



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 The District reserves the qualifications, in the District's sole judgment, best meet the needs

The EMPs will include research from the

governed by the West Hills

- x 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:

- x Facility and ground conditions, lifecycles, and operations.
- x 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.
- x In coordination with District and College personnel, review current building condition surveys. Complete an

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

- x The Plan will support the mission, vision, and institutional plans of the Colleges.
- x The planning process will be inclusive with broad-based input from staff, faculty, students, and trustees.
- x The Plan will encompass a time horizon of at least 10 years with a longer look at some issues, as necessary.
- x The Plan will analyze existing locations and identify opportunities and deficiencies at the main campuses, the education center, and other sites listed above.
- x 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.
- x The Plan will address community and regional partnerships.

5. GOALS OF THE PLAN

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.

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, shall be used in the selection process:

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: