

Klamath Community College

Request for Qualifications for Architectural, Engineering, and Design Services for
KCC College of Cosmetology (RFQ #2025COC)
July 28, 2025

Addendum #1

This addendum includes:

- Sign In sheet for Mandatory Pre-Proposal Meeting held July 23, 2025
- Agenda for Mandatory Pre-Proposal Meeting
- Minutes from Mandatory Pre-Proposal Meeting
- Written questions and responses to questions submitted as of 12:00 pm July 28, 2025.
- Two Pre-Proposal Meeting Handouts provided by Stacy Peterson, Director of Cosmetology

Date & Time Changes to RFQ Timeline:

- Deadline for RFQ Responses changed from 1:00pm on August 8, 2025 to 6:00pm on August 8, 2025.
- Interviews with Selection Committee changed from August 15th, 2025 to August 18th, 2025

Clarification: Responders shall submit 7 total copies of their proposals.
6 copies and 1 Original (Wet Ink).

7/23/2025

Sign in for RFQ# 2025COC

	Company	Representative (Print)	Email	Phone Number
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10	KSW ARCH.	MATT SMAN	MATT@KSWARCHITECTS.COM	541.944.6053
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14				
15				

KCC College of Cosmetology Mandatory Pre-Proposal Meeting Agenda

Sign-In Attendance Sheet with emails & phone numbers for designated point person.

Introduction - KCC Director of Facilities, Nathan Buckley – buckley@klamathcc.edu

- Other Key Members: Denise Reid, Jaime Jennings, Mike Homefeldt, Steven Hobbs, Stacy Peterson
- BBT provided initial concept design for purposes of securing project funds
- ZCS Engineering has done about 96% of all site civil work and is very knowledgeable of campus infrastructure
- Scope of Work: KCC intends to employ an architectural firm to design the KCC College of Cosmetology
 - Single story, approximately 10,500 – 11,000 SqFt,
 - Budget Target: \$8M Max Total Cost (Design, Construction, KCC Admin (permits, fees, connections, OFOI, etc))
- Alignment with campus standards & systems:
 - Clerestory / shed roof construction type
 - Campus color palette
 - Signage - South Campus Entrance & Wayfinding posts
 - Door control system (DSX),
 - Security & Fire Systems – Compatible with existing system
 - Security Cameras (OpenEye)
 - Politically important to spec Jeld Wen windows.
 - KCC utilizes State of Oregon purchasing contract that allows some significantly discounted fixed pricing for areas like carpet.
- 1.5% for Green Energy Tech will be placed on building 5 via solar expansion. This is a budget consideration, not a design requirement for the COC building.
- BOLI for wage calcs, no federal funding so not Davis-Bacon
- Stacy Peterson: Attendance numbers broke down per focus area (Massage, Esthetics, Facial, Nail, Hair, Etc.)

Site Challenges – May be others

- Utility easement beneath planned location. May need to survey to determine how much area we are dealing or slide building to the West. OK to have easement beneath asphalt, not beneath building.
- Sewer line – may require grinder pump?

Timeline

- Aggressive timeline – 6 month turn around on design. We understand importance of our responsiveness to questions and decisions. Really pushing to be able to break ground late spring / early summer 2026.
- Questions Due: Monday, July 28th, KCC written response due: August 4th.
- RFQ responses due: Friday, August 8th
- Interviews with selection committee: Monday, August 18th
- Notice of intent to award: Friday, August 22nd
- Board meeting for approval of Contract Sept 23rd. Key date–worked backward from to establish timeline
- Contract finalized with winning bidder: Sept 30th

Site Tour

- Proposed site: Irrigation along South side of property, water line, power easement,
- Other campus buildings are accessible for independent self-guided tours of open areas.
- Stacey willing to give tour of existing COC if anyone interested.

Any questions must be in writing and will be answered in an addendum.

Minutes and Q&A from Mandatory Pre-Proposal Meeting

Klamath Community College, College of Cosmetology (COC) – 7/23/2025

Mandatory Pre-Proposal Meeting – RFQ # 2025COC

KCC Staff provided introductions:

Nathan Buckley Director of Facilities, Denise Reid VP of Administrative Services, Mike Homfeldt Former Facilities Director, Emily Ketcham Purchasing and procurement, Stacy Peterson Director of Cosmetology program, Jamie Jennings VP of Academic Affairs, Steven Hobbs Dean of Allied Health and Science, and Gayle Yamasaki.

