



KLAMATH COMMUNITY COLLEGE

Request for Proposal
Comprehensive Campus Facilities Plan Development
RFP # 24-25 Master Plan

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I. PROPOSED SCHEDULE

The following schedule is a proposed schedule and is subject to change

RFP Release ----- August 20, 2024
Deadline for questions and requests for clarification ----- September 3, 2024 – **1:00 PM**
Proposals due -----September 20, 2024 – **1:00 PM**
Interviews ----- October 7-11, 2024 (**TBD**)
Tentative Announcement of Intent to award ----- October 25, 2024

II. INTRODUCTION

1. INVITATION

Klamath Community College seeks qualified firms to provide Comprehensive Campus Facilities Plan Development Services.

Klamath Community College invites interested firms who qualify within the requirements stated herein to submit proposals to accomplish the Scope of Work defined within this invitation.

2. BACKGROUND

Klamath Community College (KCC) is a political subdivision defined as a "Community College District" within Oregon Revised Statutes.

Klamath Community College, a comprehensive two-year public college supported by tuition, local property taxes, and state revenue, was founded in 1996 to fulfill a community vision for improved prosperity through training and college-level educational opportunities. A seven-member elected Board of Education directs the College. The district includes Klamath county and a portion of Lake county and the Northwest Commission on Colleges and Universities provides its accreditation.

Klamath operates one campus, eleven buildings, nearly 200 thousand square feet, and more than 200 parking spaces. The campus is located at 7390 S. Sixth Street, Klamath Falls, Oregon, 97603.

Klamath Community College educates approximately 2,300 Full-Time-Equivalent students each year while serving just under 6,350 individuals of all ages in various educational categories. Of these, about 57% enroll in credit classes; others take advantage of the College's non-credit community education opportunities.

Klamath Community College employs approximately 250 staff, both full and part-time.

3. ADDITIONAL INFORMATION

College Website: <http://www.KlamathCC.edu>

College Fact Book: <http://www.KlamathCC.edu/en-US/about/index.html>

College Strategic Plan: <https://www.KlamathCC.edu/en-US/about/Strategic-Planning/strategic-plan.html>

4. SUBMITTAL OF PROPOSALS

Interested Proposers may respond to this invitation by submitting seven (7) physical copies of their written Proposal, all attachments, and one electronic copy via a USB memory drive. One physical Proposal must be clearly designated "original" on the exterior and contain all required signatures. Purchasing must receive all proposals on or before the closing date specified in the proposal schedule and delivered in a sealed envelope to:

Klamath Community College
Attn: Denise Reid, Vice-President of Administrative Services
7390 S. Sixth Street
Klamath Falls, Oregon 97603
Telephone: (541) 880-2392

NOTE: Telephone, facsimile, or electronically transmitted submittals **will NOT** be accepted. Proposals received after the specified time and date **shall NOT** be considered further.

III. INSTRUCTIONS TO PROPOSERS

1. OPENING AND READING OF PROPOSALS

Proposals shall not be disclosed until the contract award is complete (ORS 192.410 to 192.505). Delivery is the sole responsibility of the Proposer. Proposals received after the specified time and date will be returned unopened.

2. PROPOSAL OWNERSHIP

All opened proposals become the College's property and will not be returned to the Proposer.

3. PROPOSAL REJECTION AND CANCELLATION

The College reserves the right to reject any or all proposals and, for a good cause, cancel any portion of the RFP procurement. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- A. Failure to substantially adhere to one or more of the provisions established in this RFP;
- B. Failure to submit a proposal in the specified format herein;
- C. Failure to submit a proposal within the time requirements established herein;
- D. Failure to adhere to generally accepted ethical and professional standards before, during, or after the proposal process.

The College may reject any proposal not in compliance with any or all prescribed public procurement procedures and requirements and may reject any or all proposals for a good cause upon finding that it is in the best public interest to do so.

4. REQUESTS FOR CLARIFICATION / ADDITIONAL INFORMATION

Requests for information regarding this RFP shall be submitted, by email, directly to the Vice President at reid@KlamathCC.edu. Requests must be received by the deadline specified in the proposed timeline. Any request received after the deadline will NOT receive a response.

Answers that require any adjustments to this solicitation will be provided to all proposers of record in the form of an addendum.

5. ADDENDA

No addenda will be issued three (3) days before the deadline specified for the receipt of proposals in the proposed timeline, except an addendum postponing the date for receipt of proposals or withdrawing the solicitation.

