

*Ventura County Community College District*

**REQUEST FOR PROPOSALS 612**

**FOR**

**ARCHITECTURAL SERVICES**

**FOR VENTURA COLLEGE FACILITIES MASTER PLAN**



# Ventura County Community College District

PURCHASING DEPARTMENT

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September 2, 2020

## REQUEST FOR PROPOSALS 612 VENTURA COLLEGE FACILITIES MASTER PLAN

The Ventura County Community College District ("District") is inviting architectural firms to submit a Request for Proposal to provide architectural services to develop the Ventura College Facilities Master Plan. The services requested are detailed in the enclosed Request for Proposals. Copies may also be obtained in PDF format at <https://purchasing.vcccd.edu/> click "Current", then choose **RFP 612 Ventura College Facilities Master Plan**.

Responses shall be submitted pursuant to the instructions and guidelines in the enclosed Request for Proposal packet. All responses must be signed by a person authorized to act on behalf of the firm and be delivered or mailed to JoNell Miller, Purchasing Specialist of Ventura County Community College District, RFP 612 Ventura College Facilities Master Plan, 761 E. Daily Drive, Suite 200, Camarillo, CA 93010. Submission must include 9 copies of responses and must be received no later than 5:00 p.m., Wednesday, September 30, 2020. Late submissions will be returned unopened.

There will be no mandatory job walk. Firms interested in seeing the Ventura College campus should contact Orlando de Leon, Director of Facilities, Maintenance & Operations, at [odeleon@vcccd.edu](mailto:odeleon@vcccd.edu) to schedule a visit. Due to COVID-19, permission and a screening process is required of all visitors to campus.

Questions regarding RFP 612 Ventura College Facilities Master Plan must be submitted in writing to JoNell Miller, Purchasing Specialist at [jonellmiller@vcccd.edu](mailto:jonellmiller@vcccd.edu) no later than 5:00 p.m., Tuesday, September 22, 2020. Questions will be answered via addenda by 3:00 p.m., Thursday, September 24, 2020.

Respectfully,

*Jo Nell Miller*

Purchasing Specialist  
805-652-5560

**Request for Proposals for  
Architectural Services  
Ventura College Facilities Master Plan 2021-2027**

1. GENERAL INFORMATION

Ventura College is requesting a proposal for professional architectural services related to the campus Facilities Master Plan to serve as a guide for campus development over a six-year period, at the main campus and the instructional sites in Santa Paula and Camarillo.

- A. Each organization submitting a proposal shall submit an original proposal plus nine (9) copies of said proposal in a sealed envelope prominently marked with RFP 612 Ventura College Facilities Master Plan, the due date and time, and the name of the organization submitting the proposal.
- B. To control information disseminated regarding this Request for Qualifications, organizations interested in submitting Proposals are directed not to make personal contact with members of the Governing Board and District/College Administration with the exception of the individual listed below. Failure to comply with this provision will deem the firm's proposal as non-responsive.

JoNell Miller  
Purchasing Specialist  
(805) 652-5560  
[JoNellMiller@vcccd.edu](mailto:JoNellMiller@vcccd.edu)

2. DESCRIPTION OF THE PROJECT

A. Introduction

Responses received from this Request for Proposals will be used by the Ventura County Community College District (VCCCD) to select one architectural firm to provide professional services to VCCCD for the Ventura College Facilities Master Plan.

B. Summary of Services

Ventura College Facilities Master Plan - VCCCD will select one architectural firm to facilitate and prepare a new comprehensive Facilities Master Plan for Ventura College and to perform all work required to produce the final document in consultation with College Administration and assigned committees. This work shall include, but may not be limited to:

- 1.1) Prepare a new comprehensive Facilities Master Plan to include progress made on planned facilities projects