Nathan provided meeting agenda & COC handouts.

Thank you BBT for the initial concept design used to go out and secure funding for this project. The project will change from the initial design as there are some site constraints that have since been discovered.

Also thank you to ZCS for all the site civil work they have done on the KCC Campus.

Intent is to design a College of Cosmetology building on the KCC main campus as they are currently located across Klamath Falls in a 100-year-old building.

Single story with the concept design being between 10,500 – 11,000 square foot and total project cost is 8 million. We want the building to align with our campus standard. Campus standard clerestory or shed roof design type with current campus color pallet. A lot of systems need to integrate with our current system alarm, door control, fire system, and security cameras.

For Windows, it is very important locally that we spec Jeld Wen windows. KCC utilizes the state of Oregon purchasing contract that gives us a really good discount on flooring and we would like to utilize that where we can.

1.5% Green Energy Tech – We don't have to have that located on this Cosmetology building we will still meet those requirements by expanding an existing solar array we have on another building. It is a budget consideration, but not a design consideration.

There is no federal funding in this project so Davis Bacon does not apply, it is a large enough for BOLI to apply for the wage calculations.

Stacy Peterson, Director of Cosmetology:

Providing background of student usage. In our slow month like now we typically run 100- 150 students, but not all are utilizing the facilities at one time. She refers to handout provided to demonstrate building usage down to where those students are during the term.

When students are in the clinic, which is where they're actually serving clients. So that's our salon environment for them. Or they're going to be in the hair, the color, the perming or texturizing classroom, the barber classroom, the nails classroom or the aesthetics classroom.

And so you'll see on the facility document that I printed out that some of those areas can be confined and so looking for some really creative space planning so we can maximize our space so that we can utilize it really well for the number of students that we want to go through. I've been in some cosmetology schools where the size of the stations or the working areas are so small, it makes it very difficult for instructors to participate with two other human bodies in that space to be able to do teaching. So, it's important that there's enough elbow room in that area for them to be able to do that.

We want to make sure that the classrooms are multifunctional for different parts of the program. Example an instructor might be using beds 50% of the time for the aesthetics class, but can share the space with facial beds. We want to make good use of shared areas like that.

The way our program is designed we can potentially have up to 36 students at a time needing a hair station. Many stations are shared like nail stations, pedicure stations. The facial stations on the clinic floor are a shared area, so cosmetologists and aestheticians can all use that together. And that also includes space for doing other services like micro-derma and waxing, which are different than just doing the facial.

Shampoo bowls in the clinic area. Upgrade would be the shampoo bowls that are more ergonomically designed and not against the wall.

Restrooms could be located central to serve classrooms and clients. Nail and Aesthetics could be combined classroom as they can teach those at different times. Hair design could share classroom barbering, coloring, trimming, and perming. We have a cap of 12 students at this point on each of the classroom. The classrooms are set up to accommodate up to 12 students in there, all of them with some version of a sink and utility area, because sanitation is super important to us working underneath Oregon Health Authority. There could potentially be 12 students in nails, 12 students in aesthetics, 12 in hair sculpting, 12 in barbering and 12 in texturing hair at the same time.

Returned to Agenda

Site challenges – There is a utility easement or power line underneath the building site shown in the concept design. We could potentially utilize that area for parking but we do not want to build over the easement. Similar issue on east side which will narrow up the available area between 30-40 feet. (Refers to handout). We have the option of sliding building further west to avoid issues. Sliding it back isn't going to really accomplish anything because we've got where the easement comes in again further South of the building. Another issue is the sewer line for this building may require a grinder pump, the distance is such that there's a chance that it's going to require a grinder pump. We do have some site challenges over there.

Timeline – We want push through the design phase over the winter and really push for late spring early summer to break ground on construction. There will be an addendum coming out with a few minor changes in the timeline that is in the RFQ.

- Responses Due: In the RFQ says 1:00 PM on the 8th, Will be 6:00 pm on the 8th
- Interviews Scheduled: In the RFQ says August 15th, Will be Monday August 18th

We are still intending to Issue the Notice of Intent to Award on August 22nd and award the contract to the winning bidder by Sept 30th and start the project on October 1st.

