



West Hills Community College District Facilities Master Plans

The West Hills Community College District invites proposals from qualified firms to assist with the revision of the Facilities Master Plans (FMP) for its two colleges: West Hills College Lemoore, and West Hills College Coalinga, which includes West Hills College Coalinga's Firebaugh Center and Farm of the Future. The FMPs will be based on the colleges' mission and Educational Master Plans (EMPs), which are being revised and expected to be published by the end of December 2022.

Interested firms are invited to submit their proposals. All proposals must be submitted in a sealed envelope clearly marked "RFP Facilities Master Plans".

Questions regarding this RFP may be directed to Adriana Ochoa at adrianaochoa@whccd.edu.

All proposals shall be received on or before: **October 14, 2022 @ 5:00 p.m. PST.**

All responses to this RFP received by the specified deadline will be reviewed by the District for completeness, content, experience, and qualifications. For those firms deemed most qualified, further evaluation and interviews may be conducted as part of the final selection process. However, the District reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information supplied in the Statement of Qualifications and Proposal.

This Request does not commit the District to award a contract. The District expressly reserves the right to reject any and all proposals or accept all or part of any proposals. The District reserves the right to select the firm(s) whose qualifications, in the District's sole judgment, best meet the needs of the District.

Proposals must remain valid for ninety (90) calendar days after the RFP due date. Proposers may not withdraw their submissions within this period.

RFP DUE BY: October 14, 2022

DELIVERY LOCATION: 275 Phelps Ave., Coalinga CA 93210

PURCHASING CONTACT: Adriana Ochoa

EMAIL: adrianaochoa@whccd.edu

The EMPs will include research from the WHCCD Office of Institutional Effectiveness based on an internal/external scan, and input from students, staff, faculty, administrators, and community members.

THIS RFP IS A SOLICITATION FOR PROPOSALS AND NOT A CONTRACT OR
OFFER TO CONTRACT.

SECTION A - GENERAL INFORMATION

1. INTRODUCTION

West Hills Community College District has a rich history of serving the educational needs of the west side of the San Joaquin Valley for almost 90 years.

The district traces its roots back to 1932, when the Coalinga Extension Center for Fresno State College was founded to offer classes through the local high school district. In the 1940s, Coalinga College ended formal ties with Fresno State and came under the control of the Coalinga Union High School District. In 1956, a new 40-acre campus for the school opened on Cherry Lane in Coalinga. In 1961, the school separated from the high school district and, in 1969, became known as West Hills College.

As time went on, the college expanded its reach into surrounding communities. In 1962, Lemoore and Avenal became a part of the district. The following year, Riverdale and Tranquility High School Districts followed suit. Outreach increased in Firebaugh with the opening of the North District Center in 1971 and in Lemoore, with a West Hills presence at both Naval Air Station Lemoore and Lemoore High School.

While classes were offered as early as 1964 in Lemoore, a classroom and office were built in 1981 on land purchased from the city and named the Kings County Center. In the early 1990s, the California Postsecondary Commission designated West Hills College as the community college provider to the Hanford and Armona areas.

The approach of the new millennium brought even more changes. Online classes were offered starting in 1999. In 1998, approximately 107 acres of land was donated by the Pedersen-Semas families for the building of a full-fledged campus in Lemoore. The same year a \$19.5 million bond measure, Measure G, passed to fund the building of the college and remodeling at both the Coalinga and Firebaugh campuses.

The first new community college built in California in this century opened in 2002 west of Highway 41 on Bush Street. The campus earned college status from the Board of Governors in 2001 and full accreditation in 2006, giving the district two separate colleges, jointly

governed by the West Hills Community College District. The colleges are West Hills College Coalinga and West Hills College Lemoore, which became the 109th community college in California.

That was just the beginning of a new phase of construction running into the 21st Century. In 1998, NDC Firebaugh moved to a new building. Several major bond measures were passed in 2008 and in 2014. Voters passed Measure C in 2008, which benefited West Hills College Coalinga and provided \$11.6 million in funds to build new agriculture facilities at the Farm of Future and modernize several campus buildings.

Measure E was passed in Lemoore at the same time, providing \$31 million in funding for several planned new buildings. The state-of-the-art Golden Eagle Arena opened in 2011 and a new 23,000 square foot Student Union opened in 2016.