- 1.2) Develop Master Plan goals, mission and outcomes with College executive leadership team, facilities and planning team, and the College's shared governance structure
- 1.3) Conduct assessment
- 1.4) Evaluate the physical condition and projected lifespan of all facilities
- 1.5) Research new and upcoming regulations and trends affecting facilities
- 1.6) Identify physical and regulatory deficiencies that require facility and/or system improvements
- 1.7) Review the Educational Master plan for changes in programs and program requirements. Integrate the College Strategic Plan and Educational Master Plan in the Facilities Master Plan.
- 1.8) Review the Ventura College Technology Plan. Develop recommendations for implementing upgrades to the physical plant to support the technology needs
- 1.9) Prepare a plan to correct current and upcoming physical and regulatory deficiencies
- 1.10) Evaluate the program use and adequacy of facilities
- 1.11) Prepare a plan to improve assignment, adequacy, and utilization
- 1.12) Identify inadequacies and capacity deficiencies that require facility/system improvements
- 1.13) Propose a prioritized list of projects showing timeframes and magnitude of cost
- 1.14) Evaluate current and future human, financial and material resources
- 1.15) Review feasibility of program changes in the Educational Master Plan and of Capital Outlay Projects in the Facilities Master Plan
- 1.16) Indicate local, State, and other potential funding sources and proposed schedule for projects
- 1.17) Review feasibility of proposed projects taking into consideration future operational funding
- 1.18) Reconcile conflicts between Educational, Facility, Technology and Resource plans
- 1.19) Outline long term goals and short-term objectives and timelines
- 1.20) Produce Draft Master Plan document for review
- 1.21) Attend eight (8) dates on-campus to meet with assigned committee(s), receive information and input in an interactive process, review process, present progress reports and electronic draft copies of the Facilities Master Plan
- 1.22) Work collaboratively with the College Services Supervisor and/or assigns as necessary throughout the project
- 1.23) Produce final Facilities Master Plan document

### 3. INFORMATION REQUIRED

The response should contain information responsive to each of the following areas. Indirect, imprecise, or incomplete responses can serve only as a disadvantage to the proposer.

- A. Description of Firm - This section should provide information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the needs of the College.
- B. Authorized Representative - Name, title, address, phone number, and email address of the person(s) authorized to make representations for the firm.
- C. Experience Relative to College Needs – Detail your firm’s specific experience in community college master planning with a detailed summary of the architectural firms experience in higher education master planning and sustainability planning.
- Identify all personnel and provide a brief resume including pertinent experience of personnel who will be participating in the project.
  - List only the consulting engineering and architectural firms you plan to use on the project. Include a brief resume of key personnel from each consulting firm who will be working with the College. List consulting engineers and architects for the following:
    - Structural
    - Mechanical
    - Electrical
    - Civil
    - Acoustical
    - Landscape Architect
- D. Experience with State Regulatory Agencies - It is necessary for California Community College building programs to be coordinated with and approved by several State of California Regulatory Agencies. Describe the experiences of your firm in working with State agencies including the California Community College Chancellor’s Office, College Finance and Facilities Planning Division and the Division of the State Architect. Specifically include information regarding experience and knowledge pertaining to the relationship and function of the following: California Community College Educational Master Plan, Facilities Master Plan, State Funded Capital Outlay Projects, the successful outcome of those projects and College Accreditation.
- E. Project Plan and Methodology - Briefly describe the procedures you might use to ensure that the needs of the College will be satisfied and that the Facilities Master Plan will be completed in a cost effective and timely manner. Address the ability of your firm to undertake the project for which you are requesting consideration, keeping in mind the other workload of your office and the limitations of the College instructional calendar.
- F. Fees - Describe the method you propose for charging fees for the project described in this Request for Proposals. Identify if your fee will be based on time and material, flat rate, lump sum, or a combination thereof. Indicate the fee method and schedule for the type of services requested by the College. Indicate if there are any fees for reimbursable expenses.

- G. References – Provide a minimum of three references of selected current and previous clients including educational institutions, with a project description, the client name, address, telephone number, and email address of appropriate executives who can be contacted for references on the firm.
- H. Interest Statement – Briefly describe the particular or main interest your firm has in the project for which you have submitted qualifications.
- I. Other - Each architectural firm is encouraged to provide any additional information or description of resources that the firm feels is pertinent to this Request for Proposals.

#### 4. SELECTION PROCESS

During the evaluation, validation, and selection process, the District may request Meeting's or written clarification with one or more firms to ask for answers to questions. The District may require that a firm make presentations that are pertinent to the evaluation process.

The District's selection will be based on its evaluation of which response will provide the package most beneficial to the District and College. The firm selected may not necessarily be the one with the lowest fees.

