**Request for Qualifications (RFQ)**

East Central College is seeking qualifications for architectural and engineering services required to support the development of a campus wide master plan, as well as architectural and engineering services for selected maintenance, repair, and renovation projects resulting from the plan.

To facilitate the selection of the Architectural Engineering Service for this project, interested firms are invited to submit their qualifications for consideration. Responses should contain, at a minimum, the information requested in Sections VIII and IX of this Request for Qualifications.

One original and ten (10) copies of the response shall be submitted in accordance with the Instruction to Proposers and will be received until 2:00 P.M. CST on January 12, 2015 at the following address:

Mr. Philip E. Pena  
Vice President, Finance and Administration  
East Central College  
1964 Prairie Dell Road  
Union, MO  63084

The college reserves the right to waive irregularities and formalities and reject any or all responses and to negotiate an agreement with the firm whose qualifications are in the best interest of the College.

To obtain additional information and a Request for Qualifications package, please contact Mr. Philip E. Pena, at Telephone: (636) 584-6701, email: Philip.pena@eastcentral.edu. The RFQ in its entirety may be accessed online at www.eastcentral.edu/bids. **Direct contact with the Board of Trustees of East Central College is prohibited.**

**College Background**

East Central College is a comprehensive community college located on U.S. Highway 50, in Union, Missouri sitting on approximately 240 acres of ground. Facilities include approximately 270,000 square feet of space for classrooms, laboratories, computer facilities, library, gymnasium, fitness center, cafeteria, bookstore and offices. The College serves approximately 5,100 students each year.

The first building constructed on the main campus was the Administration Building (now Buescher Hall) completed in 1971. This was followed by the Multipurpose Building in 1973, Vocational-Technical Building in 1978, Classroom-Laboratory Building in 1985, the Auditorium and Classroom Building in 1998, and the Regional Training Center which was constructed in 2000 and houses the Culinary and high school equivalency programs. The most recent major construction projects were the addition of the Health and Science Building in 2008 and the renovation of Buescher Hall in 2011. In 2014 the former Vocational-Technical, Classroom-Laboratory, and Auditorium-Classroom wings were renamed Robert E. Hansen Hall.
I. **East Central College**

East Central College (the College) is seeking proposals for architectural/engineering services required to support the development of a campus wide “master plan.” The comprehensive plan will be to address immediate and future facility needs, life cycle evaluation of existing systems, and infrastructure. In previous master plans several key projects were identified and completed over the past ten (10) years: a new Health Science building, the renovation of the first building constructed on campus, and the addition of a connecting road for traffic control are a few examples. Due to anticipation of state funding of maintenance and repair projects, the selected firm should be prepared to identify and design selected maintenance/repair/renovation projects for completion by June 30, 2017.

II. **Proposed Planning Team**

It is the intent of East Central College to work in conjunction with the selected architectural and engineering firm(s). East Central College will assign a specific group of College personnel to work with the selected firm(s). East Central College will also provide the construction management from within College personnel. The successful candidate(s) shall fully disclose to the College all subcontractors, consultants, vendors, and other firms that will be involved in the plan.

III. **Instructions to Proposers**

One (1) original and ten (10) copies of the RFQ response must be submitted in an envelope marked **SEALED RESPONSE - MASTER PLANNING SERVICES** to be considered. Each response shall be signed with full name of each proprietorship, partnership, or corporation submitting the qualifications. The response of a proprietorship shall be signed by the owner of a sole proprietorship, by one of the general partners of a partnership, or by a duly authorized officer of a corporation stating his/her title. The complete mailing address must be provided. Each response shall contain the Statement of Qualifications and other information required herein.

**Anticipated Schedule**

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>November 3</td>
<td>Seek Board approval for RFQ</td>
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<td>November 5</td>
<td>Advertise and release RFQ</td>
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December 1-12  On-site visits as scheduled
January 12  Receive Architects proposals
January 14  Notify Architects of Short List
January 19-23  Conduct Interviews and make selection for Board recommendation
February 2  College Board selects firm(s)
February 3-13  Complete contract negotiations
March 2  Board approves contract
March 3  Notify firms of selection
March 16  Begin Master Planning activities
March 16 –July 15  Complete Master/Action Plans & submit draft reports (18 weeks)
August 10-24  Review reports and finalize (2 weeks)
August 31  Present final report to Board

This schedule may be subject to change based on the College’s needs. Any changes need approval of the College.

