



Request for Qualifications Campus Master Plan

RESPONSE DUE DATE AND TIME

November 18, 2024 – 2:00 P.M. Central Time

State Fair Community College
Business Office – Attn: Keith Acuff
3201 W. 16th Street
Sedalia, MO 65302

NON-MANDATORY PRE-RESPONSE MEETING & SITE VISIT

October 14, 2024 – 2:30 P.M. Central Time

QUESTION DEADLINE

October 22, 2024 – 2:00 P.M. Central Time
kacuff@sfccmo.edu

COLLEGE REPRESENTATIVE

Keith Acuff
Vice President, Finance & Administration
E-MAIL ADDRESS: kacuff@sfccmo.edu
TELEPHONE NO: (660) 596-7301

RFQ and ADDENDUMS

www.sfccmo.edu/bids

SECTION 1: DEFINITIONS AND TERMINOLOGY

Wherever used in this RFQ these or other related procurement documents, the following terms have meanings indicated which are applicable to both the singular and plural thereof. The terms can be used interchangeably.

Addendum: Written or graphic instruments issued prior to the opening of responses that clarify, correct, or change the RFQ documents or the related procurement documents.

RFQ: The document that is submitted to the college to fulfill the request for qualifications.

Candidate/Submitter/Firm: The company/vendor that is submitting a response.

Contract: An agreement between State Fair Community College and the firm that will include a written contract, RFQ, addendums (if any), terms and conditions, as well as the submitter's response to the RFQ.

CMP Committee / Stakeholders: State Fair Community College employees and other parties that have an interest in the project and are selected to provide input and guidance to the project.

Request for Qualifications (RFQ): This formal, publicly released document outlining a need and inviting businesses to submit a response to fulfill our request.

Specifications/Scope of Work: Those portions of this response consisting of written or technical descriptions of materials, equipment, construction systems, standards, workmanship, qualifications, goods, services, and administrative details as applicable to this RFQ.

SECTION 2: SPECIFICATIONS AND SCOPE OF WORK

1. Purpose

1.1. State Fair Community College (SFCC or the College) is seeking responses from qualified professional Campus Planner/Designer Services for the development of a Long-Term (10 year) Campus Master Plan (CMP) with intermediate phasing throughout the plan. This plan will need to integrate the requirements of the college's mission and educational programs along with the needs of the surrounding communities. Services will include completion of a comprehensive review and evaluation of the college's facilities, utilization of those facilities, identification of current and anticipated facility requirements, and preparation of a plan for the development of the campus and its facilities that addresses the identified needs.

1.2. The CMP will be used by the college to identify well-conceived and well-justified capital outlay projects that fit with the overall context of the college mission as well as the college's other planning and budgeting processes.

1.3. The CMP may also be used to support and justify capital construction/renovation submissions to the State of Missouri or be included in fundraising campaigns to support capital projects.

2. Background

2.1. State Fair Community College is located in central Missouri. It was founded in 1968. The main Sedalia campus (the focus of this RFQ) covers 130 acres plus an additional, recently acquired 200 acres, part of which is used as an educational farm. The Sedalia campus consists of 14 buildings plus 2 additional buildings under construction. The student population is approximately 4,200 full and part-time students. SFCC serves the educational needs of 14 counties in west central Missouri and has extended its service to 6 additional locations throughout this service area. However, the scope of this RFQ is to be limited to the main Sedalia campus.

3. Scope of required services

3.1. The completed Campus Master Plan shall address the following:

- Provide quality and well-maintained facilities to accommodate enrollment trends and demand for increased student services and student success.
- Provide forward-looking learning spaces which take into consideration trends in androgogy, workforce needs, evolving post-secondary education/training/degree/certification requirements along with student demographics and educational expectations.
- Create a campus and facilities that promote student-faculty interaction and interdisciplinary and collaborative learning.
- Provide student collaborative activity and casual space.
- Address pedestrian and vehicular egress/ingress and movement about campus.
- Provide necessary and forward-looking safety and security considerations including building access, campus lighting and immediate response options for active threats.
- Address new buildings as well as the condition of existing building's suitability to meet future needs through building improvements/modifications/repurposing.
- Create visually appealing campus environments, including landscaping, that continue to be attractive and navigable.
- Create a safe and healthy environment for all users of the College facilities and grounds and that is compliant with ADA requirements.
- Create a campus that promotes the effective and efficient use of the natural resources on campus by incorporating them into the campus landscape plan.
- Encourage community engagement.
- Provide a recommendation for the amount of acreage to be dedicated to the college educational farm and the facilities necessary for the farm.
- Provide a high-quality document that optimizes cost & implementation feasibility to be used over the next decade in evaluating building and site enhancements and submitting capital construction requests to the state of Missouri and to our Board of Trustees.
- Associated planning budgets for proposed future construction that are adjusted for inflation.
- The firm's recommendation on prioritization of projects within the final recommendation.