The College reserves the right to extend any deadlines at its sole discretion; any extension will be published as an addendum.

Before submitting the Proposal, each Proposer shall ascertain that the Proposer has received all addenda issued. Receipt of addenda shall be acknowledged in the appropriate location on the proposal form, Appendix C.

6. RIGHTS TO CLARIFICATION AND RESEARCH

The College reserves the right to clarify any point in a proposal or obtain additional information necessary to evaluate a particular proposal properly. Failure of a request to respond to such a request for further information shall result in finding the Proposer non-responsive and consequent rejection of the Proposal.

Notwithstanding any other provision of this RFP, the College expressly reserves the right to:

- Conduct discussions with any or all Vendors for clarification of proposals;
- Waive, or decline to waive, any insignificant defect or informality in any proposal or proposal procedures;
- Accept, reject, or negotiate the terms of any proposal, or any parts thereof, to obtain the best and final offer;
- Negotiate with any or all of the Vendor's representatives to obtain the best and final offer.

7. MODIFICATION OR WITHDRAWAL OF PROPOSAL

A proposal may not be modified, withdrawn, or canceled by the Proposer for sixty (60) calendar days following the specified time and date designated for receipt of proposals by the College.

Before the time and date designated for receipt of proposals, proposals submitted early may be modified or withdrawn only by written notice to the College Purchasing Agent addressed to the proposal submittal location. Such notification must be received before the time and date designated for receipt of proposals.

8. DEBARMENT

The Proposer certifies that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental debarment or agency. If the Proposer cannot certify this statement, attach a written explanation in the transmittal letter.

9. PREPARATION COSTS

Please note that throughout this RFP, the College will not accept proposals or queries that require the College to pay the cost of production or delivery.

10. PIGGYBACKING

Pursuant to ORS, other public agencies may utilize any contract resulting from this

Competitive Solicitation (Contract). The Proposer has the right to exclude all other public agencies from using the said Contract. Any limitations must be clearly submitted with the response to this RFP. Notwithstanding any limitations, it shall be assumed that the Proposer will extend the said Contract to all other agencies only in conjunction with the College during the Contract's life.

IV. SCOPE OF WORK

1. GENERAL

KLAMATH COMMUNITY COLLEGE seeks a qualified applicant to conduct a comprehensive campus and facilities master planning review process for the College, producing updated ten-year comprehensive campus facilities plan to guide College academic and program growth while taking into consideration appropriate College design considerations, branding, sustainability, historical significance, siting and development of new facilities and renovation of existing facilities, site accessibility, and conservation of natural space and wildlife. The planning process will involve a Campus Facilities Plan Steering Committee, the College's Board of Education, faculty, staff, students, and community members. Outcomes of the process should include designating development areas, circulation routes, parking areas, gateways, and identifiable campus perimeter presence for existing College campuses.

The College is particularly interested in creating a feasible, realistic, and principle-based master plan that is economically, socially, and environmentally sustainable.

KCC last completed a full Master Planning process in 2007. This report and the information gathered will be made fully available for this scope of work and process.

Space Utilization and needs assessment will align to the provided Strategic Enrollment Management and College Strategic Plans, and developing Academic Plan to build the updated and realistic plan will be the focus of this initiative.

KCC requests that service providers responding to the RFP provide at least one sample of a college or university facility master plan and a list of references.

2. NATURE OF SERVICES REQUIRED

Campus Facility Plan Vision

Klamath Community College is valued as a cornerstone of the community for

affordability, equitable student success, innovation, and financial stewardship.

This Campus Facility Plan will guide the development of facilities to create a sense of place on its campuses that establishes Klamath Community College as committed to being inclusive and offering a full range of education and training in a supportive environment to advance personal and professional growth. We are a community hub for cultural, economic, recreational, and intellectual enrichment. The Campus Facilities Plan will create a focused overall approach for Klamath Community College by integrating the goals and objectives in the College's Strategic Plan, Academic Plan, and Strategic Enrollment Management Plan.

The College will maintain a physical environment for students, employees, and community members that is inclusive, safe, clean, comfortable, and aesthetically pleasing and supports a progressive exchange of thoughts and ideas.

Plan Concepts

Accessibility & Inclusion – Pursue continuous improvement toward the goal of universal access & inclusivity, creating an equitable, safe, clean, comfortable, and aesthetically pleasing environment.

