



## **Request for Proposal Facilities Master Plan Development**

Responses Due by: 5:00 p.m. **Monday, July 22, 2019**  
Tillamook Bay Community College  
4301 Third Street  
Tillamook, Oregon 97141

### **Request**

Tillamook Bay Community College (TBCC) is inviting proposals from qualified firms for development of a Facilities Master Plan (FMP) for the college that would identify facility needs for the next 20 years.

### **Deadline for Proposals**

Proposals are due by 5 p.m. Pacific Time on Monday, July 22, 2019.  
Proposals are to be submitted via email as a word document or PDF document to [patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu).

### **Statement of Purpose:**

The purpose of this Request for Proposal is to evaluate firms that provide consulting services as they relate to development of a FMP for a community college.

Firm(s) selected will be evaluated in part on their ability to deliver products and services on time and within budget, and on their demonstrated understanding of the facility needs of a community college based on extensive input from both internal and external constituents.

## **Background Information:**

Tillamook Bay Community College is a small community college that serves a rural county of 25,000 people located on the northwest Oregon coast. The college serves about 2,100 students per year in pursuit of a variety of certificate and degree programs, career and technical education programs, transfer degrees to four-year institutions, as well as personal enrichment classes in our community education program. The college mission is to create bridges to opportunity by providing quality education to serve the needs of our diverse community. This requires an awareness of the current and future needs of the individuals, businesses of the community, and the broader state, regional, and global career and employment markets.

## **Project Overview:**

TBCC is in the process of collecting community feedback on the facility needs for the next 20 years after having obtained the same feedback from our faculty, staff, and Board of Education. This data will be organized and prioritized by the TBCC Leadership Team in consultation with faculty and staff to develop a list of the most pressing needs and facility priorities for the future of the college. This list will be shared with the firm that is awarded this contract to be used in developing a full FMP for TBCC to cover the next 20 year period.

## **Scope of Work:**

- Review the previous FMP used to build the most recent building at TBCC, the Partners for Rural Innovation Building, in 2017.
- Work with the FMP Committee to review the list of most pressing needs and the facility priorities. Use the information to develop a FMP document that includes conceptual drawings, site plan location layout, floor plans with square footage, and potential construction costs. This will include the existing main campus building which will need to be renovated and repurposed to align with the new facility.

## **Deliverables will include:**

- Formal TBCC FMP for 2020-2040, using an outline approved by the FMP Committee.
- Conceptual Drawings of the potential new building.
- Site plan detailing location of new building with parking.

- Floor plans showing space designations and square footage for the new facility as well as the repurposing of the existing main campus building.
- Construction costs for the renovations to the existing main campus building as well as the new facility and parking.

### **Timeline:**

July, 2019	Hire firm to develop the FMP
Aug	Firm has preliminary meeting with the FMP Committee to go over scope of work and receive the list of facility priorities and most pressing needs
Sept	Work with FMP Committee to make decisions on new facility location and layout needs
Oct	Develop conceptual drawings and floor plans to review
Nov	Develop first draft of FMP for review by FMP Committee
Dec	Develop second draft of FMP after review by all faculty, staff and Board of Education
Jan, 2020	Finalize FMP and all deliverables for approval by TBCC Board of Education

### **Proposal Preparation and Submission Requirements:**

The proposal shall clearly address all the information requested herein; the written proposal will weigh heavily in the evaluation process. Information submitted should be complete and provide a convincing case of the ability to perform high quality work within the schedule and budget. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense.

The proposal shall be sent to the official contact listed below, to be received no later than Monday, July 22, 2019 at 5:00 p.m. Pacific Standard Time.

Pat Ryan  
[patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)

Any questions regarding this RFP must be submitted by email to TBCC by 12:00 p.m. Pacific Time on July 8 (two weeks prior to proposal deadline). All questions will be answered promptly. Responses to inquiries that substantially or materially change the RFP will be made available to all prospective vendors that have submitted a formal Letter of Intent.

The proposal shall be organized in the following manner with the subject headings and sequence indicated:

1. Introduction
2. Experience and Past Performance
3. Organization and Personnel
4. Proposed Facilitation and FMP Development Process
5. Deliverables
6. References
7. Pricing, Hourly Rates and Other Fees

### **Proposal Information:**

All proposals are to include the following:

- Contact information for the respondent.
- Location of the respondent corporate offices
- Number of years of experience the respondent has in facilitating and supporting similar projects with community colleges.
- Description of methodology for facilitation of input and development of FMP using both technology, i.e. electronic input, and face-to-face input.
- How timelines will be aligned with TBCC needs.

### **Evaluation of Criteria**

Firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of TBCC. The selection criteria will include, but not be limited to, the items listed below:

- A. Demonstrated understanding and responsiveness to the Request for Proposals.
- B. Proposals and experience of firm and personnel named in the proposal.
- C. Past experience assisting community colleges in developing a FMP.
- D. Project understanding and approach including an understanding of the unique nature of TBCC.
- E. Satisfaction of previous clients. Provide at least three (3) references that reflect similar work contemplated in this RFP. Include the scope of work for each reference.

- F. Oral interview (if applicable).
- G. Completeness and quality of proposal
- H. Cost FMP

## **Evaluation of Proposals**

A Selection Advisory Committee will evaluate and select those firm(s) deemed to be the most highly qualified to perform the required services.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of TBCC. If interviews are held, selected firms will be notified as to place, time, date, and purpose of the interview.

The names of all firms submitting proposals and the names, if any, selected to interview shall be public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process.