



Master Site and Facilities Plan

Request for Proposal

Release Date: January 23, 2017

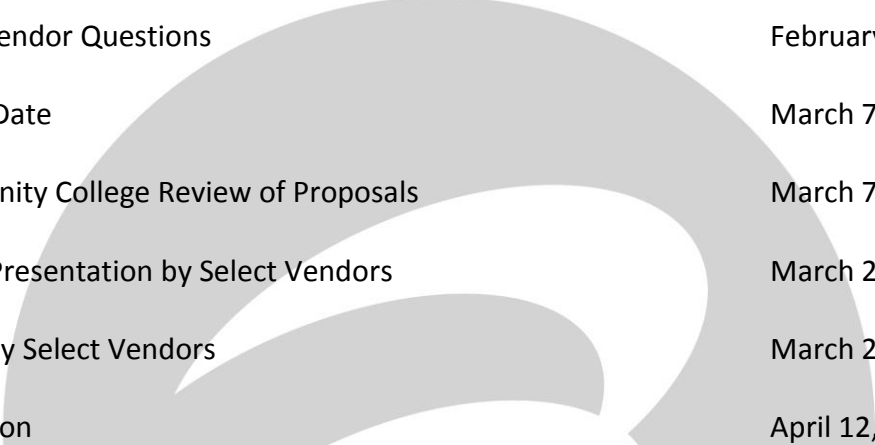
Proposal Due Date: March 7, 2017

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Schedule of Key Events



Release of Request for Proposals (RFP)	January 23 2017
Letter of Interest to be provided to Butler Community College	February 8, 2017
Mandatory Pre-proposal Meeting	February 13, 2017
Deadline for Vendor Questions	February 17, 2017
Proposal Due Date	March 7, 2017
Butler Community College Review of Proposals	March 7-17, 2017
Invitation for Presentation by Select Vendors	March 20, 2017
Presentation by Select Vendors	March 27-31, 2017
Vendor Selection	April 12, 2017

Instructions

1. All letters of interest, questions and proposals must be sent to:
Attn: Master Site and Facilities Plan RFP
901 S. Haverhill Rd.
El Dorado, KS 67042
Phone: (316) 322-3219
Website <http://www.butlercc.edu>
Email bids@butlercc.edu
2. Letters of interest (hard copies only) to be received no later than 5:00 p.m. CDST, February 8, 2017.
3. Mandatory preproposal meeting will be held on February 13, 2017 at 11:00 AM in the Hubbard Welcome Center, Dankert Board Room, Room 20-214. Attendance at the meeting will be a requirement for proposal acceptance.
4. Vendor questions will be accepted up to, but not later than, 5:00 p.m. CDST, February 17, 2017. Questions may be submitted to the address listed above as either hard copy or electronically to bids@butlercc.edu.
5. All proposals (hard copies only) must be in a sealed envelope and clearly marked in the lower left hand corner "RFP-Butler Community College Master Site and Facility Plan". RFP's must be received at the address listed above no later than 2 p.m. CDST on March 7, 2017.
6. Written addenda may be provided to this request prior to proposal opening. No verbal or written information from any other sources is authorized as representing Butler Community College.

Scope of Work

General

Butler Community College seeks professionals capable of helping us transform the College's physical facilities and environment as an integral component in support of overall organizational, academic, technological, and financial changes needed for future growth, success, and sustainability. Our strategic plan, adopted in 2013, is the blueprint for the future we seek to build. The plan provides a broad outline of institutional change and creates a context for our future specific enough to allow us to chart a path forward but flexible enough to allow us to decide what element of the plan to emphasize given our current situation.

Three functions drive the college – Academics, Enrollment and Finance. They are the pillars of the college and refer to the work we do to create and sustain an enrollment, the work we do to plan and deliver quality instruction and the work we do to finance enrollment development and the provision of education. Since the plan was adopted we have focused on the core objective of improving student success – specifically on how to retain increasing numbers of students as well as the number completing a Butler credential. Implementation of “guided pathways” will transform Butler's learning environments, student support services, and business processes all with a laser focus on student success.

We face many uncertainties in public funding, enrollment and in rapid changes in pedagogy and programming. We cannot project where Butler might be in 10 years but do know we must be innovative and creative to meet our students' needs, to empower them and transform their lives while managing a lean resource base.

The plan shall be inclusive of College operations in the five county service area with a specific focus on the El Dorado and Andover campuses. The overall facilities plan must integrate with the College's Strategic Plan and provide a foundation for anticipated growth or change, develop and document needs, locate specific projects when funds become available, advance integrated planning and budgeting priorities and allow for mid to long-term planning of Butler's infrastructure and technology.