Building and Space Utilization – Review existing space utilization and develop a process for space allocations, including recommendations on building usage and future needs.

Community – Make boundaries inviting and transparent and provide a sense of arrival. Create an environment that facilitates social interaction, encourages belonging, and promotes a sense of place, peace, and community. No significant changes to our current boundary are proposed; instead, we "recreate ourselves in place."

Learning & Achievement – Create collaborative spaces that encourage learning and excitement around academics by minimizing distraction from aging buildings, infusing new spaces with advanced technology, and improving existing buildings' quality, efficiency, and space allocation.

Student Life – Renew the relationship and focus on student life. Create, renovate, rebuild, or restore outdoor and indoor spaces for informal and formal student gatherings, discussions, and study groups.

Sustainability – Protect, enhance, and celebrate our lakeside and forest setting. Reduce our impact on the land, air, and water; and better manage energy use.

Develop sustainability guidelines using "green" building materials and techniques.

Transportation and pedestrian flow – Provide strategies for transportation, parking, accessibility, and walking paths to support ease of travel on and around campus. The goal is to encourage public transportation linkages and commute reduction while incorporating sustainability and aesthetics. Ensure safe, efficient ingress/egress and loading for emergency/commercial vehicles. Evaluate roads, entrances, parking, public transportation, and pedestrian routes.

Utilities and Technology Infrastructure – Provide a reliable utility/technology network to meet current and future demands. Plan for future utility corridors, considering new and existing building needs. Investigate alternate fuel and energy generation/conservation sources for buildings and fleet vehicles.

The plan concept review should consider the following areas for incorporation:

- Open Spaces
 - Landscape, Outdoor Social Spaces, Athletic Fields & Facilities, and Water Resources
- Buildings
 - New Construction, Expansion, Demolition, or removal from use
 - Consolidation of sites or programs, Connection to outdoor spaces for extension of learning
 - Current Furnishings, Life of & Cost to Replace
 - Exterior Upgrades & Development
 - Space utilization, including classrooms, Space Allocation Planning, and Process Development
 - Energy Use Planning/Projects
 - Technology infusion and adaptability
- Accessibility
 - Community, Building, Services, Parking and Pedestrian Traffic, ADA, Title VII, Title IX
- Incorporation of "Strategic Plan"
- Incorporation of "Academic Plan"
- Incorporation of "Strategic Enrollment Management Plan"
- Lighting
 - Exterior and Interior
- Life Safety
 - Emergency Lighting, Door Locks and/or access controls, Intercom/Alarm System, Fire Suppression, Active Shooter

- Considerations, Natural Disaster Recovery Considerations, Asbestos/Lead Considerations, Seismic conditions, code compliance
- Equipment Replacement
 - Classrooms, Instructional, Operational, Technology
- Deferred Maintenance
 - Program Improvement, Asset Preservation, Safety/Code/Seismic, Electrical, Reliability, Economic Opportunity
- Historical Designations
 - Oregon SHPO mitigation, Celebration of College's development history and story, Tree Campus USA certification

3. DELIVERABLES

1. Coordinate with the Campus Facilities Plan Steering Committee at key steps of the planning process. The College anticipates a minimum of ten meetings with the Committee and a presentation of the final plan to the College's Board. Deliverable: Final presentation to College Board.
2. Conduct a minimum of four focus groups or charrettes with College representatives and community partners to derive input for plan concepts and elements. Deliverable: Draft and final technical memorandum summarizing input from College representatives and community partners.
3. Develop draft and final conceptual drawings and schematics showing up to three alternatives for the proposed master plan. These drawings and schematics shall include conceptual facility footprints and circulation, vehicular circulation and parking, campus edges and gateways, wayfinding and signage, open and green spaces, and topography, along with notation of relevant infrastructure, regulatory, environmental, and community concerns. Lead discussion on the pros and cons of the various alternatives. Deliverable: Final conceptual drawings and schematics with a technical memorandum summarizing the discussion of the various alternatives.
4. Prepare draft and final plan report, coordinating documentation and response for all comments received. Deliverable: Draft final campus facilities plan report with a technical memorandum summarizing all comments received. Deliverable: Finalized and completed campus facilities plan.

V. GENERAL TERMS & CONDITIONS

THIS AGREEMENT is entered into by and between Klamath Community College, a Community College District of the State of Oregon, hereinafter called **College**, and the selected **Proposer**, hereinafter called **Contractor** or **Provider**.

