



**COLORADO  
MOUNTAIN COLLEGE**

# **REQUEST FOR PROPOSAL**

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**#852-19P**

Facilities Master Plan – College-Wide

**Buyer:**

CMC Purchasing Department  
802 Grand Avenue / Glenwood Springs, CO 81601 / [bids@coloradomtn.edu](mailto:bids@coloradomtn.edu)

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### Section I: Introduction

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Colorado Mountain College (“CMC”) is a statutory local college district established in 1965. The district and service area cover 12,000 square miles in all or part of nine counties. CMC offers 77 certificates, 54 associate degrees and 5 bachelor’s degrees.

The long-standing investment from our communities allows us to keep our quality high, our tuition affordable and our access wide open. Eleven world-class mountain locations in central Colorado enable big-school opportunities in small, personal settings. Our unusually strong local partnerships create rich experiences for real-world learning and careers. The result? Proven student success that makes Colorado Mountain College a choice that’s uniquely smart. For additional information about CMC, please go to [www.coloradomtn.edu](http://www.coloradomtn.edu).

CMC reserves the right to make multiple awards resulting from this RFP or to award no contract at all.

CMC uses the Rocky Mountain E-Purchasing System (“BidNet”) to post solicitations and any supporting or additional information, including Addenda, Bid Sheet, and awards. Proposals must be submitted prior to close on BidNet. CMC cannot accept a response that did not come through the right channel on time. Visit <http://www.bidnetdirect.com/colorado> for help with customer service or other questions. Please make sure to leave time for unexpected technical or other trouble. You are encouraged to submit a day early. Sometimes submittals take longer to load than expected; if you run out of time before you are finished with your entire upload CMC will not be presented with the response.

The only exception to the use of BidNet is that all questions from potential bidders must be submitted to [bids@coloradomtn.edu](mailto:bids@coloradomtn.edu). Those questions will then be responded to by addendum posted to BidNet.

Please do not directly contact any member of CMC’s staff or faculty, or any member of the Selection Committee other than the Buyer listed in this document regarding this proposal. Any attempt to do so will result in your firm’s disqualification at the discretion of the Director of Purchasing and Contracts.

#### ▶ SCOPE OF PROJECT

Colorado Mountain College recently updated its Strategic Plan. CMC aspires to be the most inclusive and innovative student-centered college in the nation, elevating the economic, social, cultural, and environmental vitality of our beautiful Rocky Mountain communities. The pillars of the strategic plan are focused on

- Student Access and Success
- Teaching & Learning
- Community & Economic Development
- Organizational Effectiveness

This strategic plan sets a clear path for the next five years. Using the strategic plan as a guiding document, CMC needs to update the Facilities Master Plan to better align and support these goals.

Colorado Mountain College’s College-Wide Director of Facilities is requesting proposals from qualified Architectural/Engineering/Planning firms for the complete service of creating an integrated college-wide Facilities Master Plan that that is integrated with each campus at CMC. Campus locations include Rifle, Glenwood Springs, Spring Valley, Carbondale, Aspen, Edwards, Leadville, Buena Vista, Breckenridge,

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Dillon, Steamboat Springs, and a future location in Salida. CMC's most recent master plan was last updated in 2009.

The selected consulting firm will work in conjunction with CMC's Director of Facilities, as well as designated campus focus groups, to assure all of the requirements of the Colorado Department of Higher Education for a Facilities Master Plan are met. Cost proposals may be solicited from the Short List vendors.

A Facility Condition Assessment is being prepared by McKinstry Essention, LLC. Their scope of work is attached.

### ▶ SPECIFICATIONS

#### Goals of the Project include:

1. Develop a facilities master plan that is mission driven and integrated with the college's strategic plan.
2. A dynamic plan that allows the college to adjust to changes in enrollment, pedagogy, programming, and funding.
3. Establish key priorities and drivers for the Facilities Master Plan that align with the Strategic Plan.
4. Master Planning of each campus for CMC to consider long-term buildout of academic facilities, parking, community needs, and housing.
5. Enhance the identity of our campuses through the built environment. Campuses should be a resource to students, staff, and the community.
6. Support the educational objectives of each campus by creating new opportunities for learning in buildings and the outdoor environment.
7. Create strong physical and programmatic connections from each campus to the local community when applicable.
8. Develop a Plan that represents sustainable planning and design.

