Department, **4905 E. Broadway, Suite D-113, Tucson Az 85709-1420**. Submit proposals in an envelope clearly marked: "Proposal for Architectural Services for East Campus Facilities Master Plan Update", followed by the name of the proposer.

Proposals must be received in the Purchasing Department no later than 3:00 p.m. M.S.T., *** . No proposals will be received after this date and time.**

4. The Selection Committee will interview with the short-listed firms on *****.
5. The Chancellor will interview the finalists on *****.

II. CRITERIA FOR ARCHITECT SELECTION

A. GENERAL INFORMATION

1. Selection of the Architect will be at the discretion of Pima Community College and the College reserves the right to reject any or all proposals. Following the evaluation of the proposals, the College will select at least three firms which will be requested to continue in the selection process and participate in oral presentations and interviews. All proposers will be notified whether or not they have been chosen as finalists for interview. After the interview, the selected firm will be recommended to the Board of Governors and then the State Board of Directors for Community Colleges.
2. This solicitation does not commit Pima Community College to pay any costs incurred in the preparation, presentation or return of submittals including interview time or to select any Architect who responds.
3. Each proposer, in submitting a proposal is deemed to have waived any claims for damage by reason of the selection of another proposal and/or the rejection of his proposal.
4. A Selection Committee comprised of at least the Procurement Director as Chair, the Director of Facilities Planning, and three members from the user group will be established to review the proposals and conduct interviews for this project.
5. The Selection Committee will recommend the most qualified firms to the Chancellor for interview. The Chancellor will recommend the most qualified firm to the Board of Governors.

B. PROPOSAL FORMAT

The following criteria will form the basis for selection of an Architect for this project:

The proposal must adhere to the following order and response length. A "page" is limited to one side of an 8-1/2 by 11 inch sheet of paper:

Optional: Cover letter addressed to Virginia Flynn, Director of Procurement (one page);
Table of Contents (one page).

Note: the cover letter and table of contents **does not** substitute for providing complete information in sections 1 through 10 below. (2 pages maximum)

1. Firm Experience (four pages maximum, ten points)

Summarize experience of the firm with master plans of **similar** type and scope for which the firm is the firm of record.

Definitions:

Project Type: campus master plan, master plan update, etc.
Project Scope: the GSF of the existing facilities and the GSF of master planned facilities.
Project Manager: the person responsible to the client for the overall success of the master plan.
Project Architect: the person responsible for coordinating the day to day work of the master planning team
Project Designer: the person responsible for the master plan design concepts.
Consultant(s): person(s) responsible for specialized areas such as landscape, transportation, or utilities.
Project Role: the role within the architect's team: Project Manager, Project Architect, Project Designer, etc.

Use the following format for each project:

Project Name, Owner or Client
Project Type, Project Scope, Date of Completion
Project Manager, Project Architect, Project Designer
Consultants

Narrative on the project: describe how the master plan is similar and why your experience is relevant to this project.

2. Project Architectural Team (four pages maximum, ten points)

Provide the name of the project manager, project architect, and project designer who will be assigned to **this** project. Describe their responsibility on this project. Provide the names of other key members of your project team. Provide the average percentage of each team member's time available for this project during the duration of the project. Provide the **relevant** project experience of each person.

Use the following format for each person:

Person's Name, Project Role, percentage of time available for this project
Education, Registration, Years employed with this firm
Years of experience as "project role" (same as role for this project)

Narrative description of the person's project responsibility. Describe his/her project role as structured within your firm and within this particular project team.

For examples of each person's relevant experience use the following format:

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**Project Name, Owner or Client
Project Type, Project Scope, Date of Completion
Project Role (Manager, Project Architect, etc.)**

Narrative on the project: describe how the project is similar and why the person's experience is relevant to this project.

For projects which are the same as in Section 1, provide the "**Project name**" only and say "refer to Section 1", and provide the person's project role. For personal experience, that is experience with another firm, put a double asterisk (**) after the project name.

3. Consultant Team (three pages maximum, ten points)

Provide the name of each Consultant who will be assigned to this project. Describe his/her responsibility on this project. Provide the average percentage of his/her time available for this project during the duration of the project. Provide the **relevant** project experience of each person.

Use the following format for each person:

**Person's Name, Project Role, percentage of time available for this project
Education, Registration
Years of experience as "project role" (same as role for this project)
Firm Name, Years employed with firm**

Narrative description of the person's project responsibility. Describe his/her project role as structured within his/her firm and within this particular project team.

For examples of each person's relevant experience use the following format:

**Project Name, Owner or Client
Project Type, Project Scope, Date of Completion
Project Role (Manager, Design Engineer, etc.)**

Narrative on the project: describe how the project is similar and why the person's experience is relevant to this project.

For projects which are the same as in Section 1, provide the "**Project name**" only and say "refer to Section 1", and provide the person's project role. For personal experience, that is experience with another consulting engineering firm, put a double asterisk (**) after the project name.

4. Design Methodology/Examples (ten pages maximum, ten points)

Explain the firm's design methodology and approach to understanding the College's goals and needs. (Avoid using terms which the user representatives on the Selection Committee may not be familiar with.) Focus on how you will interact with the user groups. How will the requirements of the Educational Master plan be developed into a facility master plan solution? What are the aesthetic opportunities and challenges you perceive in this project? **Use no more than *three pages for the narrative.**

Provide examples via reproduction of drawings, color copies of photos or other means of your past work which you feel best expresses the firm's aesthetic capabilities as it relates to this project.

5. Quality Control and Schedule Control Procedures (two pages maximum, ten points)

- a. Describe the methods used by the firm to check the quality and completeness of the firm's master planning documents, such as coordination checklists and coordination review meetings. Also describe on-going processes, such as TQM, used by the firm to improve its level of service.

b. Describe the methods used by the firm to maintain the project schedule.

