



Request for Proposals for

Master Plan Evaluation

RFP Issue Date: 11/8/21

Response **Due Date:** 11/22/21 by 5pm

Table of Contents

Cover Page.....	1
Table of Contents	2
Invitation	3
NOTICE!	3
Background Information	4
Overview	4
Scope of Work.....	4
Deliverables and Milestones.....	5
Submittal Requirements	5
The Selection Process	6
Disclaimers and Disclosures	7
Appendix	8
Attachment A: Cover Sheet.....	9
Attachment B: Conflict of Interest Form.....	10
Attachment C: Budget.....	11

Invitation

REQUEST FOR PROPOSALS

Northwest State Community College is extending an invitation for proposals to provide facility master planning services from qualified firms to prepare an assessment of its facilities and a comprehensive Master Plan to guide facilities planning and improvements for the next 10 years. The plan will address priorities identified in the strategic plan (underway) for welcoming, flexible spaces that provide opportunities for our students and the community to discover, learn and share.

NOTICE!

In order to receive any addenda or supplemental information, you MUST register with the Executive Office of Northwest State Community College, either by mail at 22600 State Route 34, Archbold, OH 43502; by telephone at 419-267-1321; or by email to jfarber@northweststate.edu .

The following information is required:

- Name of Organization
- Contact Name
- Street Address
- City, State Zip
- Telephone
- Fax Phone (optional)
- Email address

Background Information

Northwest State Community College (NSCC) seeks bids from qualified applicants to provide facility master planning services from qualified firms to prepare an assessment of its facilities and a comprehensive Master Plan to guide facilities planning and improvements for the next 10 years. The plan will address priorities identified in the strategic plan (underway) for welcoming, flexible spaces that provide opportunities for our students and the community to discover, learn and share.

Northwest State Community College (NSCC) located in Archbold, Ohio, is among Ohio's twenty-three state funded community colleges. NSCC's mission statement "To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities" will serve as the foundation for the Campus Master Plan..

Overview

The overarching goal of the Master Plan is to develop a strategic roadmap to guide the College's future growth decisions. Working in close collaboration with NSCC's leadership, a new visionary roadmap for the campus will be created. This vision will include a program and conceptual space plan to define how the campus can be physically transformed into a successful post COVID model, an implementation plan to outline an actionable strategy for funding and renovating the campus in logical and incremental phases, and three-dimensional renderings to communicate the master plan design intent and to generate donor interest.

Scope of Work

The consultant awarded this contract shall perform the tasks and sub-tasks listed below:

Task 1: Develop Strategy: Develop a prioritization strategy to validate investing in Building B as the top priority.

Task 2: Develop a Deferred Maintenance Strategy and Schedule: Identify and prioritize the deferred maintenance needs across the campus facilities

Task 3: Develop Strategy for Future Spacing Needs: Optimize academic space on campus to focus on enhancing the NSCC student experience and successful student outcomes.

Task 4: Conduct start-up Meetings: Start-up meetings will be conducted between the approved applicant and NSCC's management teams to discuss the project, priorities for the evaluation, methods and sources of data collection, timelines, expectations, etc.

Task 5: Conduct Site Visits for Information-Gathering Sessions: The approved applicant will conduct a site visit to the college or virtually, based on public health guidelines, for the purpose of

understanding the layout, needs, and spacing requirements needed to fulfill Students and Staffing needs.

Task 6: Prepare a Draft Master Plan Report: The approved applicant will prepare a draft detailed Master Plan Report for management's review. This draft will be submitted to the management team and will be reviewed and revised as necessary based on the management team's comments.

Task 7: Prepare a Final Master Plan Report: The approved applicant will prepare a final detailed Master Plan Report for management's review.

Deliverables and Milestones

Release of Request for Proposal – Tuesday November 8, 2021

Applicants' questions - to be received by Wednesday November 17, 2021 by 12 pm

NSCC's responses to questions – to be issued Thursday November 18, 2021 by 5pm

Proposals Due – Monday November 22, 2021 by 5 pm

Submittal Requirements

(1) Inquiries and Information Requests Prior to Submission

Northwest State Community College's Executive Office will act as the clearinghouse for all inquiries and information requests.

All inquiries and information requests must be submitted electronically to Jennifer Farber, Administrative Assistant: jfarber@northweststate.edu .

The answers to all inquiries will be provided to all registered parties by the Executive Office. All answers will be electronically distributed to all those registered as being in receipt of the RFP documents. Addendums will also be posted on the Northwest State Community College website with the original Proposal document. Any other responses to questions not via the Executive Office are considered casual and not binding.

(2) Proposal Instructions:

Each bid should be completed entirely, should not exceed 10 pages, and be typed in 12-point font, single-spaced, 1" margins on all sides. Bids should include page numbers and table of contents. The cover page, table of contents, and attachments will not count against the 10-page limit.