The District and College will evaluate responses based on some of the following information:

- Firm's background, expertise, and experience with community colleges
- Qualifications of personnel providing services
- References of work done of a similar nature for community colleges
- Ability to meet time schedules and budgets including the fast-tracking of high priority projects
- Fees
- Completeness of Proposal

The process that will be used by VCCCD and the College in selecting an architectural firm to perform services as outlined in this Request for Proposals will be as follows:

- A. Screening Committee - The College President or designee will appoint a Screening Committee made up of College Administrators, Faculty, the Director of Facilities, Maintenance & Operations, and other individuals as determined by the College President to review Proposals submitted by architectural firms.
- B. Finalist Selection Committee - A Finalist Selection Committee will interview each of the architectural firms recommended by the Screening Committee. This committee will be comprised of College Administrators, Faculty, the Director of Facilities, Maintenance & Operations, and other individuals as determined by the College President. This committee may also be comprised of Screening Committee members.

Participation in the interviews/meetings will be no cost to the District.

The Selection Committee will recommend one architectural firm to the Governing Board to approve and complete the project identified in this Request for Proposals.

## 5. AWARD AND REJECTION OF RESPONSES

The District reserves the right to reject any or all responses, to request additional information concerning any responses for purpose of clarification, to accept or negotiate any modification to any response, following the deadline for receipt of all responses, and to waive any irregularities, if such would serve the best interested of the District, as determined by the District. This solicitation does not obligate the District to enter into an agreement with any proposer. The District reserves the right to make use of any information of ideas contained in submitted response.

The District is not liable for any costs or expense incurred in the preparation of a response to this RFP.

All information contained in the proposals submitted in response to this RFP may be subject to the California Public Records Act. Any information deemed confidential or proprietary should be clearly identified as such. It may then be protected and treated with confidentiality only to the extent permitted by law

## 6. ATTACHMENTS

The following attachments or online access are included to aid you in determining how to best present your Proposal:

- A. Ventura College Educational Master Plan 2017-2023,  
[https://www.venturacollege.edu/sites/venturacollege/files/committees/college-planning-committee/ventura\\_college\\_2017-2023\\_educational\\_master\\_plan\\_0.pdf](https://www.venturacollege.edu/sites/venturacollege/files/committees/college-planning-committee/ventura_college_2017-2023_educational_master_plan_0.pdf)
- B. Ventura College Facilities Master Plan 2004, <https://www.vcccd.edu/bond-measure-s/construction-projects/ventura-college/master-plan>
- C. Ventura College Facilities Master Plan (interim) 2017-2023,  
[https://www.venturacollege.edu/sites/venturacollege/files/media/pdf\\_document/2020/Ventura%20College%20Facilities%20Master%20Plan%20-%202020%20Update.pdf](https://www.venturacollege.edu/sites/venturacollege/files/media/pdf_document/2020/Ventura%20College%20Facilities%20Master%20Plan%20-%202020%20Update.pdf)
- D. CCC Sustainability Guidebook,  
[https://www.agricanto.org/uploads/5/2/6/3/52634281/california\\_community\\_colleges\\_sustainability\\_template\\_final\\_v3\\_pdf.pdf](https://www.agricanto.org/uploads/5/2/6/3/52634281/california_community_colleges_sustainability_template_final_v3_pdf.pdf)
- E. Ventura College Strategic Technology Master Plan 2017-2020,  
[https://www.venturacollege.edu/sites/venturacollege/files/departments/administrative/information-technology-services/strategic-technology-plans/vc\\_strategic\\_technology\\_plan\\_2017-2020\\_10-18-17.pdf](https://www.venturacollege.edu/sites/venturacollege/files/departments/administrative/information-technology-services/strategic-technology-plans/vc_strategic_technology_plan_2017-2020_10-18-17.pdf)