IV.  **Architect- Scope of Services**
Architect/Engineer shall complete a comprehensive campus wide master plan. This plan will be developed from the data gathered during the planning stages. The architect will define to the committee their ways and means for collecting the data and formulating this data into the master plan. The master plan shall consist of, but is not limited to:
A.  Evaluation of existing infrastructure.
B.  Evaluation of the overall appearance of the campus and offering suggestions for improvements.
C.  Evaluation of existing buildings, roads, parking lots, and infrastructure on campus.
D.  Discussion and cost estimate for removal of existing water tower.
E.  Evaluation of satellite facilities.
F.  Working with the College and making recommendations for satellite campuses.
G. Evaluation of maintenance and repair and renovation projects in Hansen Hall and the Multipurpose Building for immediate implementation are to be identified and designed in anticipation of state proceeds for projects to be completed by June 30, 2017. These projects are expected to emphasize classroom space upgrades, theater infrastructure renovations, and information technology workspace.

**ACTION PLAN:** Architect shall complete a detailed action plan which clearly establishes definitive projects to be completed on campus. This plan shall prioritize projects by level of importance, include cost estimates, and include detailed project descriptions and conceptual drawings, renderings, etc., as appropriate. The plan will also specify maintenance and repair projects due for completion by June 30, 2017.

V. **Contract Format**
   A. The contract that will be used for the Master Planning Service will be based on the appropriate standard AIA document between firm(s) and the College.

VI. **Selection Process**
   A. Your written response to this RFQ will be used to evaluate your firm’s or team’s qualifications, those of your proposed project team members and the suitability of your indicated approach/plan for the project. If deemed necessary, a short list of firms or teams may be selected for follow-up interviews.

   B. At each stage of the process, the College will consider any number of individual factors weighing on each firm or team’s qualifications. These considerations will include but are not limited to:
      a) The experience and capabilities of the firm(s) involved. This will focus specifically on past experience completing university/college master planning services on projects of similar scope. However, the College will also evaluate the level of experience and flexibility of the firm(s) proposing, who may not have completed university/college master planning projects. The firm’s direct experience with classroom, theater, and/or information technology projects will be considered.
      b) The experience and capabilities of key personnel on the project team generally and specifically related to projects of similar scope.
      c) The approach, means and methods, and organization of the data gathered to compile the master plan will be given consideration.
      d) The willingness to work with the proposed planning team. This includes but is not limited to the architectural firm(s), engineering firm(s), College personnel, subs and or vendors.
      e) The firm’s regional knowledge.
f) The firm’s process for engaging College personnel and other stakeholders in the planning process.

C. If follow-up interviews are conducted, firm(s) will be given ample notice prior to interview schedules; this should allow time for preparation.

D. East Central College reserves the right to reject any and all proposals and/or waive any informality in them.

VII. **Insurance**

A. Each respondent shall submit a statement of qualifications, experience in the types of services to be provided, firm’s organization, and if requested by the College, a detailed financial statement. The College shall have the right to take such steps as it deems necessary to determine the ability of the respondent to perform the services required by the College, and the respondent shall furnish the College all such information and data for this purpose. The College shall retain the right to reject any proposal where an investigation of the available evidence or information does not satisfy the college that the firm is qualified to properly carry out the required services.

B. The successful firm will be required to provide the following types and minimum limit of insurance for the services selected. Each firm shall submit evidence that they carry the following insurance coverage written through a company duly authorized to conduct business in the State of Missouri and of the types and in the amounts described below.

a. **Commercial General Liability Insurance:** Commercial General Liability (CGL) in the amount of $1,000,000 each occurrence/$2,000,000 aggregate. If such CGL insurance contains a general aggregate limit, the policy shall be endorsed so that the aggregate limit applies separately to each project authorized.
   1. CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations and personal injury and liability assumed under an insured contract (including the tort liability of another assumed in a business contract.)
   2. The College must be included as an “additionally insured” under the CGL; a certificate of insurance naming East Central College as the additionally insured shall be issued by the successful firm(s).

b. **Business Auto Liability Insurance:** Business auto liability and, if necessary, commercial umbrella with a limit of not less than $1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).
c. **Worker’s Compensation Insurance:** Worker’s compensation and employer’s liability insurance.
   