Questions

Question: The time line question– KCC historically been design, bid, build. To speed things up for a spring groundbreaking. Is there interest in doing like a CM/GC process on this?

We approached the president about the possibility of GM/GC and he declined and wanted to go traditional; Design, Bid, Build.

Question: What is driving the start date?

The desire to get the Cosmetology program out of the building across town and on to campus.

Question: Do you have a hard start date for opening?

There is no set date for completion of construction. Mike Homfeldt - A lot of difficulty in that building is due to its age. We did a civil inspection there last year. A lot of things were noted. We throw a lot of good money in that building, but the sooner we get out of there the better. The learning environment is less functional. We need to get the students into a better more functional learning environment.

Question: You said there were 150 students at any one time. Is that a cohort that is a yearlong or quarter long or certificate?

College of Cosmetology offers Associate degree which is typically two years, and certificate pathways. So, each one is a different. One timeline is nine months others a year

Question: New student can start at any time?

We start new students all year long. We are currently working full time right now. We are consistent with every term with enrollment.

Question: Are there any licensing requirements from the state or issues that we need to take care of before offering those services?

We have to have instructors that are certified in that. So currently we have one instructor in advance aesthetics pathways. Advanced esthetics, which includes specialized services like micro needling, falls under a separate licensure category governed by the Oregon Health Authority. At this time, we have only one certified instructor in this advanced area, which limits our ability to provide training in such services. However, expanding into advanced esthetics is on our future roadmap, as we believe it could significantly benefit both our community and our institution.

Question: What is an adaptability you are looking for?

One challenge we face is the physical layout of our building, which restricts our ability to grow. We've had to continually restructure workspaces to accommodate staff and program needs. Ideally, we'd like consistent instructional areas while preserving the flexibility to introduce new services. This would include spaces adaptable enough to support programs in massage therapy or tattooing, both of which are also under our scope per state regulations. The goal is to increase our capacity for high-demand certifications while remaining responsive to community needs and maintaining compliance with regulatory bodies.

Mike question on inspections oversight.

Oregon health authority oversees us as we are more medical- Health Sciences oversees us although you wouldn't think so, we really sit really well with the medical side of things with as far as our sanitation is expected. I want the salon environment to feel like a salon environment, but the other thing that it needs is to feel like hospital environment, but also comfortable enough for clients to be able to come in and enjoy the services the students are providing.

Question: Do students have to travel to Salem to get licensed?

Currently, we have the ability to proctor the practical portions of licensure exams locally on campus. However, our facility lacks a dedicated proctoring space, presenting scheduling challenges—particularly within our clinic, where students must continuously meet state-mandated service hour requirements. Interrupting their work to create room for proctoring jeopardizes their progress toward certification.

To address this need, it would be ideal to establish a multifunctional space on campus that could support proctoring activities at least twice per term. This space would not only allow us to maintain uninterrupted clinical operations but also provide a more consistent and professional environment for exam administration. By integrating flexible design and shared usage, the room could serve various purposes while reliably supporting exam proctoring sessions each term

Reviewed Evaluation criteria:

Question: What similar project experience would be relevant?

If you have related experience, you feel is relevant you should include it.

Question: Is there a desire for community members to come to the school?

The clinic area is referred to as our salon. The Salon is a distinct and essential part of the facility. It functions as the business of our program, where students learn to refine their practical skills but also learn the fundamentals of operating a real-world business. For that reason, the salon must remain a dedicated, self-contained space within the building to maintain its professional integrity and purpose.

Question: Given the number of students and then plus we have this huge parking lot very close to where the site is. Is there going to be some mandatory requirement of parking lots?

Yes, regarding the site itself—parking has been incorporated into the concept plan, and you're right, there is ample parking available just across the way. As part of the design process, we'll evaluate what's required in terms of proximity to the building, particularly as it relates to ADA compliance. Determining which parking spaces must be adjacent to the facility versus those located across the street will be addressed in that assessment.

What is the reason for deviating from the design or site that is in the concept design.

The reason for having to change the design is primarily because of those underground easements that that we discovered after the fact.

How many people might be in this building at one time?