6. Firm Size and Work Load (one page maximum, five points)

List current projects in progress, their size, phase, and estimated time of completion. Include significant projects on hold, which may become active during this project. List the firm's total number of staff and their responsibilities (e.g. 2 project managers, 3 project architects, 5 drafters). Where staff regularly perform multiple tasks, include them in the most responsible position for which they spend at least 25% of their time. Provide a chart which shows the percentage of the firm's total work-hour capacity that your current work represents and estimate the percentage of the total work-hour capacity that this project would represent.

7. Schedule (one page maximum, five points)

Review the project schedule in section IV.F. Provide your recommended schedule based on the schedule provided in section IV.F. If, in the firm's judgement, the firm cannot provide the normal standard of professional service within the overall time indicated in the schedule presented in section IV.F, present an alternate schedule and an explanation of why the schedule in IV.F does not work.

8. Past Pima Community College Work (one page maximum, three points)

Summary of work performed for Pima Community College over the last five years.

9. Contract Service (one page, three points)

Is the firm locally owned and operated?

If not, how will the firm provide the contracted services. Discuss in detail the firm's management and operating strategy. Per the Pima Community College Facilities Guideline, *Part I, Section 3.3, the cost of travel and long distance service by out of town Consultants or sub-Consultants to perform basic services of the contract shall be included in the basic service fee.

10. References (one page, four points*)

Provide at least four Owner/User references on projects listed in Section 1 and/or significant projects listed in Section 2. **Only** provide references for projects listed in Sections 1 and/or 2. References will be checked for short-listed firms. Provide **all** of the following information for **each** reference:

Owner	Project Name
Owner's Academic Rep Name, Title	Owner's Facilities Proj. Mgr. Name, Title
Academic Rep's Current Address	Facilities Proj. Mgr. Current Address
Academic Rep's Current Phone Number	Facilities Proj. Mgr. Current Phone Number

**The points for references will be awarded on an all-or-nothing basis for providing references. The evaluation of the information provided by the reference will be part of the overall evaluation performed after the interviews with the short-listed firms.*

Appendices may be attached as back up information; **primary information must be included in 1 - 10 above.** 254 & 255 forms are **not** required.

III. CONTRACT DEVELOPMENT

A. GENERAL

1. Upon execution of the contract, a copy of this RFP will be attached to the contract and all conditions of this RFP will become conditions of the contract unless specific conditions of the RFP are deleted by other terms of the contract. The contract will be AZ-B141-1992.
2. The Architect's fee will be negotiated per ARS 41-2578 D.1 and State Department of Administration, Procurement Rule R2-7-514, **after** the Architect has been selected as the most qualified. (Do not submit a fee with your response to the RFP.) The fee will be based on the services requested in this RFP.

B. INSURANCE REQUIREMENTS

At the time of execution of the contract, provide satisfactory evidence of the firm's coverage for:

1. Statutory Workers Compensation, including Employer's Liability Insurance.
2. Comprehensive General Liability insurance minimum combined single limit of \$1,000,000.
3. Comprehensive Automobile Liability insurance with a combined single limit for bodily injury and property damages of not less than \$1,000,000.
4. Professional liability insurance in the amount of \$2,000,000, each claim. Coverage shall remain in force and in effect for a minimum of one year following the Owner's acceptance and occupancy of the project.

D. FINANCIAL STABILITY

If requested, prior to contract negotiation and award, furnish appropriate documentation to substantiate the financial stability of the firm to undertake this project.

IV. SCOPE OF THE PROJECT

A. GENERAL INFORMATION

The information in this section is presented to allow the applicant to gauge the size and complexity of the project. It does not represent a definitive program and further work during the initial phases will be necessary to firmly establish the master plan requirements.

- B. BUDGET: The consultant will be provided a total budget for work to be performed at the ***** Campus as part of the Capital Development Program and to be included in this Facility Master Plan. This budget will represent the total amount available for all work including: construction, FFE, development costs, utilities, etc. This will be the budget the architect shall use for master planning the campus. This budget **shall not be changed**, except by a written notice from the Director of Facilities Planning to the architect. The total budget will be in the range of ***** million.

C. LOCATION:

D. DESCRIPTION: The following is a list of goals for the ***** Campus Capital Improvement Statement. Each goal is followed by the statement numbers to which that goal pertains. The ***** Campus Capital Improvement Project is designed to accomplish the following:

1. Insert info from Campus....

1.

*****Sample*****

Space Category	Room Use Code	Current Inventory (ASF)	2005 Need (ASF)	Difference (ASF)
Lecture/Classroom	100	14,233	15,130	897
Laboratory	200	12,128	31,856	19,728
Office	300	16,903	17,571	668
LRC/Library	400	10,446	13,187	2,741
Physical Education	500	0	16,868	
Instructional Media	530	568	2,455	1,887
Assembly/Cafe/Book Store	600	12,527	22,702	10,175
Data Proc/Storage	710	2,908	1,398	(1,510)
Child Care	640	0	9,400	9,400
Phy. Plant/Other	720,730	0	10,146	10,146
Total		69,713	125,846	54,132

The consultant will review existing space inventory location and quality and make recommendations regarding remodeling and consolidation within the existing inventory as part of the facilities master plan.

The consultant will also recommend a facilities master plan to achieve the facility needs at build-out. The Draft Educational Master Plan envisions the addition of an *additional* 142,065 ASF by 2040.

F. SCHEDULE:

Board of Governors Approval of Architect
 State Board of Directors Approval of Architect
 Programming (1st) Charette

Deliver Final Master Plan

The complete project schedule is attached.

G. ATTACHMENTS

Relevant Sections of the Educational Master Plan

Area Map

Current Facilities Master Plan