

# **Muskegon Community College Request for Proposal Architectural Services for Renovation of Downtown Center**

## **REQUEST FOR PROPOSAL**

Muskegon Community College is seeking and accepting proposals for a qualified architectural firm to assist the college in the development and planning for our Downtown Center remodeling project. The college is looking for some creative and innovative architectural design work. Sealed proposals will be received by mail or personal delivery until **Friday January 30, 2015 at 2:00 p.m.** Proposals received after the specified time will not be considered. Proposals shall be sealed and plainly marked on the outside of the envelope/box with **RFP Architectural Services – Downtown Center** with the name of the firm submitting the proposal. It is the sole responsibility of the proposer to assure that their proposal is received by Muskegon Community College prior to the time specified. One (1) original and five (5) identical copies should be submitted to the following address:

Muskegon Community College  
Attn: Amy James  
Room #1123  
221 S. Quarterline Rd.  
Muskegon, MI 49442

## **BACKGROUND ON MUSKEGON COMMUNITY COLLEGE**

MCC was founded as Muskegon Junior College in 1926, and has been continually accredited by the Higher Learning Commission of North Central Association since 1929. The community college district was created via the Michigan Constitution of 1963 along with an elected Board of Trustees. The college moved to its current campus location, an Alden B. Dow designed facility that opened to the public in 1967.

In 1995, the Stevenson Center for Higher Education opened, comprising a consortium of Ferris State University, Grand Valley State University, and Western Michigan University, designed to increase access to educational opportunities for Muskegon residents. In 2010 the Outdoor Learning Lab, a focal point of green technology and center for MCC's new Alternative and Renewable Energy certificate program opened. The college is currently located on a 111-acre campus in Muskegon, with extension centers in Fremont, Grand Haven, Newaygo and Whitehall.

## **SCOPE OF SERVICES**

Muskegon Community College seeks a qualified architectural firm to provide professional services relating to the renovation of a Downtown Center at 981 3<sup>rd</sup> Street, Muskegon, MI. 49440 (the old Chronicle Building) and related property. The project would involve the following:

- Renovating approximately 85,000 square feet of existing building,
- Programming services and schematic design to determine use of building spaces.
- Review of zoning requirements and assist with City Planning Commission approvals.
- Civil and site design, including parking and utilities, including water, sewer, gas and electrical services.

- Complete building design, including architectural, mechanical, plumbing, and electrical design.
- Demonstrate experience involving environmental issues in remediation and renovation of existing facilities.
- Provisions for audio visual systems in classrooms and information services throughout the building. Owner will provide IT hardware and services under a separate contract.
- The building design should include reuse of historic elements and blend with the original character of the building. Include a separate proposal for additional services to procure either a State or Federal historic landmark designation.
- The building design should be energy efficient and environmentally friendly. LEED guidelines should be incorporated into the design. Be aware that the Owner is planning for LEED designation. Include a separate proposal for additional services to procure a Silver LEED designation.

## **PROPOSAL FORMAT**

In order to insure a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

1. **Title Page:** The proposer should identify the RFP subject, the name of the firm, local address, telephone number, name and title of contact person and date of submission.
2. **Introductory Letter:** Prepare an executive summary stating your understanding of the project and why your firm should be chosen and any general information the proposer wishes MCC to consider about the proposal.
3. **Table of Contents:** Provide clear identification of the material by section and by page number.
4. **Company History:** The proposal should clearly outline the background and experience of the firm in Michigan and the project team members who will be involved in the project.
  - a. Briefly describe your company's history, number of employees and years in existence.
  - b. Provide details of your company's financial status and stability.
  - c. When describing recent experience, begin with the most recent projects and include: location, size, year completed.
  - d. Explain your company's design methodology and approach to understanding the College's goals and needs. Focus on how you will interact with the user groups. How will the requirements of the academic Facility Specifications be developed into an architectural solution and tracked throughout the process.
5. **Project History:** Establish the experience and record of the project team.
6. **References:** List at least three (3) client references. (See attachment)
7. **Required Forms:** Complete and sign all required forms that are included in this RFP and include a copy of your state of Michigan license.