Measure Q, an \$11.8 million measure, was also passed in 2008 to provide funds for the North District Center, Firebaugh.

Measure T, a \$20 million bond issue, was passed in 2014 to fund district-wide ongoing technology upgrades for the next 20 years.

California Proposition 51 was passed in 2016, which has provided remaining funds needed to build a new 41,633 sq. ft. North District Center in Firebaugh. The center was renamed the Firebaugh Center in 2022 and opened in August of 2022.

A new district office in Coalinga was opened in January of 2020.

The district service area covers 3,500 square miles with colleges in Lemoore and Coalinga, the Firebaugh Center, a District office in Coalinga, three child development centers, and the Farm of the Future and Rodeo facility at the north end of Coalinga.

2. SCOPE OF PROJECT

Facilities Master Plans

The District seeks detailed proposals from facilities consultants to assist with the revision of the existing facilities master plans that will be tied to the Colleges' new educational master plans which should be finalized in the next few months. Here is a link to the current facilities master plan: <https://www.westhillscollge.com/district/about/documents/whccd-facilities-master-plan.pdf>

The current District's physical environment consists of four main locations and a district office. The Project will result in two (2) FMPs. The first FMP will cover:

- West Hills College Coalinga main campus
- West Hills College Coalinga, Firebaugh Center

- West Hills College Coalinga Farm of the Future and Rodeo Facility

The second FMP will cover:

- West Hills College Lemoore

The scope of the project includes the following:

Project Initiation: This phase will allow the consultant to become familiar with available information and to assist the District with the establishment of a project schedule.

Orientation meetings with the administration, academic departments and staff will be conducted. Key stakeholders will be identified and methods for ensuring their participation will be determined.

Data Gathering and Analysis: The consultant shall receive, review, and synthesize all available studies, reports, publications, data, and other pertinent information such as existing and proposed student and faculty FTE, athletics, and housing data, institutional plans, accreditation and self-studies, facilities inventory, classroom and laboratory contact hours, college catalogs, etc. The consultant shall review the assembled materials and identify information gaps.

Conduct Interviews with District Representatives: The consultant shall meet with District representatives to define current priorities and anticipated changes, and research innovative opportunities for the future. The consultant will plan meetings, facilitate discussions, and prepare materials for presentation and dissemination. Meetings with groups such as the Facilities Planning Committees, Executive Cabinet, and other college-wide committees will be required.

Facilitate Listening Sessions in the Community Members: The Consultant may be asked to meet with community members to identify innovative directions the college could take to meet community needs. The Consultant will identify community groups most relevant for this task and hold at least one session for each college with different community stakeholders.

Field Studies: The consultant shall participate in a walk-through of all campus facilities. A preliminary assessment of the highest and best long-term use of existing facilities will be established. The plan will coordinate, define, and determine the following:

- Campus land use patterns.
- Vehicular and pedestrian circulation systems.
- Adjacent and nearby development.
- Natural resources/animal habitat/natural systems on campus or in the vicinity.
- Utilities.
- Stormwater runoff.
- Air emissions.
- Solar orientation of existing and future facilities.
- Parking; and

- Approximate size and location of existing and new buildings or additions

Data Gathering and Analysis: The consultant will document the physical environment in the following categories:

- Facility and ground conditions, lifecycles, and operations.
- Campus relation to surrounding community, as well as regulatory and environmental issues, including the opportunity for renewable energy resources, environmental conservation, and minimization of impacts on natural systems.
- In coordination with District and College personnel, review current building condition surveys. Complete an assessment of all facilities and identify any deficiencies in existing buildings and sites, including program and service areas, utility systems and infrastructure, telecommunications and health and safety concerns
- Define implementation steps necessary to fulfill the needs identified, coordinating the identified scope of work with funding resources and creating a 10-year Planning Schedule for the work to be completed District wide.
- Evaluate compliance with current codes, standards, and ADA regulations.

Master Plan Scenarios: The consultant shall prepare concept scenarios for the physical development of the College. Assumptions regarding college priorities will be reviewed and adjusted to match academic, strategic and student affairs goals, physical needs, and strategic positioning opportunities. Campus representatives and the Executive Cabinet shall meet with the consultant to review and discuss the alternatives.