We anticipate an enrollment of up to 150 students. While that's the total number, not all are on-site—some participate in online coursework offsite. On the busiest days, especially as the program continues to grow, we expect approximately 70 students to be physically present in the facility, along with 6 to 10 staff members and any clients involved in program activities.

Given the nature of our school and the demographics we serve—many of whom are elderly individuals living on fixed incomes—accessible parking is a critical priority. It's essential that we include adequate, close-in parking options to accommodate these visitors and ensure their safe, convenient entry into the building.

Question: How does that compare to the number of students on the campus during other terms here?

Only during our graduation is our parking lots full. Most of the parking that is full is on the north end of campus. There are campus wide parking studies filed at the County.

Follow up question: What is the relationship like between KCC and the city?

Josh Modin: So technically KCC is county. This would be County building department, County Planning, City water and then where you take your sewer depends, could be City sewer or South Suburban Sanitary District. The last time we did a big project out here we amended the conditional use permit application to include this building. KCC is currently in the Master plan, but that has not been adopted by the county but this plan was included in the amendment. Additionally, KCC intends to move the CDL program parking which will free up parking spaces.

Question: Is there interest in bringing different programs together and making more of a community environment instead of a destination environment. Is that a goal?

We collaborate with health and wellness. Today Student were able to provide services out on campus. I feel there is an opportunity to collaborate with other programs. Mike discussed servicing community and making it next to an entrance which makes it easy to find when they make it to appointments. (Gayle added) with the bistro there this would make it more of a central gathering place than just a drop in place.

Question: Would this be more of an opportunity to make this more of a signature building a little different than the rest of the campus?

In my view, we've generally taken an approach that integrates new construction with the architectural style of existing buildings. While building 9 is distinctly different from other developments, it has long been accepted as the designated signature building on campus—particularly since it houses key student services such as registration, cashier functions, and textbook distribution. The board has previously expressed interest in ensuring that this central location stands out visually.

Given that context, I believe the new facility should reflect a similar style to campus standard while still having its own character to be easily identified. It should complement the existing campus aesthetic while incorporating design elements that speak to the unique services offered within.

Question: Traditionally, KCC has held a contract directly for surveyor and the geotechnical engineer and traffic if it comes up. Or are consultants to include those services?

Worked in the past.

Question: How many copies are needed or being requested?

We will clarify the number of copies in the addendum.

We would like 7 total copies of the proposal. 6 copies and 1 Original (Wet Ink)

Question: Do you want these questions typed out or are all these questions going to be put in the addendum?

I will clarify all questions in the Addendum.

Any question outside please write them down and submit them.

Walking tour: (1:35pm)

Nathan pointed out the easement, underground power that flows to the highway.

This area is campus backbone. 10' wide PUE containing the power, data, and gas.

Mike shares our storm ponds is not at capacity for existing buildings campus wide. The storm pond was planned out for more buildings. It is designed to take all these buildings. We will need a conveyance to the Apprenticeship Center which is included in master plan.

Question: Will you remind us of the buildings?

Mike: Building 10 about 1 ½ year old, building five Auto Diesel lab few classrooms two large labs, building 7 was book store and is now conference center, building 6 Medical/Health building 12- 15 years old mostly labs and classrooms, building 8 – five years old mostly classrooms, computer labs, and offices, building 9 Admin offices and student services, Buildings 1,2,3,4 are the older first buildings on campus many remodeled 25+ years old.

Question: Do you have a book of the college standards?

We have some of campus standards such as paint colors that we can share.

Question: With the look of around college for landscape will there be sprinklers and grass?

College is moving to less grass landscape like a dry scape, The Basin has a lot of water issues and we are focusing on less irrigation. Master plan will have Art spaces in landscape. We have talked about art creativity on the inside.

Question: Are students present at site all day?

Stacy shared that student of COC will be on site all day with 30 min lunch, but if they bring their own food a space to take a break outside would be nice. Gayle mentioned not having patrons linger in outdoor space. Gayle mentioned the Bistro is in building 4 and it is a student area.

Mike -shared that we are a commuter college people really don't hang out on the campus. COC might be different so maybe a paver area might be nice.

Nathan shared that KCC campus buildings are open for anyone that wants to tour them and Stacy will be at current College of Cosmetology site from 2:30-5:00pm if anyone wants to tour it.