CMC's Facilities Master Plan will be informed by various plans already established by the college. The goal of the FMP is to bring these plans together to help inform the future development of each campus. These plans include:

- CMC Strategic Plan
- Strategic Enrollment Management Plan
- I.T. Master Plan
- Sustainability Action Plan
- Diversity, Equity, and Inclusivity Plan
- Housing Study

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- Community and Employer Surveys
- Classroom Utilization Reports
- Facilities Condition Assessment

### Scope of Services to include:

A review and analysis of CMC's facilities needs and development of alternate plans to address those needs, including:

1. Assess and analyze existing learning environments. Assist CMC in establishing standards for learning and community environments that accommodate flexibility in design. These standards should be closely connected to CMC's recently updated Strategic Plan.
2. Review existing utilization reports from the past five academic years. Identify patterns and suitability of facilities, emphasizing analysis and CMC data to support conclusions. Evaluate future space requirements based on data and program projections for each campus including, but not limited to:
  - Review planning assumptions and space planning model.
  - Enrollment trends overall, and by program.
  - New academic programs.
  - Student enrollment assumptions.
  - Faculty and staff projections.
  - Academic Program and Enrollment Management Plan.
  - Land Acquisition.
  - Growth's impact on campus parking needs.
3. Develop one physical concept for each campus. Prioritize projects that would be completed in the next 1-5 years, 6-10 years, and more than ten years.
4. For residential campuses and campuses that could have housing in the future, analyze the best location for on-campus student, staff, and P3 housing.

### ▶ **TIMELINE**

The Facilities Master Plans shall be completed within six (6) months of execution of the Contract Agreement.

### ▶ **PROPOSAL CONTENT**

The information provided herein is intended to assist Bidders with a proper response to this RFP. CMC believes that this RFP provides interested Bidders with sufficient information to submit proposals that meet minimum requirements. However, the RFP is not intended to limit a proposal's content or to exclude any relevant or essential data. Bidders are encouraged to include additional information that will substantiate their service capabilities, product quality, and commitment to support your product or service. Any exceptions or alternate offerings to this request must be communicated. CMC reserves

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the sole right to determine what is considered to be “equivalent” or “equal”. CMC also reserves the right to request samples for testing and evaluation.

Additionally, CMC recognizes you as the expert in this industry and we appreciate ideas that may improve the design or implementation of our project. Please submit your bid to the specifications provided and include information or ideas you may have that CMC should consider to improve our project. Our selection committee will carefully review these ideas and we will contact you with questions

### I. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFP document. Submittals are limited to a not to exceed total amount of 25 pages.

#### A. PROJECT TEAM

Identify the project principal, the project manager, key staff and sub-consultants. Present a brief discussion regarding how the team’s qualifications and experience relate to the specific project.

- ❑ Qualifications and relevant individual experience.
- ❑ Unique knowledge of key team members relating to the project.
  - Experience in higher education master plans.
  - Experience with rural campuses.
  - Experience in higher education and/or affordable housing.
- ❑ Time commitment of key staff.
  - Outline specific responsibilities for each member.
  - Organization chart/Staffing Plan
- ❑ Qualifications and relevant sub-consultant experience.
  - Higher education programming
  - Architectural and landscape design
  - Civil engineering
  - Housing programming and developing pro formas

#### B. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- ❑ Experience of the key staff and firm with projects of similar scope and complexity.
- ❑ Demonstrated success on past projects of similar scope and complexity.
  - Show three examples of your firm’s work with an institution of higher education on the development of a master plan for an educational institution in the past five years. List which proposed team members worked on those specific projects.
  - Master plans for entities not associated with higher education are acceptable as well.
- ❑ References.
  - Please list a reference for your three project examples.

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Note: Include the name and current telephone number of the owner's project manager for every project listed.

### C. PROJECT APPROACH

For the project and services outlined in the RFP document, describe how you plan to accomplish the following project control and management issues:

- Data Gathering
  - Please share an example of how you survey a client regarding their plans for growth or needs for the future?
  - Please share an example of a spreadsheet you would use to collect necessary information for an institutional master plan.
  - What form of quality control is used in analyzing data for a higher education facilities master plan?
- Establishing Priorities
  - How do you assist your clients in weighing priorities?
  - Share experience and methodology for cost estimating for a master plan effort.
  - Experience helping build pro formas for housing projects.

### E. WORK LOCATION

Describe where the prime and sub-consultants will do the key work elements of this project.

- Proximity of firm's office as it may affect coordination with the Director of Facilities and Steering Committee.
- Firm's familiarity with the project area.