   1. The employers liability shall not be less than $1,000,000 each accident for bodily injury by accident and each employee for injury by disease.
   2. The alternate employer endorsement shall be attached showing the College in the schedule as the alternate employer.
   3. Worker’s compensation limits shall not be less than the statutory limit

   d. If the polices require an endorsement to provide for continued coverage where there is a waiver of subrogation, the proposer shall cause such policies to be endorsed.

   e. By requiring the insurance as set out herein, the College does not represent that the coverage and limits will necessarily be adequate to protect the proposer, and such coverage and limits shall not be deemed as a limitation on proposer’s liability to the College.

   f. Prior to the commencement of the project, proposer shall furnish the College certificate(s) of evidence of insurance. All certificates shall be executed by a duly authorized representative of each insured, showing compliance with the insurance requirements set forth above.

   1. All certificates shall provide for (30) day’s written notice to the College prior to cancellation or material change of any insurance referred to in this project.
   2. Failure to demand such certificate with these insurance requirements or failure of the College to identify a deficiency from evidence that is provided shall not be construed as a waiver of proposer’s obligation to maintain such insurance.

   g. **The agreement with the successful firm shall provide:**

   1. Firm shall promptly provide a copy of the policies for the insurance required to be maintained upon written request of the College.
   2. The College shall have the right, but not the obligation, to prohibit proposer from performing services until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the College.
   3. Failure to maintain insurance required in this section may result in termination of the agreement at the College’s option. The College may, but is not obligated to, obtain any insurance required hereunder and not maintained by the successful proposer and charge the cost thereof to the proposer.
4. Firm shall provide certified copies of all insurance policies required above within ten (10) days of the College’s written request for copies.

5. Firm shall include the above insurance requirements in all of its subcontracts. Firm is responsible for collecting from its sub-consultants certificates in order to verify that required limits are met. All sub-consultants providing professional services are required to provide professional liability insurance.

6. The College reserves the right to request the firm to obtain additional insurance limits, including project specific professional liability policy. The firm shall endeavor to obtain such insurance as soon as possible after such request and advise the College if the firm will be required to pay any additional premium for the above insurance. If so, the College may agree to pay a portion or the entire premium increase. If the firm cannot obtain such additional insurance, the College may, at its discretion, terminate this Agreement in full or in part upon notice to the firm.

VIII. **Statement of Qualifications:**

A. Responses to this RFQ should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information you wish to submit should be included in a separate section marked “Supplemental Information.”

B. List the name of the firm, address, contact person, and phone number.

C. Provide general information regarding your company and its qualifications to provide College/University Master Planning and the maintenance and repair projects.

D. Identify the proposed planning team, including subcontractors, consultants, and other firms proposed for the project.

E. Provide a complete implementation plan describing your approach to the completion of this master/action planning effort. Include at a minimum:
   a. Your ability to meet the proposed schedule
   b. Your proposed schedule of activities to complete the work
   c. What College personnel you feel need to be included in the process planning team and how you propose to interface with them
   d. Plan for stakeholder engagement

F. Provide a complete description of the deliverables your team will provide the College. Include specific experiences in classroom, theater, and information technology
development and/or design. Provide as an attachment to your response a copy of a master/action plan completed within the past five (5) years for a similar client.

G. Provide a minimum of three (3) references from other colleges/universities for which similar work has been completed.
IX. **Applicable Laws**
   A. Firm agrees to comply in its performance of the selected services with all federal, state and local laws and regulations applicable to its services.

X. **Evaluation and Consideration of Proposals**
   A. The College will select the firm based on qualifications presented to the College. The College may develop a short-list of firms submitting responses based on the submitted qualifications and conduct interviews to select the successful firm. Upon such selection, the College will enter into contract negotiations with such firm. If the College cannot reach an agreement upon the terms of a contract through negotiations with the selected firm, then the College will select another firm with whom to negotiate a contract until it is successful in negotiating an acceptable agreement. The firm selected will be notified at the earliest possible date. The College, however, reserves the right to reject any and all responses and to waive any formality or irregularity in the responses received whenever such rejection or waiver is in the interests of the College.

B. **Negotiation and Execution of Contract**
   a. In submitting a response to this RFQ, the firm agrees that if it is the selected firm, the firm will agree to negotiate the terms of an agreement with the College. If an agreement cannot be successfully negotiated, the College will reject the firm and another firm will be selected.
   b. Commencement of Services shall be as soon as possible after completion of negotiation of an agreement with the successful firm or in accordance with a schedule included in the agreement.