Meeting ended 2:09 pm

Written questions and responses to questions submitted as of 12:00 pm July 28, 2025.

Submitted by Ray Chirgwin, KSW Architects

Question: May I ask what architecture firm developed the conceptual design (attachment D)?

Answer: BBT in Bend did the initial concept work for the sole purpose of grant writing & securing project funds. They serve as a starting point for the design process, that due to site specific requirements we have since discovered will need to be reworked completely.

Written Question and Response to question submitted as of July 28, 2025 10:53am

Systems West would like to submit the following questions for RFQ#2025COC Architectural, Engineering, and Design Services for KCC College of Cosmetology.

1.) Will the College be offering Bloodborne Pathogen Training?

Answer: The state does require that service providers have a blood born pathogen certificate, but we do not offer that through KCC. It's typically done online through someone like the Red Cross.

2.) CD phase lists 50, 95, and 100% submittals. Given the 6-month total design schedule and project budget, it may be difficult to complete Owner review and feedback to the design team at each submittal. Can you confirm if KCC is open to tailoring the submittals with the successful team to best fit the project schedule and goals?

Answer: KCC will be willing to be flexible with the awardee to meet the project schedule.

3.) Commissioning is listed as "not anticipated" in the project budget under consultant costs and is not listed in other categories. Per ASHRAE 90.1-2022 4.2.5.2, a minimum level of commissioning is now required by Oregon code for projects greater than 10,000 SF of conditioned space. Do you agree with this interpretation and would KCC's preference be to adjust the building size, or would you expect to issue a separate RFP for commissioning services?

Answer: Any commissioning services required will be addressed in a separate RFP.

4.) Salon area include "massage & wax" in program. Does Cosmetology plan to include an LMT training program?

Answer: LMT is certainly on the list of programs that we are considering as we move forward. That program, as well as the advanced esthetics certification are definitely possibilities. Both would require classroom space and access to a lab with massage/esthetics tables.

Handout #1 from Stacy Peterson

Facility

Laundry:

- 2 large capacity commercial washers
- 3 large capacity commercial dryers
- Space for dirty towel storage (must be in closed metal fireproof bins)
- Enclosed cabinets to store linens – towels, capes, sheets, blankets, ect...
- Utility sink, storage and area to wash, sanitize and dry implements
- Central to clinic floor and classrooms

Learning Center:

- 4 computers at desks for students to work with salon software and work on classwork – this can be a compact area in a quiet space. Close to the clinic floor.

Breakrooms:

- Breakroom with refrigerator, sink and kitchen storage for staff. Located near the classrooms and offices. Does not need much space for eating.
- Breakroom with refrigerator, sink and kitchen storage for students. Limited space for eating as there are other options for those spaces on campus. Designed to minimize lounging outside of eating/break time. Located near or with laundry facility.

Bathrooms/Janitorial Closet :

- Unisex bathrooms. Consider one for staff potentially in their breakroom, two for students in their breakroom area, and two for clients near clinic if the plumbing be managed to be central.

Clinic Floor:

- **30 Hair Stations** – Mirrored with shelf to store barbicide containers and holders for hair appliances, with tall towel storage on the side of the mirror. Bread board pull out on the tower to act as table for workstation. Drawers and cupboards to store small and large items. Ideal to have end stations with towers on each side to accommodate left and right. Vanity lighting. Sturdy hydraulic salon chairs.
- **6 Barbering Hair Stations**– Barbering chairs that recline for shaving and facials. Mirror with ledge, tower storage including drawers and cabinets. Area to store Towel Warmer Cabinet.
- **10 Nail Stations** – long tables that will seat 4 individuals comfortably. Task chairs for students, comfortable chairs that are sanitizable for clients. Ventilated table, padded arm rests, and task lighting for hands on the table. Room for trolley to roll next to, or under station.
- **10 Pedicure Stations** – easy to access for clients and tall enough for comfort with a student in a 12-15” high chair. Task lighting for the feet. Individually plumbed with copper sinks in platform for foot soak
- **3 Hair Drying Stations** – stationary chairs with hooded dryers.
- **6 Facial** – separators between beds and cabinets for storage and to support towel warmers and facial equipment. Stools and trays that can sit bedside for working area. Soft lighting.
- **3 Microderm** - separators between beds and cabinets for storage and to support towel warmers and facial equipment. Stools and bedside trays for working area. Soft lighting with facial task lighting.
- **2 Waxing** – separation between beds and storage for supplies with countertops