3. PROJECT SCHEDULE

The District has established the following schedule:

September 14, 2022: First Advertisement, announcement of the request for qualifications/proposal and transmittal of the RFP to potential firms

September 21, 2022: Second Advertisement

September 30, 2022: Final questions due

October 7, 2022: Responses to questions

October 14, 2022 @ 5:00 PM PST: RFP Responses due

October 21, 2022: Evaluation of all applicants and, in the District's sole discretion, development of "short list" of firms to be interviewed

October 24, 2022: Notification of firms to be interviewed, if any

November 4, 2022: Interviews, if any

November 15, 2022: Recommendation of the selected firm(s) and approval by the District's Board of Trustees

November 16, 2022: Notification of RFP award; and

TBD: Contract negotiations with the approved firm(s).

This timeline may be revised as needed. Evaluations, selection, and recommendation will be based on the firm's response, demonstrated competence and overall qualifications as presented in the application/letters and statement of qualifications. If contract negotiations are not successful with the approved firm, negotiations will commence with the firm next selected.

4. PROCEDURAL EXPECTATIONS

- The Plan will support the mission, vision, and institutional plans of the Colleges.
- The planning process will be inclusive with broad-based input from staff, faculty, students, and trustees.
- The Plan will encompass a time horizon of at least 10 years with a longer look at some issues, as necessary.
- The Plan will analyze existing locations and identify opportunities and deficiencies at the main campuses, the education center, and other sites listed above.
- A mutually agreed upon set of essential planning information will be developed with the Consultant as the start of the process to fully understand demands on the District's staff time.
- The Plan will address community and regional partnerships.

5. GOALS OF THE PLAN

- The Plan must be effective in guiding decision-making, planning, and implementation.
- The Plan must enable the District/Colleges to evaluate improvement in institutional effectiveness, student learning, program, service, and/or infrastructure, process, and outcomes.
- The Plan must include provisions for systematic monitoring, evaluation, and plan succession. The consultant must provide guidance to achieve that as well as training to ensure that District personnel (co-chairs, committee members) have the capacity

to guide the strategic planning process internally once the plan goes into effect.

SECTION B – PROPOSAL INSTRUCTIONS

1. INSTRUCTIONS FOR SUBMITTING PROPOSALS

GENERAL: The District intends to select the firm that best meets the District’s needs to perform the planning and design services as described in this Request for Proposal.

1. RECEIPT OF PROPOSALS: All proposals shall be delivered to Adriana Ochoa, Administrative Assistant to the Vice Chancellor of Business Services and Finance by the time and date and in the manner specified in this Request for Proposals. Proposals shall be delivered in a sealed envelope clearly marked “RFP Facilities Master Plans” to 275 Phelps Ave by 5:00pm PST October 14, 2022.
2. ACCEPTANCE OR REJECTION OF PROPOSALS: The Board of Trustees will accept the proposals or a combination of proposals for the projects. The Board of Trustees reserves the right to reject any and all proposals, or any or all items of any proposal.
3. PROPOSAL FORM REQUIREMENTS: All proposals must be typed. No corrections can be made after the time for submitting the proposals.
4. ASSIGNMENT PROHIBITED: No contract awarded under this proposal shall be assigned except with the written approval of the Board of Trustees. Any attempted assignment in violation of the provision shall be voided at the option of the Board.
5. FEDERAL OR STATE REGULATIONS: The Consultant’s proposal and any contract entered are subject to all applicable statutes of the United States and of the State of California and all applicable regulations and orders of the Federal and State governments now in effect or which shall be in effect during the period of such contract.
6. NON-DISCRIMINATION: The Consultant shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, religion, age, or non-job-related disability.
7. INSURANCE: The Consultant shall provide evidence of adequate liability and professional liability insurance, as determined by the College.
8. PROPOSAL REQUIREMENTS: All materials submitted to the College in response to this Request for Proposal will remain property of the College.
9. PROPRIETARY INFORMATION: In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a

public entity, cannot and does not warrant that proprietary information will not be disclosed. The District shall have the right to use any or all information included in the proposals submitted unless the information is expressly restricted by the Proposer.

10. IRREVOCABLE OFFER: Proposals shall be considered irrevocable offers for a period of ninety (90) calendar days from the date of receipt and may not be withdrawn during this period without the consent of the District.

