

Monroe County Community College

East/West Technology Building Addition/Renovations

REQUEST FOR QUALIFICATIONS for ARCHITECTURAL SERVICES

Purpose of Request

Monroe County Community College (MCCC) is requesting six (6) copies of your proposal for architectural and engineering services for the creation of a new student success center by combining/renovating two existing buildings on our main campus. The project consists of twin buildings which share a common basement but are separate at ground level and turning them into one building via a major building addition along with extensive interior renovations.

The project is a state-funded capital outlay project and familiarity with this approval and funding process is important. The college has received planning authorization from the state of Michigan for the \$7.5 million project. The architect selected will assist the college in many of the phases of the capital outlay process, possibly including but not necessarily limited to: preparation and submittal of the program statement and schematic design, preliminary design development and submittal, final design and construction documents, bidding and award, and construction. While the planning authorization is for a \$7.5 million project, actual project costs may be less when a final scope for the project is determined and preliminary estimates are examined. The total cost of the project cannot exceed \$7.5 million and must include all costs, i.e. construction, furniture and equipment, and professional services.

The college's funding match for this project is included in the Maintenance and Renovation Project Millage approved by the Monroe County electorate in November 2016. The millage funding will provide \$25-30 million for campus-wide building renovations/additions over the next 8-10 years.

Proposal Content

At a minimum, the proposal should contain the following information, in the order listed:

1) Firm Contact Information

- Please provide legal company name, mailing address, phone and fax numbers, and electronic resource information (website address, social media sites, etc.)
- Note: if this is a joint venture please list the corresponding information for all participating firms/individuals

2) Firm Point of Contact

- Please provide the name of the project representative, title, firm name, telephone and fax numbers, and email address

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- Note: if this is a joint venture please list the corresponding information for all of the participating firms representatives/individuals

3) Organizational Chart of Proposed Team

- Please provide an organizational chart of the proposed project team and the names and roles of all key personnel from your firm. If your firm has branch offices, indicate each individual office that will have a key role on the team.
- Note: if this is a joint venture please make sure all the participating firms/individuals are clearly noted in the aforementioned diagram.

4) Resumes of Key Personnel for This Project

- Provide the information for each key person who will participate on this project. Group by firm, with personnel lead firm or joint venture partner firms first. Please keep each resume to a (1) one page length maximum and include the following information:
 - Name. Please keep the name of each team member consistent throughout all sections. Thumbnail sized photographs of team members is optional.
 - Role on this project.
 - Years of experience: total years of relevant experience, and years of relevant experience with current firm, but not necessarily the same branch office.
 - Firm name and location: name, city and state of firm where the person currently works, which must correspond with one of firms (or branch office of a firm, if appropriate).
 - Education: provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
 - Current professional registration: provide information on current relevant professional registration(s).
 - Other professional qualifications: provide information on any other professional qualifications relating to this project, such as education, publications, organizational memberships (e.g., AIA, CSI, NCARB, etc.), certifications (e.g., CDT, CCM, CCCA, CCS, LEED AP, NCIDQ), training, and awards.
 - Relevant projects: provide information on up to five projects in which the person had a significant role that demonstrates their capability relevant to his/her proposed role on this project.

5) Example Projects Which Best Illustrate Proposed Team's Qualifications

- Select projects where multiple team members worked together, if possible, that demonstrate the team's capacity to perform work similar to that required for this project. Please present no more than (10) ten projects. Limit of one page narrative per project. Each example page should contain at least the following information:
 - Title and location: title and location of project.

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- Year completed: provide the year completed of the design services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, please indicated anticipated completion date.
- Project owner: project owner or user.
- Point of contact name and contact information: provide name of a person associated with the project owner or the organization which contracted the professional services, who is very familiar with the project and the firm’s (or firms’) performance. Please also provide this person’s best phone number and email address by which to contact them.
- Brief description of project and relevance to this project: please include the following information as listed below.
 - Project description: provide a short description of the project. Indicate scope, size, cost, principle elements and special features of the project. Identify the type of delivery method used.
 - Scope of services: indicate the type and scope of services provided by the firm.
 - Benefit/Value to the client: summarize the specific benefits and/or value provided to the client in the execution of the work. Include obstacles encountered and how the firm resolved those issues. Tell the “story” of the project.
 - Results accomplished: indicate team performance regarding scope, budget, schedule and quality. Provide specificity in reporting results in comparison to baseline figures. Do not just state, “on time and on budget.”
 - Relevance of project: briefly indicate how this example project is relevant and similar to ours.
 - Reference: insert citations from letters of reference or past evaluations attained from the project owner or point of contact. Indicate name, title, organization and date reference was made by past project representative.
 - Photographs/Renderings/Plans: include photographs, renderings, and any plans and/or sketches that complement and support the other information presented about the project, services, benefits, and accomplishments (This information is in addition to the one page narrative).
 - Awards/certifications: indicate any awards the project received and any level of certification (e.g., LEED, Energy Star, etc.) achieved.
 - Team members: list all team members that worked on this example project.

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6) Fees Matrix

- Please provide a complete fees matrix for all proposed personnel for the project team. Note: if this is a joint venture please list the corresponding information for all participating firms/individuals.

Selection Process

A Board committee has been created to review proposals for architectural services for the proposed renovations to the East and West Technology Buildings. As part of this review process, several firms will be asked to make a presentation to the committee. The committee may also visit various projects. The committee will then make a recommendation to the College's full Board of Trustees for the selection of an architectural firm for this project. The College reserves the right to reject any and all Requests for Proposals, or to negotiate separately with any source whatsoever in any manner necessary to best serve the needs and interests of the College.

Proprietary Notice

All material and information submitted in response to this Request for Proposal shall become the property of Monroe County Community College.

Public Disclosure

The College is a public entity and subject to certain disclosures, such as Michigan's Freedom of Information Act and Open Meetings Act. All material submitted as part of this Request for Proposal will be treated as public information with no expectations of confidentiality.

Cost of Proposal

Monroe County Community College is not liable for any cost incurred by any respondents in preparation or presentation of any proposal.

Proposal Deadline

All proposals must be received by the College by March 20, 2017.

Amendments

No amendments may be made after the proposal deadline date.

College Contact

All proposals should be mailed directly to:

Suzanne M. Wetzel
Vice President of Administration
Monroe County Community College
1555 South Raisinville Road
Monroe, MI 48161

Telephone: (734) 384-4206
Email: swetzel@monroecc.edu

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All questions regarding this project and/or proposal requirements should be directed to:

Jack Burns Jr. | NCARB
Director of Campus Planning & Facilities
Monroe County Community College
1555 South Raisinville Road
Monroe, MI 48161

Telephone: (734) 384-4249
Email: jburns@monroeccc.edu