- F. Ventura College Strategic Implementation Plan 2017-2020, [https://www.venturacollege.edu/sites/venturacollege/files/committees/college-planning-committee/2017-2020\\_strategic\\_plan.pdf](https://www.venturacollege.edu/sites/venturacollege/files/committees/college-planning-committee/2017-2020_strategic_plan.pdf)
- G. Ventura College Sustainability Plan, 2015 (website)
- H. Ventura County Community College District Instructional Calendar 2020-2021, [https://www.vcccd.edu/sites/default/files/departments/human-resources/Calendars/InstructionalCalendars/2020-2021-instructcalendar-summerincl-rev.11.04.19\\_0.pdf](https://www.vcccd.edu/sites/default/files/departments/human-resources/Calendars/InstructionalCalendars/2020-2021-instructcalendar-summerincl-rev.11.04.19_0.pdf)VCCCD Master Plan 2013-2019, [https://www.vcccd.edu/sites/default/files/imported/assets/pdf/about\\_the\\_district/VCCCD\\_District\\_Master\\_Plan\\_Rev.\\_10.08.13\\_BoT\\_Adopted.pdf](https://www.vcccd.edu/sites/default/files/imported/assets/pdf/about_the_district/VCCCD_District_Master_Plan_Rev._10.08.13_BoT_Adopted.pdf)
- I. VCCCD Strategic Goals 2020-2026, <https://www.vcccd.edu/board-of-trustees/vcccd-2020-2026-strategic-goals>
- J. Architectural Services Agreement, electronic copy
- K. Standard Form 330, electronic copy
- L. Access to one individual within your firm to view Ventura College FUSION information on the FUSION database. Please submit the name of that individual to JoNell Miller at [JoNellMiller@vcccd.edu](mailto:JoNellMiller@vcccd.edu)



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT GENERAL INSTRUCTIONS TO BIDDERS

1. **Definitions:** The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.
  - a. "RFP" means an offer, made in response to a solicitation, to perform a contract for services, labor or to supply goods or materials at a specified price.
  - b. "Bidder" means a supplier who submits a RFP to the District in response to a solicitation.
  - c. "Director of General Services," means the Ventura County Community College District authorized contracting official.
  - d. "District" means Ventura County Community College District.
2. **RFP Packet:** This RFP Packet consists of the following: Cover Letter, Advertisement, General Instructions, General Information, Drug Free Workplace & Non-Collusion forms.
3. **RFP Proposal:** RFP proposals, to receive consideration, should be made in accordance with the following instructions:
  - a. All items on the Bidder submitted Certification of Proposal Form should be filled out. Any pricing numbers should be stated in figures. Pricing information should be without interlineations, alterations or erasures. Any corrections must be noted by affixing, in the margin immediately opposite the correction, the initials of the person signing the RFP.
  - b. Should a Bidder find discrepancies and/or omissions from the documents, or should be in doubt as to meaning, the Bidder should contact the Purchasing Specialist listed in the RFP Packet. All inquiries will be answered in writing and distributed to all Bidders in the form of addenda to the RFP. Neither the District nor its representative will be responsible for any oral instructions. No addenda will be issued later than Five (5) Days prior to the date set for the opening of RFPs. Inquiries affecting RFPs will be answered in writing and distributed to all Bidders in the form of addenda to the RFP.
  - c. All addenda or bulletins issued during the bidding period are to be considered part of the RFP and be included in the RFP proposal.
  - d. Nine (9) copies of RFP proposals, enclosed in a sealed envelope, shall be addressed and delivered to Ventura County Community College District Service Center, Attn: Purchasing Department, 761 East Daily Drive, Suite 200, Camarillo, CA 93010, before the time stated in the RFP Packet. Each envelope shall bear the Number of the RFP, Title of the RFP and the Name of the Bidder. **No electronic (e-mail) or fax RFPs or amendments to RFPs shall be accepted.** All RFP proposals must include a signed and dated RFP Form to be eligible for consideration. RFP Form must be signed by a responsible officer of the bidding company in order to be considered.

***It is the responsibility of the Bidder to verify that their RFP has been received by the District's Purchasing Department prior to the RFP opening. Verification of receipt can be made through the Purchasing Specialist listed in the RFP Packet.***

4. **Workers Compensation:** Section 3700 of the Labor Code requires every employer to be insured against liability for Worker's Compensation or to undertake self insurance in accordance with provisions of that code. Bidder must comply with such provisions before commencing the performance of the work of this Contract.
5. **References:** Bidder may be required to provide a reference list of current customers using materials, goods or services similar to those specified in the RFP.
6. **Withdrawal of RFP:** RFP proposals may be withdrawn by the Bidder prior to, but not after the scheduled opening by notifying the Purchasing Specialist listed in the RFP packet. It shall be at the sole discretion of the District to allow Bidder to withdraw a RFP. If evaluation and award of the RFP will be based on award of "all or none" of the items or services, the withdrawal must be for the entire RFP. If the evaluation and award of the RFP will be based on line items, sections, combination of items, the District may consider permitting withdrawal of specific line item(s), sections combinations of items or services.