Your firm's Proposal should include the following information:

1. COVER LETTER/LETTER OF INTEREST (5 points)

Maximum of two (2) pages. Must include name of firm, address, telephone and fax numbers, and name of Principal to contact. The letter must be signed by a representative of the firm with authorization to bind the firm by contract.

2. DESCRIPTION OF FIRM AND KEY SUB-CONSULTANT FIRMS (10 points)

Consultant Firms

- a. History, number of years in business in California, staff size
- b. Location of office which will perform the work
- c. Size of staff, number of licensed architects and/or engineers in the office who will perform the work.

Sub-Consultant Firms

- d. Describe the relationship of your firm and any sub-consultants.
- e. For each sub-consultant firm, provide the following information:
 - i. Description of the services the firm will be providing
 - ii. History, number of years in business, staff size
 - iii. Location of office which will perform the work
 - iv. Size of staff, number of professionals in the office who will perform the work
 - v. Description of extent and duration of prior working relationship with your firm (number and type of projects, number of years)
 - vi. Fees to be charged.

3. RELEVANT EXPERIENCE (25 points)

List relevant Community College Facility plans and include:

- a. Project name and location
- b. Year completed or status
- c. Client, contact person, and phone number
- d. Project size: square feet and student enrollment
- e. Project cost
- f. Key consultant firms (structural, mechanical, electrical, civil, etc.)

i. Please provide two sample Education and Facility Master plans

4. PROJECT TEAM (10 points)

List the following key Team Members

- a. Principal-in-Charge
- b. Project Manager
- c. Project Architect or Engineer

Provide qualifications of the Team Members listed above by including resumes which also list related experience.

5. FIRM TRACK RECORD (40 points)

- a. Has your firm ever been terminated or dismissed by a client or replaced by another firm during any educational and/or related project? If so, explain in detail.
- b. Describe by example your experience in meeting schedules and timelines. Describe an approach you have taken to expedite a schedule.
- c. Describe by example your experience in meeting budgets. Describe by example an approach you have taken to bring a project back into budget.
- d. Provide a statement of your firm's financial stability.
- e. Does your firm have any current or pending litigation? If so, please describe.
- f. Has your firm ever defaulted on a contract within the past five (5) years or declared bankruptcy, or been placed in receivership within the past five (5) years?
- g. Name of the prime professional license holder exactly as on file with the requisite licensing authorities.

6. DESCRIPTION OF FEE STRUCTURE (10 points)

Describe your typical fee structure for a project of this type and scope. The specific fee for the project will be negotiated with the firm ranked highest in the selection process. If a reasonable fee cannot be agreed upon, the District may elect to consider the next highest-ranking firm. The fee schedule should include team members' billable hours and estimated hours for this project, reimbursable transportation expenses, communication, and any production costs.

SECTION C – PROPOSAL EVALUATION AND SELECTION

1. EVALUATION AND SELECTION PROCESS

The College’s selection committee will perform the selection process in three phases:

1. **Qualification Phase:** Receive and review Proposals and selection of a “short list” of finalists.
2. **Interview Phase:** Interview the finalists, check backgrounds, and select the preferred Consultant firm(s) for recommendation to the College Board of Trustees.
3. **Approval Phase:** The District Board of Trustees will vote to approve consultant firm(s).

2. SELECTION CRITERIA

The following criteria, in no order, will be used in evaluating and selecting the prospective firm(s):

- a. Clarity of submittal and responsiveness to RFP.
- b. Project Team – Qualifications, education, and relevant experience of the key team members.
- c. Project Management – Project planning, coordination, scheduling, cost control, capabilities, and techniques.
- d. Quality Control – Quality of previous projects and record of budget and schedule performance.
- e. Project Approach – The techniques, procedures and tools used in other similar projects applicable to this project.
- f. Comparison of billing rates.
- g. Any other criteria deemed relevant to the selection.

3. EVALUATION CRITERIA

The College will evaluate each firm's proposals, background, and experience to determine if, in its sole and absolute discretion, a firm is qualified to deliver the Project. The evaluation criteria to be used in the evaluation process are:

Cover Letter/Letter of Interest	5 points
Description of Firm and Key Sub-Consultant Firms	10 points
Relevant Experience	25 points
Project Team	10 points
Firm Track Record	40 points
Description of Fee Structure	10 points
Total Possible Points	100 points