Project Goals

The goals of the Master Site and Facilities Plan are:

- a. Provide quality facilities to accommodate enrollment trends and demand for increased student services and student success as articulated in the College's Strategic Plan, the Academic and Student Services Strategic Plan, Guided Pathways Implementation Plan, IS Shared Services and Service Management Plan and multi-year budget plans.
- b. Provide 21st century learning spaces to teach, learn, study, work, and collaborate.
- c. Create a site plan that strongly supports student learning and contributes to a high standard of student life.
- d. Create a campus and facilities that promote student-faculty interaction and interdisciplinary and collaborative learning.
- e. Develop appropriate programmatic adjacencies.

- f. Create visually appealing campus environments that are attractive, navigable, and that further enhance Butler's image and connections to its communities.
- g. Create a safe and healthy environment for all users of the College facilities and grounds and that is compliant with ADA and inclusion requirements.
- h. Create a campus that promotes the effective and efficient use of natural resources and that are environmentally sustainable.
- i. Create a campus that is current with technology innovations.
- j. Improve the utilization of college space.
- k. Encourage community engagement.
- l. Provide a high quality document that optimizes cost and implementation feasibility in order to be used over the next decade as the basis in considering building and site enhancements and submitting capital construction requests to the Board of Trustees.

Specifications

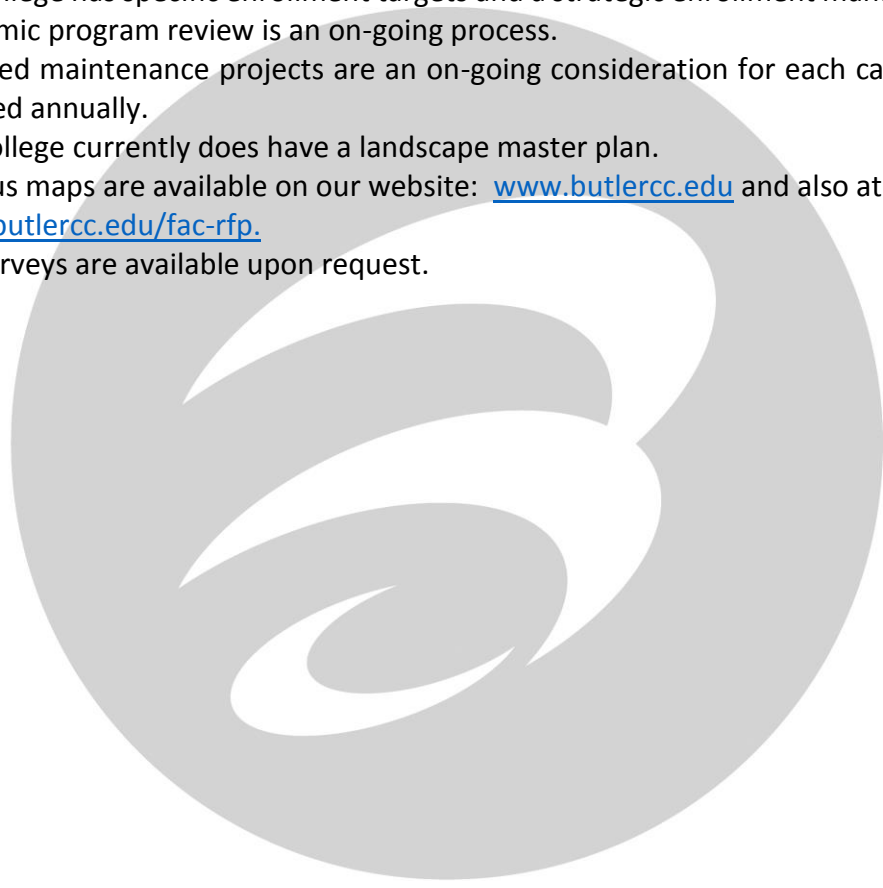
- a. Butler Community College is requesting proposals from qualified professional persons or firms with experience in producing comprehensive site and facility master plans. It is the intent of the College to select a single provider to produce planning documents for the College. The College is seeking to develop a fifteen year master plan that will address at a minimum:
 - Defined academic planning needs to be supported by appropriate facilities
 - Centralized student services to improve accessibility, communication, and services
 - Housing, dining and support functions
 - Landscaping enhancements considering conservation, environmental aesthetic, and safety objectives
 - Sustainable construction and maintenance considerations that consider future energy, technology and building practices anticipated in the next decade
- b. The project will be inclusive of:
 - New/proposed structures
 - Remodeling of existing structures
 - Design standards to be used by the College in construction projects
 - Five year milestone documentation based on 2-year detailed funding cycles
- c. The architect will assist the College in submitting the new site and facilities master plan to the Butler Board of Trustees.
- d. Minimum master site and facilities plan document shall include:
 - History of each college/locality
 - Description of current college facilities
 - Purpose and Objectives of the master plan
 - Analysis, observations, conclusions and recommendations (including rough cost estimates of recommended projects) related to the following components:
 - Academic and Support Space Utilization
 - Land Use and Function