- **2 Makeup** – countertops, minimal drawer storage, mirrors, and amazing vanity lighting. High stools for this area for clients.
- **8 Shampoo Bowls** - Ergonomic, stand behind wash basins that are adjustable with foot rest on the chair.
- **Towel storage** –behind shampoo area – could be combined with color bar behind the shampoo bowls.
- **Color Bar** – Long counter that will store color, sinks, counters and cabinet and drawer storage.
- **Dispensary Closet** – area for storage for supplies. Needs to be located near reception area and central to the clinic.
- **Reception Area** – Waiting for 8
- **Customer concessions** (coffee, water, ect..)
- **Retail Area** – Sufficient area to carry retail products near the reception area.
- **Electricity** – dedicated for each hair station
- **Ventilation** – particularly in the hair and nail areas.

Classroom Necessities

1. **Nails and Esthetics will be a combined classroom**
2. **Hair and Texture will be a combined classroom**
3. **Barbering and Color will be a combined classroom**
4. **Possibly consider a shared area for facial beds for esthetics and barbering with access from the classroom. See Facial/Microderm/Waxing notes under the Clinic Floor category for needs.**

Nails and Esthetics

- Desk/study space for 12 students
- 6 nail tables
- 6 pedicure stations
- 6 facial beds
- 3 towel warmer stations
- Accessible water and sink
- 12 Stools that will accommodate heights of 12-28 inches to accommodate pedicures, study and facials/micro
- Ample storage – this class room requires lots of supplies
- 6 Makeup stations with mirrors and lighting
- Ventilation for chemicals

Barbering and Color

- 12 study desks for students for theory with chairs
- 12 hair stations, mirrored, lighting and storage similar to clinic
- 3 Shampoo Bowls
- Color Bar with sink and storage
- One Barber Chair for demonstrations
- 3 facial beds
- Stools, towel warmers and bedside trays
- Additional storage for products needed
- Utility sink area for cleaning implements
- Ventilation for chemicals

Hair and Texture

- 16 hair stations, mirrored, lighting and storage similar to clinic
- One Hydraulic chair for demonstration
- 16 spaces for desks/study space (would be great to combine with the stations if possible to accommodate both study and lab in the same space.
- 3 Shampoo Bowls
- Storage for towels above bowels
- Ample storage – closet or storage cabinets
- Utility sink area for cleaning implements
- Ventilation for chemicals

Handout #2 from Stacy Peterson

Summer 2025

Total	Clinic	Hair	Color	Texture	Barber	Nails	Esthetics	Program
51	12	3	3	1		1	2	Cosmetology AA
9	4	2						Barbering Certificate
3	6		2	1				Hair Certificate
34	6					3	4	Esth/Nail Certificate
3								Esthetics Pathway
Total	28	5	5	2	0	4	6	

Spring 2025

Total	Clinic	Hair	Color	Texture	Barber	Nails	Esthetics	Program
53	27	4	5	8		2	3	Cosmetology AA
9	2	1			4			Barbering Certificate
12	5	1	3	2				Hair Certificate
36	11					5	3	Esth/Nail Certificate
3	2							Esthetics Pathway
Total	47	6	8	10	4	7	6	

Winter 2025

Total	Clinic	Hair	Color	Texture	Barber	Nails	Esthetics	Program
56	20	8		7		4	4	Cosmetology AA
12	2	3			2			Barbering Certificate
16	4	2		3				Hair Certificate
37	10					2	6	Esth/Nail Certificate
3							3	Esthetics Pathway
Total	36	13	0	10	2	6	13	

Fall 2024

Total	Clinic	Hair	Color	Texture	Barber	Nails	Esthetics	Program
70	10	8		4		6	5	Cosmetology AA
12		3						Barbering Certificate
16	5	3		3				Hair Certificate
37	5					3	7	Esth/Nail Certificate
4	1							Esthetics Pathway
Total	21	14	0	7	0	9	12	