



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

CAMPUS MASTER PLAN REQUEST FOR PROPOSAL

PURPOSE

Muskegon Community College is soliciting proposals from professional planning services to assist the College in the creative development of a Campus Master Plan. The process should include comprehensive reviews of the College's Academic mission, infrastructure analysis, development guidelines, implementation strategies, site acquisition strategies, accessibility analysis and fund raising strategies. This plan will direct the development of the college vision for the future in ways that reflect its mission.

PROGRAM DESCRIPTION

The development of Muskegon Community College's Master Campus Plan is part of the College's overall plans for strategic planning and preparation for the Higher Learning Commission evaluation.

At a minimum, the consultant will work with an internal College Master Plan Task Force to:

1. Develop a plan for future property acquisition/disposition.
2. Identify sites for future new construction.
3. Identify and recommend strategies to address traffic patterns and parking facilities.
4. Recommend a plan to maximize the value of existing physical assets.
5. Recommend a plan for responding to emerging and changing physical needs as they relate to updated academic offerings.
6. Recommend enhanced internal and external way finding.
7. Evaluate the environmental impact of proposed construction.

A MANDATORY Pre-Proposal Meeting will be held Thursday, August 6, 2009 at 1:00 p.m. EST in the Blue & Gold Room located on the second level of the main Campus Building at Muskegon Community College. The purpose of the meeting is to allow potential proposal submitters an opportunity to present questions and obtain clarification relative to any facet of the solicitation. Attendance at this meeting will be a prerequisite for proposal acceptance.

PROPOSAL SUBMISSION REQUIREMENTS

1. Name and address, telephone and facsimile numbers of consultant firm.
2. History of firm, with listing of Campus Master Planning Projects.
3. Proposed methodology for this specific campus planning effort.
4. Vision of future academic instructional delivery methods and technologies.
5. Cost to produce the Master Plan (in total and by task).
6. Schedule of performance.
7. References and examples of two Master Plans of similar setting, size and scale, completed within the last five years.

Contact with College agents for information specific to proposal procedures and/or regulations shall be limited to the Associate Vice President of Administration specified in the RFP legal notice, or an appointed representative.

PROPOSALS are due 2:00 p.m. Thursday 9/3/09.

Seven copies of the proposal must be submitted in a sealed envelope, clearly marked on the outside with the name of the submitter and the notation "Muskegon Community College – Campus Master Plan" and addressed to the Executive Vice President of Administration, Muskegon Community College, 221 S. Quarterline Road, Muskegon, Michigan 49442.

EVALUATION OF PROPOSALS

All proposals properly submitted in response to this RFP will be evaluated using the following criteria:

1. Compliance with provision of the RFP.
2. Demonstrated professional experience.
3. Relevant experience on similar projects.
4. Qualifications of the Staff Team.
5. Proposed schedule for completing the Master Plan.
6. Cost for services.
7. Relevance of the proposed planning approach and firm's philosophy.

PROPOSAL SELECTION AND AWARD

- From the proposals that qualify, three to five consultant teams will be selected within approximately two weeks of the submission date, for an interview. These firms will be asked to meet with the Selection Committee to present their qualifications in detail and to answer specific questions with respect to their proposal.
- Muskegon Community College will award a contract to the consultant firm that offers the proposal that is deemed, in its entirety, most suited to the College's selection criteria.
- The contract terms will be based primarily on the proposal selected by the committee, but will also take into consideration of the College's financial and personnel resources as they would apply to completion of the plan.
- The College reserves the right to reject any or all proposals, or to contact any consultant before contract award for clarification or additional details.
- Muskegon Community College practices equal opportunity procurement and does not discriminate against any vendor on any basis.

**MUSKEGON COMMUNITY COLLEGE
CAMPUS MASTER PLAN
REQUEST FOR PROPOSAL**

Muskegon Community College will receive sealed proposals until 2:00 p.m. EST on September 3, 2009 in Room 400, Muskegon Community College, 221 S. Quarterline Road, Muskegon, Michigan 49442 for professional planning services to assist the College in the creative development of a Campus Master Plan. This plan will direct the development of the College vision for the future to reflect its mission.

The consultant will work with the
Master Plan Committee to:

- Develop a plan for future property acquisition/disposition.
- Identify sites for future new construction.
- Identify and recommend strategies to address traffic patterns and parking facilities.
- Recommend a plan to maximize the value of existing physical assets.
- Recommend a plan for responding to emerging and changing physical needs as they relate to academic offerings.
- Recommend enhanced internal and external way finding.
- Evaluate the environmental impact of proposed construction

Complete RFP information and associated documents are available at:

www.muskegoncc.edu/masterplan

A MANDATORY Pre-Proposal Meeting will be held on Thursday, August 6, 2009 at 1:00 p.m. EST in the Blue & Gold Room located on the 2nd level Main Campus Building.

MUSKEGON COMMUNITY COLLEGE is an equal opportunity Institution.

DATED 7/22/09

MUSKEGON COMMUNITY COLLEGE

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