7. **Award or Rejection of RFPs:** The District reserves the right to reject the RFP of any Bidder(s) who have previously failed to perform properly or to complete on-time contracts with the District. The District also reserves the right to reject any or all RFPs or alternates and waive any informality or irregularity in the RFP.

The RFP shall not be construed to create an obligation on the part of the District to enter into a contract with any firm. This request is an information solicitation of proposals only. This proposal is not intended to nor is it to be construed as a request for formal bids pursuant to any statute, policy or regulation.

8. **Hold Harmless:** The Bidder shall hold the Ventura County Community College District, its officers, agents, servants and employees harmless from liability. The Bidder agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation or use of services or goods and materials purchased herein. The Bidder further agrees to assume all expenses and damages arising from such claims, suits and proceedings.
9. **Anti-Discrimination:** Bidder hereby certifies that in performing services or providing materials or goods for the District, there shall be no discrimination in hiring or employment practices because of sex, race, color, ancestry age, national origin, disability, disabled veteran status, or religious creed. The Bidder further agrees to comply with all applicable Federal regulations and California Fair Employment Practice Act.
10. **Invoices and Payments:** Unless otherwise specified, the Bidder shall render invoices for materials, goods and services under the contract to the Ventura County Community College District Service Center, Accounts Payable Department, 761 East Daily Drive, Suite 200, Camarillo, CA 93010. Invoices shall be submitted on a form acceptable to the District under the same firm name as shown on contract. All invoices, packing lists, packages, and shipping notices shall contain the applicable purchase order number. The Bidder shall list separately any taxes payable by the District.
11. **Default by Bidder:** The District shall hold the successful Bidder responsible for any damage, which may be sustained because of the failure or neglect of Bidder to comply with any terms or conditions listed herein. In the event of a breach by the Bidder of any of the provisions in the RFP or subsequent contract, the District reserves the right to cancel and terminate this contract forthwith upon giving oral and/or written notice to the Bidder.
12. **Independence of RFP:** Unless the Bidder is furnishing a joint RFP, by submitting this RFP, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.
13. **Participation by Other Public Entities:** Other Community Colleges and/or public entities in the State of California may procure items and/or services off this RFP under the same terms and conditions stated in this RFP.
14. **Disputes:** The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Bidder shall submit to the Purchasing Specialist, the "Bidder Protest" form within five (5) working days after being notified by the Purchasing Department of the proposed award. Protests shall include reasonable and valid concerns as to why the award, as determined by the District, should not go forward. The District will respond to all protests in writing. The Board of Trustees will not consider protests from Bidders and/or their agents during a public meeting if they have not followed this procedure.
15. **Drug Free Workplace Certificate.** In accordance with California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990, the successful Bidder will be required to execute a Drug Free Workplace Certificate concurrently with execution of the Agreement. The successful Bidder will be required to implement and take the affirmative measures outlined in such provisions. Failure of the successful Bidder to comply with the measures outlined in such provisions may result in penalties, including without limitation, the termination of the Agreement, the suspension of any payment of the Contract Price otherwise due under the Contract Documents and/or debarment of the successful Bidder.
16. **Evaluation Criteria:** The District will evaluate the responses to the proposals based on strength of operations, quality, price and service of existing locations.

During the evaluation, validation and selection process, the District may request meetings with the Bidder to obtain answers to any questions or may request specific answers to questions in writing. The District may require that the Bidder make presentations that are pertinent to the evaluation process.



1.04 Contractor and I understand that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.

1.05 Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

I declare under penalty of perjury under the laws of the State of California that all the foregoing is true and correct.

Executed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_  
(City and State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

# NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ being first duly sworn, depose and say that I am  
*(Typed or Printed Name)*  
the \_\_\_\_\_ of \_\_\_\_\_,  
*(Title)* *(Bidder Name)*  
the party submitting the foregoing Bid Proposal (the "Bidder"). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

- 1.01 The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
- 1.02 The Bid Proposal is genuine and not collusive or sham.
- 1.03 The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
- 1.04 The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
- 1.05 All statements contained in the Bid Proposal and related documents are true.
- 1.06 The Bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_  
*(City, County and State)*

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Name Printed or Typed*

\_\_\_\_\_  
*City, County and State*

(\_\_\_\_\_) \_\_\_\_\_  
*Area Code and Telephone Number*