WHEREAS the College requires the services of a **Facility Master Planning Consultant** with the particular training, ability, knowledge, and experience possessed by the Contractor, in consideration of the agreed upon financial Proposal, the Contractor agrees to provide during the period(s) indicated in the attached documents the services indicated herein.

In providing these services, it is understood and agreed that all conditions herein shall apply to all services rendered within the context of this invitation and resulting award.

1. CONTRACTOR STATUS

The Contractor is engaged as an Independent Contractor and shall be responsible for all Federal and State taxes applicable to this Contract and the payments made therewith.

2. DIVERSITY IN CONTRACTING

KCC defines diversity as the variance or difference amongst people, such as race, ethnicity, gender, age, religion, nationality, language preference, socioeconomic status, disability, sexual orientation, gender identity, and others. KCC encourages the use of minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, and emerging small businesses, as defined under State law in the ORS Chapter.

Please indicate in your Proposal if you are COBID certified.

3. CONTRACTOR SUPERVISION AND CONTROL

Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an Independent Contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person and has special expertise as to the services which the Contractor is to perform and that the Contractor is customarily engaged in the independent performance of the same and/or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the College. The Contractor is not to be deemed an employee of the College and has no authority to make any binding commitments or obligations on behalf of the College except to the extent expressly provided herein.

4. ELIGIBILITY FOR PUBLIC ASSISTANCE OR SUPPORT

The Contractor shall not be eligible for any Federal Social Security, State Worker's Compensation, Unemployment Insurance, or Public Employees Retirement System benefits from subject contract payments. The Contractor shall be responsible for the same as a self-employed individual/firm.

5. TERMINATION OF CONTRACT

The Contract resulting from this solicitation may be terminated at any time by the College for a good cause. Good cause may be such items as a breach of Contract by the Contractor, failure of the Contractor to fulfill requirements for insurance, workers' compensation, professional registration, bonding or licensing, failure of the Contractor to perform in accordance with any requirements of the Contract, including the meeting of delivery dates, invoicing, filings, and other requirements.

This Contract may also be terminated for the convenience of the College without warning or advance notice. If the Contract is terminated for the convenience of the College, any monies owing to either party shall be paid within thirty (30) days of contract termination.

6. INSURANCE

The Contractor shall maintain in force for the duration of this Contract the insurance coverage specified below. Each policy required by these provisions shall be written as a primary policy, not contributing with or in excess of any coverage which the College may carry. A copy of each policy or a certificate satisfactory to the College shall be submitted to the College prior to the commencement of the work each year. Unless otherwise specified, each Certificate of Insurance shall show an insurance carrier licensed to do business in the State of Oregon and shall contain an endorsement entitling the College to not less than 30 days prior written notice of any material change, non-renewal, or cancellation.

The adequacy of all insurance required by these provisions shall be subject to approval by the College. Failure to maintain any insurance coverage required by this Contract shall be cause for immediate termination of this Contract by the College.

7. COMPREHENSIVE GENERAL LIABILITY

The Contractor shall maintain a broad form of comprehensive general liability and automobile liability insurance policy with coverage of not less than \$2,000,000 combined single limit per occurrence, with an aggregate of \$3,000,000 for bodily injury, personal injury, or property damage. Such policy shall contain a contractual liability endorsement naming the College as an additional insured, in a form satisfactory to the College, and shall expressly provide that the interest of the College shall not be affected by the Contractor's breach of policy provisions.

8. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE

The Contractor shall maintain a current policy of workers' compensation and employers' liability coverage. The Contractor shall comply with the Oregon Workers' Compensation law (ORS 656) by qualifying as a carrier-insured employer or a self-insured employer and shall strictly comply with all other applicable provisions of such law. The Contractor shall provide the College with further assurances as the College may require from time to time that the Contractor complies with these workers' compensation coverage requirements and the workers' compensation law.

9. LIMITATION OF LIABILITY

The Contractor shall not be liable for failure to perform its obligations herein when such failure is unequivocally the result of acts beyond the Contractor's control (force majeure); some, but not all, such acts are acts of God or the public enemy, acts of local, state or federal government in either their sovereign or contractual capacity, fires, floods, civil disobedience, strikes, lock-outs, freight embargoes, inclement weather, errors or defects in the data supplied by the College, or other such failures and shortcomings.