Proposals will clearly and concisely define the processes, skills, and tools to be used toward project requirements. Proposals will include project plans with specific milestone dates, action items, outcomes measurements and costs of the project while demonstrating:

- Clear understanding of the Master Plan scope of work, outcomes, and timelines.
- Plans for carrying out the work, including staffing, major milestones, and timelines
- Explanation of budget - Budget description may include tiered pricing options, if necessary.

Please have your proposal organized in the following manner for each component:

- Attachment A: Cover Page
- Attachment B: Conflict of Interest Form
- Attachment C: Budget Form & Narrative
- Organizational Chart
- Proposal (scope of work)

(3) Complete Submittals: Respondents shall electronically submit their proposal containing all the requested information to the Northwest State Community College Executive Office: Jennifer Farber at jfarber@northweststate.edu by 11/22/21 by 5:00 PM, Local Time.

- a) Late responses may be deemed unresponsive. At its sole discretion, Northwest State Community College reserves the right to reject any proposal not deemed satisfactory and to waive any and all irregularities in the procedure. Omission, inaccuracy, or misstatement may be sufficient cause for a proposal to be deemed unresponsive and/or irresponsible.
- b) There will be NO public opening; submittals may be viewed by appointment with Northwest State Community College.

The Selection Process

(1) Evaluation of Proposals

Scoring by the evaluation committee will be via the Evaluation form included in the Appendix.

(2) Evaluation/Selection Committee

Name/Title	Institution	Contact Information
Kevin Gerken, Director of Facilities	Northwest State Community College	kgerken@northweststate.edu
Jennifer Thome, Chief Fiscal and Administrative Officer	Northwest State Community College	jthome@northweststate.edu
Todd Hernandez, President	Northwest State Community College	thernandez@northweststate.edu

Disclaimers and Disclosures

Disclaimers

In its sole discretion, Northwest State Community College may withdraw the RFP either before or after receiving submissions, may accept or reject submissions, and may accept submissions which deviate from the RFP as it deems appropriate and in Northwest State Community College's best interest. In its sole discretion, Northwest State Community College may determine the qualifications and acceptability of any party or parties submitting in response to this RFP.

Following submission of a RFP, the respondent agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the response and/or the respondent, including the respondent's affiliates, officers, directors, shareholders, partners and employees, as requested by Northwest State Community College in its discretion.

Northwest State Community College and its advisors shall have no obligation or liability with respect to this RFP, the selection and award process contemplated hereunder, or whether any award or recommendation will be made. All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. Any recipient of this RFP who responds hereto, fully acknowledges all the provisions of this disclosure and disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such response.

Respondents are advised that participation in the design of evaluation strategies might result in exclusion or restriction from participation in other phases.

Disclosures

Northwest State Community College is governed by the Ohio "Open Records Law" and all responses and supporting data shall be subject to disclosure as required by the law.

Selected applicant, in accepting a Purchase Order or entering into an agreement with Northwest State Community College, agrees to fulfill the entire scope of work requested.

Appendix

Evaluation Matrix

Organizational qualifications and experience	Possible
General Qualifications	10
Respondent’s Background and Experience	15
Evaluation Strategy	40
Management and Staffing Plan	10
Work plan and timeline	
Clear understanding of scope of work, outcomes, and timelines	5
Plan to accomplish the scope of work	10
Cost	
Budget submitted with this RFP is reasonable	10
Total	100

Attachment A: Cover Sheet

Please complete this **mandatory** cover sheet accordingly.

Organization Name				
Address				
Phone Number				
Number of Years in Business				
DUNS #				
Acknowledgement that Proposing Entity is up-to-date on taxes and not currently debarred or suspended.		YES		NO
Type of Organization (check all that apply)	<input type="checkbox"/>	Higher Education	<input type="checkbox"/>	Private
	<input type="checkbox"/>	Community-Based Org.	<input type="checkbox"/>	Business Organization
	<input type="checkbox"/>	Government Agency	<input type="checkbox"/>	Other (explain)
	<input type="checkbox"/>	Labor Organization		
	<input type="checkbox"/>	Non-Profit		
	<input type="checkbox"/>	Employment Service State Agency (Wagner-Peyser)		
Contact Person's Email Address				
Signatory Authority Signature				

Attachment B: Conflict of Interest Form

By submitting a proposal, the authorized signatory authority of the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if Northwest State Community College awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. Northwest State Community College reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Signatory Authority Name and Title

Signature

Date

*Note: This form is a **mandatory** required document to be considered for either component. Bidders should only complete this form once per entry.*

Attachment C: Budget

Please complete the **mandatory** budget form and narrative explanation below. In creating a budget, the applicant should provide per unit costs by completing the following table and providing a justification for costs in a budget narrative.

Budget Line Item	Cost
Salaries	\$
Benefits	\$
Travel	\$
Operational (supplies, communications, etc.)	\$
TOTAL	\$

Budget Narrative: Please provide a detailed explanation for each budget line item to justify the cost.