- Circulation and Parking
- Aesthetics and Open Space Utilities
- Landscape Design
- e. Additional content required:
 - Strategic planning documents have been prepared by the College and are available to vendors on the College website at www.butlercc.edu/fac-rfp. The College will require all facility planning to be supportive and guided by the academic mission of the College. Analysis, observations, conclusions and recommendations for facilities will include consideration for sustainable building and maintenance projects.
- f. Optional considerations:
 - Enhancements to the document or process proposed at the discretion of the proposer.
- g. Alternate 1 – provide building condition assessment
 - Provide a building condition assessment to evaluate the physical conditions of building components and their estimated useful life, as well as the cost estimates associated with maintenance and capital repairs to include:
 - ADA Compliance
 - Building Interior Elements
 - Civil/Site Development and Amenities – Pavements, Entrances, and Sidewalks
 - Document Review – Drawings, Specifications, Reports, and Records
 - Fire Protection, Emergency, and Life Safety Regulations
 - Mechanical, Electrical, and Plumbing Systems
 - Technology Infrastructure Systems
 - Structure, Foundation, and Exterior Wall Systems
 - Preliminary Review and On-Site Observations
- h. A separate document shall be provided that will identify the design standards that will be used by the College in construction and renovation projects.

Bid Proposal Document layout and other information

- a. Please prepare the bid proposal document that will closely follow the Award Criteria elements listed in the Qualifications and Awards Criteria section. Please feel free to include additional information you believe may be of benefit to the review team.
- b. Please provide 8 hard copies of your proposal and an electronic copy of the document to the College.
- c. Please provide separate tabs for each criterion.
- d. This is a qualifications based selection. A fixed budget has not been defined as of this date.
- e. A completion date has not been determined but the College does expect to complete this project within the spring of 2017.

- f. The last facilities master plan was completed in 2003 and was a result of the architect meeting with faculty, staff and administrators. The new master site and facilities plan will use the previous plan only as a starting point. The selected firm will develop a process in collaboration with the Executive Council for collecting data from the various college divisions/departments. This process will require the selected firm to meet with college administrators and department heads in the development of the plan.
- g. Progress reports and draft copies of the document will be presented to the Executive Council on a periodic basis.
- h. The College does have up-to-date facility inventories (square footages and floorplans).
- i. The College has facilities and space utilization information.
- j. The College has specific enrollment targets and a strategic enrollment management plan. Academic program review is an on-going process.
- k. Deferred maintenance projects are an on-going consideration for each campus and are updated annually.
- l. The College currently does have a landscape master plan.
- m. Campus maps are available on our website: www.butlercc.edu and also at www.butlercc.edu/fac-rfp.
- n. Site surveys are available upon request.



Qualifications and Award Criteria

1. Qualifications – A certified individual architect or architectural firm with no less than 5 years of experience in the field of facility planning.
2. Evaluation process - Please see “Schedule of Key Events”
3. Award Criteria
 - a. Demonstrated interest in the project
 - b. Relevant experience in projects of similar nature
 - c. Background of key personnel to be involved in the project
 - d. Planned use of outside consultants
 - e. Approach in working with College staff
 - f. Past performance in meeting budget limits and time schedule
 - g. Evaluation of firm’s work on other public projects
 - h. Evaluation of proposal
 - i. Current workload
 - j. Fee Proposal
 - k. Attendance at mandatory pre-proposal meeting
 - l. Alternate 1 – fee proposal on building condition assessment
4. Executive Council
 - a. President
 - b. Vice President of Academics
 - c. Vice President of Student Services
 - d. Vice President of Finance
 - e. Vice President of Advancement
 - f. Vice President of Information Services/CIO
 - g. Associate Vice President of Research and Effectiveness
 - h. Associate Vice President of Enrollment Management
 - i. Associate Vice President of Human Resources
 - j. Director of College Relations and Marketing
 - k. Faculty Association Chair