10. SUBCONTRACTING AND ASSIGNMENT

The Contractor shall **NOT** subcontract any work under this Contract or assign this Contract, in whole or in part, or any right or obligation hereunder, without the College's prior written approval. The Contractor shall require any approved subcontractor or assignee to agree to comply with all obligations specified in this Contract as per the portion subcontracted or assigned. Notwithstanding the College's approval of a subcontractor or assignee, the Contractor shall remain obligated for the full performance of this Contract, and the College shall incur no obligation to any subcontractor or assignee.

11. DISCRIMINATION

The Contractor agrees not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, national origin, gender, ethnic background, or age with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; Recruitment or recruitment advertising; Layoffs or termination; Rates of pay or other forms of compensation; Selection for training; Rendition of services. It is further understood that any Contractor who violates this clause shall be barred forthwith from receiving awards of any kind from the College unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

12. NOTICES

Notices in compliance with this Contract shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, and return receipt requested, addressed to:

College: Address on the Cover of this RFP

Contractor: Address given in Response Documents to RFP or such other address as either party may provide by notice given in accordance with this provision.

13. PERFORMANCE STANDARDS AND COMPLIANCES

All work performed within the context of this agreement shall comply with the following:

- a. Oregon Revised Statute Chapter 656;
- b. Oregon Revised Statute Chapters 279A, 279B, and 279C;

- c. Oregon Revised Statute 30.26 through 30.30 (public agency torts);
- d. Oregon Administrative Rules Chapter 125;
- e. US Code Title 42 (especially sections 1983, 1985, and 1988); and,

Oregon and local laws and regulations; and other Federal, State, and Local laws and regulations as may be applicable to the College. The Contractor shall comply with all federal, state, local, and College laws, policies, rules, and regulations concerning environmental health and safety and workers' compensation. The Contractor shall permit inspection of all service units under its control by the applicable authority and shall comply in a timely manner with all directives issued by such authorities and regulatory bodies.

14. CONTRACT ENGAGEMENT TERMS AND CONDITIONS THERETO

Unless otherwise interrupted or canceled, this Contract shall be valid for two years. At the sole discretion of the College, the Contract may be renewed for up to three consecutive one-year periods directly following the initial two-year period.

15. CONTRACT TERMINATION CONDITIONS

Notwithstanding other portions of this agreement, this Contract may be terminated if any of the following actions take place:

- a. The Contractor is no longer qualified as a General Counsel Legal Services licensed to practice that profession in the State of Oregon;
- b. Any suit is filed against the College regarding the Contractor's performance, which, in the opinion of a neutral third-party attorney, is significant and substantive and has a reasonable likelihood of success;
- c. The Contractor engages in anti-competitive activities such as blocking competition, displays of favoritism, improper patronage, or any other activities which, in the sole judgment of the College, are not in concert with the mission and scope of work stated above;
- d. Failure to reach an agreement on subsequent-year fees;
- e. Other valid reasons may be, for example, lack of funds, the unacceptable performance of the Contractor, the lapse of required services provision, the lapse of required registrations or insurance coverage, or any other documentable reason.

The Contract may be canceled by the delivery of a certified letter from the President of the College, at his or her sole discretion, giving thirty calendar days' notice of intent to cancel. The notice shall give the reason for the termination of the Contract. At the end of the thirty-day period, if the notice is not rescinded by certified or registered mail from the President, the Contract shall be deemed to have been canceled.

16. INTEGRATION AND SEVERABILITY

This Contract embodies the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, incorporated within the enabling purchase order, either directly or by reference, and understood to be the **contract documents**. This Contract shall supersede all prior communications, representations, or agreements, either oral or written, between the parties. This Contract shall not be amended except in writing, signed by both parties. If any of the provisions herein are determined to be invalid under any local, state, or federal statute, regulation, or the rule of law, such provision shall be deemed omitted from this document.

Each provision of this agreement is severable, and if any provision is held to be unenforceable or is vacated by mutual agreement of the parties in writing, the remainder of the provisions shall remain unchanged and, in effect, undiminished and unchanged.

17. EMPLOYMENT RELATIONS

The Contractor shall be solely responsible for its own employment relations with any trade or union and its representatives and shall negotiate and adjust, in good faith, any and all disputes arising out of the Contractor's operations with employees and/or unions representing its employees. The Contractor shall comply with all federal, state, and local laws, policies, rules, and regulations concerning employment and labor relations

18. PUBLIC RECORDS REQUEST

KCC is subject to the Oregon Public Records Law (ORS 192.410 to 192.505), which requires KCC to disclose all records generated or received in the transaction of KCC business, except as expressly exempted in ORS 192.501, 192.502, or other applicable law. Examples of exemptions that could be relevant include trade secrets (ORS 192.501(2)) and computer programs (ORS 192.501(15)). KCC will not disclose records submitted by a Proposer that are exempt from disclosure under the Public Records Law, subject to the following procedures and limitations.