3.2. The following will be addressed as a Campus Master Plan bid alternate which may include none, some or all of these:

- Provide an assessment of current classroom and non-classroom FF&E's ability to meet future academic and support needs.
- Provide direction on improving the utilization of college space. This would include a space utilization study to help us better serve students more efficiently and effectively.
- Provide a long-term vision for utilizing the portion of the recently acquired 200 adjacent acres which will not be part of the farm.

4. Stakeholders

4.1. The chosen firm will be required to include participation by all affected stakeholders. A partial listing of possible stakeholders is noted below.

- College students
- College leadership
- College employees including faculty
- Community leaders and/or organizations
- SFCC Board members
- Pettis and Benton County leaders
- Alumni
- SFCC Foundation
- Others as needed or added by SFCC

5. Deliverables

- 5.1. A first draft document will be delivered on or before June 2, 2025 (negotiable)
- 5.2. A final draft document will be delivered on or before June 30, 2025 (negotiable)
- 5.3. Provide a written plan for the utilization of all buildings involved. This should include any space reallocation, relocation of departments and programs, and possible renovation of buildings.
- 5.4. Provide the Campus Master Plan and present it to the CMP committee and others as identified, the Board of Trustees, and the college community.
- 5.5. All deliverables will consist of ten (10) original copies and one (1) electronic copy. Additional deliverables may be requested at the option of the college.
- 5.6. Preparation of documents supporting the primary planning recommendations with alternative considerations as applicable. The CMP should include a summary, narrative, diagrams and drawings, implementation phasing, and projected costs for each recommended project. The CMP should consider immediate needs and a recommended 0 to 5 year, and 5 to 10 year implementation plan.
- 5.7. The CMP, at a minimum, should include the following:
 - Maps, Drawings, Architects renderings
 - Budget Estimates
 - Graphs
 - Narrative reports
 - Timelines and priorities

6. Miscellaneous Information

- 6.1. The college will make available to the selected firm the relevant information in its files that may pertain to the scope of services required by this project.
- 6.2. The college will arrange as necessary meetings between the selected firm and the college departments and offices related to the scope of services required by this project.

SECTION 3: PROJECTED TIMELINE

Activity	Date	Time CDT
Send out/Post RFQ	10-03-2024	N/A
Pre-Response Meeting & Campus Walk (SFCC Hopkins Boardroom)	10-14-2024	2:30 pm
Last date for clarification questions (kacuff@sfccmo.edu)	10-22-2024	2:00 pm
Response submission deadline/Response opening (SFCC Business Office; Attn: Keith Acuff)	11-18-2024	2:00 pm
Committee will meet to select Finalists	11-25-2024	TBD

Finalist Questions/Presentations	Week of 11-26-2024 Week of 12-02-2024	Various
Contract Negotiations with Selected Firm	Week of 12-09-2024	Various
Selected Firm Presented for Board of Trustees Approval	12-17-2024	5:30 pm
Project Begins	1-06-2025	
Committee Updates	Monthly	TBD
Draft CMP Due	6-02-2025 (Negotiable)	TBD
Final CMP Due and Committee Presentation	6-30-2025 (Negotiable)	TBD

SECTION 4: RESPONSE FORMAT

1. Overview:

1.1. Letter of Interest/Introduction: This letter shall explain your firm's overall desire to be awarded this project and an introduction of your company and its employees. The letter shall contain the name, address, and phone number of the person who will serve as the principal contact and who will be making the presentation on behalf of your firm. The letter shall bear the signature of the person having proper authority to make formal commitments on behalf of your firm.

1.2. Firm Experience: Submittals will include a detailed description of the firm's overall capabilities, experience and approach to providing the scope of services described. Also include any subcontractor's information that will be used.

1.3. Qualifications of Key Personnel: Submit qualifications of those who will be involved in completing the scope of services. We prefer project personnel who have completed several projects that are similar in type and scope to this one.

1.4. Capacity: Confirm that the firm has sufficient capacity of key personnel and support personnel to meet the timeline of the project.

1.5. Project Team: Description of the proposed project team and how you propose to organize, staff, and manage the project, including time committed to the project. Give the name of the person from your firm that would be our primary contact from start to finish if you were awarded this project.

1.6. Deliverables: Address the deliverables we could expect to receive from your firm if it were chosen for this project. We may request samples of other master plans your firm has completed to help clarify what we would receive as a finished product. Including samples/excerpts with your response would be helpful.