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## **GENERAL INFORMATION**

Selection of the Architect will be at the discretion of Muskegon 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 the oral presentations and interviews. All proposers will be notified whether or not they have been chosen as finalists for the interview. After the interview, the selected firm will be recommended to the Board of Trustees for approval.

1. **Interview:** A proposer may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any fee amount originally proposed. If your company has been chosen as finalists, Muskegon Community College will schedule and notify the Proposer(s) of the time and location of their presentation.
2. **Modifications:** Muskegon Community College reserves the right to request that the proposer modify the proposal to more fully meet the needs of the college.
3. **Request for Additional Information:** The proposer shall furnish such additional information if Muskegon Community College may require.
4. **Acceptance/Rejection/Modification to Proposals:** Muskegon Community College reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the procedures.
5. **MANDATORY On-Site Visit:** On **Friday, January 16, 2015** the proposer will have the opportunity to clarify or ask questions on this RFP. Starting promptly at 1:00 p.m. eastern standard time, meeting in the building at 981 3<sup>rd</sup> Street, Muskegon, MI. 49440.
6. **Questions:** Should be addressed to Amy James at [amy.james@muskegoncc.edu](mailto:amy.james@muskegoncc.edu). All technical questions will be forwarded by Amy to the appropriate Facilities Planning staff. All questions received will be answered at the Mandatory on-site visit.

## **EQUAL OPPORTUNITY NOTICE:**

It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other prohibitive matters.

It is the policy of the College to patronize only those firms and vendors that demonstrate a commitment to equal opportunity within their own enterprises and who abide by Federal and State laws.

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**TERMS AND CONDITIONS/AGREEMENT**

1. **Legal Compliance:** Work performed and plans produced shall comply with all state, federal and local laws, including but not limited to those related to building, environmental, statutory, legal process, OSHA and the Fair Labor Standards Act.
2. **Termination:** The contract may be terminated by mutual consent of both parties or by Muskegon Community College at its discretion. This contract, if awarded, may be cancelled in whole or in part by Muskegon Community College upon giving at least sixty (60) days written notice prior to cancellation; except that nonperformance on the part of the contractor(s) will be grounds for termination upon fifteen (15) days written notice.
3. **Manner of Performance:** The firm will abide by all State and Federal Regulations on wages and hours of any employee. The firm shall be responsible for all of its employees, subcontractors and their actions during their term of the contract with Muskegon Community College.
4. **Proposer Responsibilities:** The architect is responsible for conducting necessary research, visiting the site and becoming familiar with conditions under which the work is to be performed.

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**LIST OF REFERENCES**

***IMPORTANT: This form must be returned with the bid proposal form.***

1. Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person/Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_
  
2. Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person/Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_
  
3. Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person/Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Printed Name and Title \_\_\_\_\_

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**PROPOSER'S CERTIFICATION**

I have carefully examined the Request for Proposal, Instructions, Terms and Conditions, Scope of Services, Bid forms and all other documents accompanying this proposal.

I propose to furnish the services specified in the Request for Proposal at the prices or rates quoted in my proposal. I agree that my proposal will remain firm for a period of ninety (90) days in order to allow Muskegon Community College adequate time to evaluate the proposals.

I certify that all information contained in this Request for Proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit this proposal on behalf of the vendor/contractor and that the vendor/contractor is ready, willing and able to perform if awarded this Bid/Proposal.

I further certify that this bid/proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, firm or corporation submitting a bid/proposal for the same commodity or service; no officer, employee or agent of Muskegon Community College or of any other bidder/proposer interested in bid/proposal; and the undersigned executed this bidders/proposers certification with full knowledge and understanding of the matters contained and was duly authorized to do so.

Name of Business \_\_\_\_\_

Signature \_\_\_\_\_

Name & Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_