All pages containing the records exempt from disclosure shall be marked "confidential" and segregated in the following manner:

- It shall be clearly marked in bulk and on each page of the confidential document.
- It shall be kept separate from the other RFP documents in a separate envelope or package.
- The required electronic copy of the Proposal, it shall be saved in a second PDF file on the same electronic file, with the word "confidential" included in the file name.
- Where this specification conflicts with other formatting and response instruction specifications, this specification shall prevail.
- Where such conflict occurs, the Proposer is instructed to respond with the following: "Refer to confidential information enclosed." This statement shall be inserted in the place where the requested information was to have been placed.

Proposers who desire that additional information be treated as confidential must

mark those pages as "confidential," cite a specific statutory basis for the exemption, and the reasons why the public interest would be served by the confidentiality. The entire RFP cannot be marked confidential, nor shall any pricing. Should an RFP be submitted in this manner, no portion of it can be held as confidential unless that portion is segregated in the above manner and meets the above criteria.

Notwithstanding the above procedures, KCC reserves the right to disclose information that KCC determines, in its sole discretion, is not exempt from disclosure or that KCC is directed to disclose by the District Attorney or a court of competent jurisdiction. Prior to disclosing such information, KCC will notify the Proposer. If the Proposer disagrees with KCC's decision, KCC may, but is not required to enter into an agreement not to disclose the information so long as the Proposer bears the entire cost, including reasonable attorney's fees, of any legal action, including any appeals, necessary to defend or support a no-disclosure decision.

VI. PROPOSAL REQUIREMENTS, EVALUATION, AND AWARD

1. PROPOSAL REQUIREMENTS

Please provide the information specified below. Additional information is welcome but not required. The total length of the Proposal, including attachments, should not exceed 50-double-sided pages, including pictures, charts, graphs, tables, and text the Proposer deems appropriate to be part of the Proposer's response. Resumes of the key team individuals proposed, along with a transmittal letter, table of contents, front and back covers, blank section/numerical dividers, etc., will not be counted in the 50-page limit.

Proposals must be submitted to provide all requested services. As a minimum, the Proposal in written form should include the following information:

Information Required

1. Cover Letter

a. Proposer Information

- i. Provide the Proposer's name, address, telephone number, fax number, email, and website.
- ii. Provide a single point of contact with a phone number and email address.

2. Proposer's qualifications facilitating facility master planning processes (25 points)

- a. History and experience with providing consulting for facility master plan development in a higher education setting and experience integrating

- diversity, equity, and inclusion into process and plan.
 - b. Number of plans
 - c. Scale of plans
- 3. Proposer's allocated staffing **(20 points)**
- 4. Proposer's plan, timeline and approach **(35 points)**
- 5. Proposer's experience with community colleges, higher education, accredited institutions, and elected boards. **(10 points)**
- 6. Proposer's experience with diversity, equity, and inclusion in strategic planning. **(10 points)**
- 7. **Proposer's pricing** – *we understand this project may have multiple phases and request that pricing be broken down to allow understanding of the scope and comparability of pricing.* **(25 Points)**
- 8. Proposer's References **(20 points)**
 - a. Provide three (3) references for the Proposer. References must currently be in business and preferably be from higher education institutions.
 - b. The identified individual(s) must have had direct contact with the referenced Proposer; confirm that the phone number is current.

Note: Klamath Community College will check these references and/or may check with other references associated with the past work of your firm. Klamath Community College will evaluate this information and any other independently obtained references that can provide background on your firm. The results obtained from these and any other reference checks will be assessed in determining the final selection of the Proposer team.
 - c. Include the following for references contact information:
 - i. Name and Title
 - ii. Business/Cell Number (current)
 - iii. Email Address
- 9. Proposer's additional services available **(5 points)**

2. EVALUATION AND SELECTION PROCESS

Phase One: Pass/Fail Analysis

Proposals will initially be reviewed by the Purchasing Agent and separated into two categories "pass" and "fail." Only those proposals that "pass" will be eligible for committee review and evaluation. Those proposals that "fail" will be withdrawn from consideration. To "pass" the initial review, firms must:

- Submit proposals (delivered) by the deadline as specified in section I, "Introduction."
- Submit proposals in the correct quantity as specified in section I, "Introduction."