1.7. References: Provide references for similar projects. Include the names of the organizations, a summary of work done, and the names and phone numbers of contact persons.

1.8. Licenses: Proof of any licenses and/or certifications that may be relevant to this project. If proof is not provided, that information will not be considered during the evaluation process.

1.9. Any other information you deem relevant to aiding our understanding of your qualifications and fit for this project.

SECTION 5: EVALUATION METHODOLOGY

1. Overview:

1.1. SFCC will conduct a comprehensive, fair, objective, and impartial evaluation of responses received for this request for qualifications. An evaluation committee will evaluate responses.

2. Evaluation Criteria:

2.1. This is a qualifications-based selection based on RSMo 8.285 through 8.291. Responses will be evaluated on, but not limited to, the following criteria (not necessarily in priority order):

- Specifications/Qualifications: Submitter has met the terms, criteria, and qualifications that are considered necessary and/or essential components of this response.
- Experience/Expertise/Capacity: The submitter has the experience and technical expertise to meet the services requested. Do you also have the capacity to satisfactorily complete the project within the required timeframe?
- Familiarity: Is the submitter familiar with SFCC and its community?
- Reputation: Information acquired through references and other sources available to SFCC to determine past record of performance including quality of work, ability to control costs and ability to meet schedules.
- Experience: How much experience does the firm and their personnel have with the work they are proposing?
- Communication/Collaboration: The firm's approach to working with stakeholders, college staff and students. Their approach to progress reports and keeping the CMP committee informed. Does the methodology foster collaboration and stakeholder input?
- Sub-Contracting: What portions of the work will be performed by the firm and what portions of the work will be performed by sub-contractors?
- Timeliness: Time required to complete the project. Can the firm complete the project by the dates shown in the RFQ? If not, please suggest alternate timelines that are feasible.
- Innovation/Creativity: Responses that identify new or innovative approaches to increase efficiency, engage stakeholders and reduce implementation costs.

2.2. The evaluation phase may involve multiple discussions with firms to clarify any questions.

2.3. Presentations: To aid in the evaluation process, the college may ask one or more firms to present. This should not be construed as negotiations or an indication of the college's intention to award. Presentations will be at the sole discretion of the College.

SECTION 6: NEGOTIATION FOR CONTRACT

1.1. Based on the results of the evaluation and recommendation of the evaluation committee, SFCC will determine three qualified firms. The committee will then select the firm considered to be best qualified and capable of performing the desired work and negotiate a contract for the project with the firm selected. If SFCC is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. SFCC shall then undertake negotiations with another of the qualified firms selected. If there is a failing of accord with the second firm, negotiations with such firm shall be terminated. SFCC shall then undertake negotiations with the third qualified firm.

SECTION 7: INSTRUCTIONS TO SUBMITTERS AND RESPONSE REQUIREMENTS

1. General Conditions:

1.1. All responses (hard copies only) must be in a sealed envelope and clearly marked in the lower left-hand corner "RFQ-SFCC Campus Master Plan". RFQ's must be received at:

State Fair Community College
Business Office – Attn: Keith Acuff
3201 W. 16th Street
Sedalia, MO 65301

no later than 2:00 p.m. CST on November 18, 2024

1.2. Please provide 8 hard copies of your response.

1.3. SFCC reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the firm submitting the response or disadvantage any competing firms. State Fair Community College reserves the right to accept any response and to reject any and all responses and to disapprove of any and all subcontractors as may be in the best interest of State Fair Community College.

1.4. The submitter warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this request for qualifications and none have been promised. The submitter warrants that no one being paid pursuant to the response is engaged in any activities that would constitute a conflict of interest with respect to the purposes of the response.

1.5. SFCC will ensure that minority business enterprises are afforded full opportunity to submit responses. SFCC will not discriminate on the grounds of age, race, color, sex, creed, religion, national origin, or disability status. In addition, the successful firm shall comply with the Americans with Disabilities Act and any related State of Missouri statutes.

1.6. The submitter hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, holding companies, or subcontractors are treated equally by their firm without regard to or because of age, race, color, sex, creed, religion, national origin, or disability as required by federal and state anti-discrimination laws. Violation of this certification may constitute a material breach of contract upon which the owner may decide to cancel, terminate, or suspend the contract.

1.7. All responses to this request become public records and are subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors, and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Responses in their entirety cannot be specified as proprietary or confidential.