### ▶ **MINIMUM QUALIFICATIONS**

The consulting team shall have a minimum of 5 years prior experience with college or university planning and master planning on a similar campus type environment. The prior experience must demonstrate the ability to determine facilities utilization, evaluate conditions, understand deferred maintenance condition assessments, incorporate sustainability components, ability to suggest project and potential total project costs, evaluate multi-campus, assess academic program needs, and project future space needs based on that data.

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### Section II: Timeline

a. **PRE-PROPOSAL MEETING.** There will be a **mandatory** pre-proposal meeting. See timeline below. Please call 970-945-8691 and ask for Meet Me Line 1807.

b. **TIMELINE MODIFICATION.** CMC reserves the right to modify this timeline at any time. Any changes will be posted to the CMC Purchasing Department's website as soon as the information is available. All times are Mountain.

TIMELINE	DATE	TIME
Issue date	APRIL 9, 2019	4:00 p.m.
Mandatory Pre-Proposal Meeting	APRIL 16, 2019	11:00 a.m.
Questions and Clarifications Due ( <a href="mailto:bids@coloradomtn.edu">send to bids@coloradomtn.edu</a> )	APRIL 22, 2019	2:00 p.m.
Questions Answered	APRIL 26, 2019	4:00 p.m.
Request for Proposals (RFP) Due ( <a href="http://www.bidnetdirect.com/colorado">http://www.bidnetdirect.com/colorado</a> )	MAY 3, 2019	2:00 p.m.
Short List of Vendors Announced	MAY 13, 2019	4:00 p.m.
Candidate Interview (if necessary – save the date)	TBD	TBD
Target Award Date (Subject to Change)	JUNE 26 , 2019	4:00 p.m.

### Section III: Instructions to Bidders

a. This process is expected to be competitive with numerous vendors participating. CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any addenda will not be considered by the Selection Committee.

b. Please upload your submittal to BidNet in one single PDF file (this may require you to convert files and then combine them into the one PDF file) , including the following in this order:

- 1) Name, title, and contact information of the official representative submitting your proposal.
- 2) Legal company name, address, phone, and email.
- 3) RFP number and name as it appears on this document.
- 4) Submittal Requirements listed above in Section II.
- 5) Proposed Schedule, including Phasing Plan, if applicable.
- 6) Other information or supporting documentation that you think our selection committee would benefit from reviewing in the decision process. Please submit as little as possible but as much as necessary.

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- 7) Insurance certificate (For evidence of sample coverage only. Final compliant certificate to be collected from successful bidder.).
- c. Visit the Purchasing Department's website at [www.coloradomtn.edu/purchasing](http://www.coloradomtn.edu/purchasing) for additional information on doing business with CMC.
- d. Bidders should carefully read the information contained herein, and in any addenda, and submit a complete proposal to all requirements and questions as directed.
- e. Questions regarding this RFP should be submitted via email to [bids@coloradomtn.edu](mailto:bids@coloradomtn.edu). CMC will attempt to answer all relevant questions submitted to this email address prior to the question deadline in the timeline above. All such addenda issued by CMC prior to the time that proposals are received shall be considered part of the RFP. It shall be the Bidder's responsibility to view all documents posted at BidNet. Inquiries seeking information that is already available from BidNet. Only those inquiries that CMC replies to which are made by formal written addenda shall be binding. Oral and other types of interpretations or clarifications will be without legal effect.
- f. Once you've uploaded your response to BidNet per the instructions in this document the RFP will be governed by the established timeline. CMC staff cannot see who or how many responses have been submitted to BidNet prior to the closing date so we are unable to confirm receipt. However, you may assume your upload was successful if BidNet accepts the document.
- g. Along with your RFP submit a certificate of liability insurance per the attached requirements for evidence only. If your proposal is successful and a contract awarded, a compliant certificate of insurance will be required with all endorsements at that time.
- h. CMC makes no guarantee that an award will be made as a result of this RFP, and reserves the right to accept or reject any or all proposals, waive any formalities or technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to be in CMC's best interest.
- i. Representations made within the proposal will be binding on Bidder. Failure to comply with the requirements contained in this RFP will result in the rejection of your proposal.
- j. Bidder recognizes and understands that any costs incurred by the Bidder from submitting a response to this RFP are the responsibility of the bidder.