Phase Two: Evaluation and Scoring Process

Each of the evaluation criteria has been assigned a weighted number. Members of the evaluation committee will separately score each Proposal in each of the evaluation criteria. During the technical evaluation of all qualifying proposals, the primary factors which will be considered within the category of "responsible" are outlined in Appendix A.

Phase Three: Selection of Finalists

An oral interview/presentation will also be scheduled. The top-ranked Proposal (s), after the written evaluation phase, will be invited to an oral interview with the Evaluation Committee. The same criteria used to evaluate the written responses will be used to evaluate the finalists during the oral evaluations. No additions, deletions, or substitutions may be made to proposals during the oral evaluations that cannot be viewed as clarification.

The evaluation committee considers the highest-ranked finalist as being the Proposer, which suits the needs and objective of the College best, the second-ranked, second-best, the third-ranked, third-best, etc.

After the oral evaluation, each evaluator may rescore proposals based on the oral interview and written Proposal. The Proposal receiving the highest final score and best meeting the needs of KCC will be awarded.

The Purchasing Agent or designee will evaluate the cost/fee proposals.

Following consideration of all aspects of the submittals, interviews, reference queries, and other information, final scores will be assigned by the evaluation committee in the format of the Typical Analysis Sheet (Appendix B). Ranking will be upon those final scores. The Committee will submit its evaluation of the

selected top-ranked Proposer to the College President. The awarding of contracts will be at the sole discretion of the College President.

VII. SPECIFIC PROPOSAL CONTENT

In addition to the proposal form (Appendix B), the following information shall be submitted by the Proposer and analyzed by the College in accordance with the standards set forth directly above:

1. Transmittal Letter

The transmittal letter shall not be more than two (2) pages in length and shall address the Proposer's understanding of the objective of the services to be provided.

2. Summary of Proposer's Qualifications / Reference Check

In a brief summary, state, in general terms:

- The Proposer's overall qualifications to perform the work described in this solicitation
- Provide an overview of the firm's history, size, and services offered
- Describe any processes, policies, procedures, and/or philosophies that differentiate the Proposer's firm from others.
- Describe three (3) recent facility master planning projects similar to the objectives described in this solicitation, with at least one (1) supporting higher education.

Please provide the name, title, email, and telephone number of the official who may be contacted as a reference for the completed work stated above.

3. Insurance

As identified in Section IV: General Terms and Conditions, provide copies of documentation verifying insurance requirements

4. Proposal Format

Proposals must be submitted on standard 8-1/2" x 11" paper and individually

bound in a manner to be determined by the submitting firm. The length of the Proposal shall be no greater than 50 pages, excluding the table of contents, the transmittal letter, and any attachments. All submitted Proposals must be made available via an electronic medium also. The cost of delivery of the proposals shall be the responsibility of the Proposer. The College will not accept proposals that require payment by the College.

5. Proposal Structure

Submit proposals with clear divisions between each section.
Structure the submittal in the following order:

Transmittal Letter
Proposal Requirements
Proposal Form, Appendix C
Proposer's Qualifications / Reference
Insurance Requirements
Corporate, Supplementary

APPENDIX A - RFP # Comprehensive Campus Facility Plan Development

Typical Analysis Sheet

NAME OF PROPOSER:

DATE:

NAME OF EVALUATOR:

- 1) Pass/Fail
Firm & Proposal Checklist

	Yes	No
On-Time	()	()
Correct Quantity	()	()

If the Proposal does not "pass," no further consideration will be given

- 2) Scoring / Points

A maximum of points will be assigned to each category by each scorer, where the highest score is the most desirable score.