2. Preparation of Responses

2.1. Firms are encouraged to examine all documents, specifications, scope of work, addendum(s), and attend scheduled site visits associated with the request for qualifications. Failure to do so will be at the firm's risk. The RFQ and all referenced documents must be used in the preparation of each response. SFCC assumes no responsibility for errors, misinterpretations, and/or verbal communication resulting from the use of incomplete response documents. The RFQ and all addendums may be found at www.sfccmo.edu/bids

2.2. The submitter shall furnish the information required by the RFQ. The response form and all requested documents shall be completed, signed, and returned by the respective firm's authorized agent. All required response documents must be returned with the submitter's sealed response.

2.3. A response may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the request for qualifications.

2.4. Any expenses incurred in response preparation, pre-submittal meeting, site visits, submission, presentations, demonstrations, etc. are the responsibility of the submitter and will not be reimbursed by SFCC.

3. Pre-Response Meeting and Job Walk

3.1. A non-mandatory pre-response meeting will be held on October 14, 2024 at 2:30pm Central time. The meeting location will be the Hopkins Boardroom at the Sedalia campus. After the meeting is concluded, a campus walk will begin for potential submitters to view the campus. Please RSVP your attendance to the pre-response meeting to kacuff@sfccmo.edu by October 11, 2024.

3.3. Several State Fair Community College stakeholders will be present at the pre-response meeting to answer any questions with respect to the interpretation or clarification of this response. If these interpretations or clarifications are deemed essential/material, an addendum will be issued.

4. Modifications / Withdrawals / Late Submittals

4.1. A response that is in the possession of the Business Office may be modified or withdrawn by an email, fax, or letter bearing the signature or name of the person authorized for submitting, provided that it is received prior to the date and time set for the response opening.

4.2. Modifications must be initialed by the person signing the response.

4.3. Telephone or verbal alterations or withdrawals of a response will not be accepted.

4.4. If a response is accepted and the firm then fails to furnish the service agreed to in the response, that firm may be eliminated from future consideration.

4.5. Telephone, fax, or electronic submittals will not be accepted.

5. Questions About the RFQ / Addendums

5.1. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for qualifications should be directed to the following individual.

Keith Acuff,
VP, Finance & Administration
3201 W. 16th Street
Sedalia, MO 65301
Phone: (660) 596 7301
Email kacuff@sfccmo.edu

5.2. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for qualifications should be submitted no later than October 22, 2024 at 2:00pm central time. Any questions received after the deadline will not be accepted or considered.

5.3. All changes or interpretations of the request for qualifications will be made by written addendum. These will be made only by the SFCC Business Office. No oral or telephone interpretations of this response shall be binding upon SFCC. The addendum(s) will be posted on www.sfccmo.edu/bids. Submitters are responsible for checking this site before submitting their responses.

6. Response Opening

6.1. Opening of responses received will be conducted after the submittal deadline by the CMP evaluation committee. Submitters selected for presentations will be notified by November 27, 2024.

7. Award and Contract Information:

7.1. Upon successful negotiations, a contract will be issued by State Fair Community College for this project. The contract between SFCC and the successful firm will include the wording contained in the formal written contract, the request for qualifications, addendums (if any), attachments, as well as the submitter's response to the request for qualifications.

7.2. The submitter expressly warrants to SFCC that it has the ability, expertise, and required legal credentials to perform the contract if awarded. In doing so it shall use the highest standards of professional workmanship.

7.3. Awarded firm is prohibited from subcontracting, assigning, transferring, the contract its rights, title or interest therein, or its power to execute such a contract to any other firm without the prior written consent of State Fair Community College.

7.4. In the event that the successful firm decides not to accept the contract, SFCC reserves the right to grant the contract to the second (or third, in succession) successful firm, reissue the request for qualifications, or cancel the request for qualifications.

8. Laws and Regulations

8.1. The successful firm shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government applicable to the performance of the services described herein. In addition, the successful firm shall also comply with all SFCC policies.

8.2. The submitter has the sole responsibility of compliance with all applicable State Statutes. SFCC reserves the right to request written verification of compliance.

PLEASE RETURN THIS PAGE WITH YOUR RESPONSE

The undersigned, being familiar with the bidding conditions and instructions of the SFCC Campus Master Plan RFQ, hereby proposes to provide labor, service, etc. in accordance with the requirements stipulated. If you are not in agreement with, or cannot abide by any of the conditions or instructions on this response, it must be noted in the Submitter comments section below. If there are no comments noted, it is assumed you and the company you are representing are in total agreement.

SUBMITTER COMMENTS (attach additional pages if needed)

SIGNATURE OF SUBMITTER

Company Name

Telephone Number

Mailing Address

Bidders Name/Title

City, State, Zip

Authorized Signature

Dated this _____ day of _____ 2024