### Section IV: Selection Criteria

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The Selection Committee for this project will evaluate proposals to identify the best value for CMC. Specifically, the Selection Committee will select the successful Bidder based on the following criteria in no order of importance:

- a. Overall quality of Submittal Requirements and services/products proposed
- b. Company qualifications, experience and demonstration of technical and management competence
- c. Pricing
- d. References and reputation
- e. Environmental policy and "Green" initiatives, if applicable

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- f. Service capability including evaluation of past performance and number and scope of any conditions included in the proposal

*Note: Criteria may be modified in subsequent addenda. CMC is not bound to accept the lowest priced proposal if that proposal is not the best value for CMC in the sole discretion of the CMC Selection Committee. Submission of a proposal indicates Bidder's acceptance of the evaluation technique and recognition that some subjective judgments must be made by CMC during the selection process.*

### Section V: RFP Terms & Conditions

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#### ▶ SUBMITTAL INSTRUCTIONS.

All submittals must adhere to the instructions provided above to be considered by the Selection Committee.

#### ▶ PROPRIETARY INFORMATION.

It is understood that CMC is a public institution and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. ("CORA"). Except as otherwise agreed prior to the award or finalization of any vendor transaction, College shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to CORA, and CMC's obligations under CORA supersede its obligations under any agreement, contract, purchase order or negotiated transaction. Please contact the CMC Purchasing Department if you feel you need to submit confidential information. Any information uploaded to BidNet or otherwise submitted to CMC may be posted on our website or made available to third parties.

#### ▶ REFUSAL.

CMC reserves the right to refuse any and/or all proposals or any part thereof.

#### ▶ WITHDRAW PROPOSAL.

You may withdraw your proposal at any time prior to the date and time set for closing.

#### ▶ DISCUSSIONS/NEGOTIATIONS.

CMC reserves the right to contact any Bidder for clarification of information submitted; CMC reserves the right to conduct discussions with Bidders, to accept or not accept revisions of Proposals, and to negotiate any point in the proposal or the subsequent contract at the sole discretion of the Director of Purchasing & Contracts.

#### ▶ AWARD.

Awards shall be made to any or all responsible Bidders whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. CMC reserves the right to ask for the "Best and Final Offer" from any or all Bidders.

#### ▶ PRE-AWARD PRESENTATIONS.

The College reserves the right to require presentations from the highest-ranking Bidders, in which they may be asked to provide additional information and answer questions from the Selection Committee.

#### ▶ CONTRACT.

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The successful Bidder is expected to enter into a standard contract with CMC that includes standard terms and conditions. CMC may choose to add additional terms to this contract.

▶ **INDEMNIFICATION.**

Successful Bidders shall indemnify and save CMC harmless from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Bidder in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by CMC in conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.

▶ **INSURANCE.**

Successful Bidders shall have their insurance company send the CMC Department of Risk Management a certificate of liability insurance compliant with the insurance requirements attached.

▶ **PAYMENT AND PERFORMANCE BOND.**

CMC requires payment and performance bonds for all construction projects greater than \$50,000. Please price the bonds separately when you submit your response.

▶ **ILLEGAL ALIENS.**

By submitting a proposal, a Bidder certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.

▶ **LIMITATION OF MULTIPLE-FISCAL YEAR OBLIGATIONS.**

All financial obligations of CMC under a contract resulting from this proposal subsequent to the fiscal year in which signed are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4) (b) of the State Constitution (Amendment 1).

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### Section VI: Warranties, Representations and Acknowledgements of Bidder

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- a. By submitting a proposal, Bidder acknowledges and agrees that (1) this RFP is a solicitation for proposal and is not a contract or an offer to contract and (2) the submission of a proposal by Bidder in response to this RFP will not create a contract between CMC and Bidder.
- b. By submitting a proposal, Bidder offers and agrees to furnish to CMC the products and/or services described in its proposal, at the prices quoted in the proposal, and to comply with all terms, conditions, and requirements set forth in the RFP documents and contained herein.
- c. By submitting a proposal, Bidder represents and warrants that (1) Bidder is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of the RFP; (2) Bidder has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP; (3) Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances; (4) Bidder understands the requirements and specifications set forth in this RFP and the terms and conditions set forth; and (5) all statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. Bidder acknowledges that CMC will rely on such statements, information, and representations in selecting the successful Bidder. If selected by CMC as the successful Bidder, Bidder will notify CMC immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.
- d. By submitting a proposal, Bidder agrees to be in compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.