- Proposer's qualifications facilitating facility master planning processes (25 points)
 - a. Years in Business
 - b. History and experience with providing consulting for facility master plan development in a higher education setting and experience integrating diversity, equity, and inclusion into process and plan.
 - c. Number of plans completed
 - d. Scale of plans
- Proposer's staffing (20 points)
- Proposer's plan and approach (35 points)
- Proposer's experience with community colleges, higher education, accredited institutions, and elected boards. (10 points)
- Proposer's experience with diversity, equity, and inclusion in strategic planning. (10 points)
- Proposer's pricing – we understand this project may have multiple phases and request that pricing be broken down to allow understanding of the scope and comparability of pricing. (25 Points)
- Proposer's References (20 points)
- Proposer's additional services available (5 points)

Total available points: **150 Points**

5) Comments on Proposal, Costs, References, Exceptions, services, and other related issues

APPENDIX B – RFP # Comprehensive Campus Facility Plan Development

PROPOSAL FORM & GENERAL INFORMATION

The Proposer makes the following statements and representations as part of the Proposal:

CORPORATE HEAD OFFICES

PROPOSER NAME:

PROPOSER ADDRESS:

TELEPHONE:

FAX NUMBER:

LOCAL OFFICES

(To be used For All Legal and Contractual Correspondence)

PROPOSER NAME:

PROPOSER ADDRESS:

TELEPHONE:

FAX NUMBER:

FIRM INFORMATION

1) Federal Taxpayer ID Number (or Social Security Number if not a Corporation)

2) How long has the Proposer been in business? Under which names?

GENERAL INFORMATION (ATTACH ADDITIONAL PAGES AS NEEDED)

1) If a corporation, list the date and state of incorporation and the names of all stockholders in the local office. (Attach a separate sheet if necessary)

2) If a partnership list names of all partners in the local office. (Attach a separate sheet if necessary)

3) List the number of professional staff, by level, employed in the local office. (Attach a separate sheet if necessary)

4) Is the Proposer presently engaged to perform these services listed in this RFP to any other public agencies within Oregon? If yes, provide the following information: (The list length is discretionary based upon the ability to effectively communicate a firm's experience as required by this solicitation). (Attach a separate sheet if necessary)

Name of Agency

Contract Ends

Staff Assigned

6) Has the Proposer been the object of any disciplinary action during the past five years? If yes, describe the action and outcome. (Attach a separate sheet if necessary)

7) Has the Proposer ever bid or submitted a proposal to Klamath Community College under another name? If yes, list the name(s) used. (Attach a separate sheet if necessary)

PROPOSAL FORM & GENERAL INFORMATION

EXCEPTIONS & RESIDENCY

1) Are there exceptions to the work scope or specifications in this Proposal (circle one)?

YES

NO

Exceptions to any of the specifications or requirements shall be noted in writing and attached to this Proposal Form when submitted. By taking exceptions and clearly stating them in writing on a separate sheet of paper headed Exceptions and showing the solicitation number and the Proposer's Name, and by offering alternates to replace the excepted requirements with clear pricing options corresponding to each exception taken, the Proposer may still compete in the solicitation. The College shall be the sole judge of the acceptability of any exceptions. In the absence of exceptions, the Proposal shall be for all professional services precisely as specified.

2) Is the Proposer an Oregon resident (circle one)?

YES

NO

Oregon Resident, per ORS 279.029, means a Proposer that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of this Proposal, has a business address in this state and has stated on this form that the Proposer is an "Oregon resident."

ADDENDA ACKNOWLEDGEMENT

The Proposer hereby acknowledges receipt of the following Addenda related to the subject solicitation documents (circle all received):

/ NONE / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 /

PROPOSAL FORM & GENERAL INFORMATION

The undersigned hereby submits this **Proposal** to furnish all material and labor as indicated and agrees to be bound by the following documents: Invitation for Sealed Proposals, Instructions and Supplementary Instructions to Proposers, General, and Supplementary Conditions, Specifications, Proposal Forms, Exceptions which are acceptable to the College.

CERTIFICATIONS

Non-Collusion

The undersigned Proposer hereby certifies that it, its officers, partners, owners, agents, representatives, employees, and parties in interest, including the affiant, has not in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, potential Proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Proposers or potential Proposers, or to secure through any unlawful act an advantage over other Proposers or the College.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the Proposer without consultation with other Proposers or potential Proposers or foreknowledge of the prices to be submitted in response to this solicitation by other Proposers or potential Proposers on the part of the Proposer, its officers, partners, owners, agents, representatives, employees or parties in interest, including the affiant.

Conflict of Interest

The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the Klamath Community College Board of Education or college officer, employee, or person, whose salary is payable in whole or in part by Klamath Community College, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof.

SIGNATURE BLOCK

Company Name:

Signer's Mailing Address:

Signer's City/State/Zip:

Signer's Telephone Number:

Signer's Facsimile Number:

Signer's Name (Printed):

Signer's Title:

Signature:

Date: