



## West Hills Community College District Facilities Master Plans

The West Hills Community College District invites proposals from prequalified firms to assist with the revision of the Facilities Master Plans (FMP) for its two colleges: West Hills College Lemoore, and West Hills College Coalinga, which includes West Hills College Coalinga's Firebaugh Center and Farm of the Future. The FMPs will be based on the colleges' mission and Educational Master Plans (EMPs).

Questions regarding this RFP may be directed to Adriana Ochoa at [adrianaochoa@whccd.edu](mailto:adrianaochoa@whccd.edu). All questions regarding this RFP must be submitted by July 28, 2023.

All responses to this RFP received by the specified deadline will be reviewed by the District for completeness, content, experience, and qualifications. The District reserves the right to award this project to the prequalified firm who has an active Master Agreement for Architectural Services with the District based on the information supplied in the Proposal and Statement of Qualifications.

This Request does not commit the District to award a contract. The District expressly reserves the right to reject any and all proposals or accept all or part of any proposals. The District reserves the right to select the firm(s) whose qualifications, in the District's sole judgment, best meet the needs of the District.

Proposals must remain valid for ninety (90) calendar days after the RFP due date. Proposers may not withdraw their submissions within this period.

RFP DUE BY: August 9, 2023 at 2:00PM PDT

DELIVERY LOCATION:

Email to: [purchasing@whccd.edu](mailto:purchasing@whccd.edu)

Mailed/Hand Delivered to: 275 Phelps Ave., Coalinga CA 93210

PURCHASING CONTACT: Adriana Ochoa

EMAIL: [adrianaochoa@whccd.edu](mailto:adrianaochoa@whccd.edu)

The EMPs will include research from the WHCCD Office of Institutional Effectiveness based on an internal/external scan, and input from students, staff, faculty, administrators, and community members.

## SECTION A - GENERAL INFORMATION

### INTRODUCTION

West Hills Community College District has a rich history of serving the educational needs of the west side of the San Joaquin Valley for almost 90 years.

The district traces its roots back to 1932, when the Coalinga Extension Center for Fresno State College was founded to offer classes through the local high school district. In the 1940s, Coalinga College ended formal ties with Fresno State and came under the control of the Coalinga Union High School District. In 1956, a new 40-acre campus for the school opened on Cherry Lane in Coalinga. In 1961, the school separated from the high school district and, in 1969, became known as West Hills College.

As time went on, the college expanded its reach into surrounding communities. In 1962, Lemoore and Avenal became a part of the district. The following year, Riverdale and Tranquility High School Districts followed suit. Outreach increased in Firebaugh with the opening of the North District Center in 1971 and in Lemoore, with a West Hills presence at both Naval Air Station Lemoore and Lemoore High School.

While classes were offered as early as 1964 in Lemoore, a classroom and office were built in 1981 on land purchased from the city and named the Kings County Center. In the early 1990s, the California Postsecondary Commission designated West Hills College as the community college provider to the Hanford and Armona areas.

The approach of the new millennium brought even more changes. Online classes were offered starting in 1999. In 1998, approximately 107 acres of land was donated by the Pedersen-Semas families for the building of a full-fledged campus in Lemoore. The same year a \$19.5 million bond measure, Measure G, passed to fund the building of the college and remodeling at both the Coalinga and Firebaugh campuses.

The first new community college built in California in this century opened in 2002 west of Highway 41 on Bush Street. The campus earned college status from the Board of Governors in 2001 and full accreditation in 2006, giving the district two separate colleges, jointly governed by the West Hills Community College District. The colleges are West Hills College Coalinga and West Hills College Lemoore, which became the 109th community college in California.

That was just the beginning of a new phase of construction running into the 21st Century. In 1998, NDC Firebaugh moved to a new building. Several major bond measures were passed in 2008 and in 2014. Voters passed Measure C in 2008, which benefited West Hills College

Coalinga and provided \$11.6 million in funds to build new agriculture facilities at the Farm of Future and modernize several campus buildings.

Measure E was passed in Lemoore at the same time, providing \$31 million in funding for several planned new buildings. The state-of-the-art Golden Eagle Arena opened in 2011 and a new 23,000 square foot Student Union opened in 2016.

Measure Q, an \$11.8 million measure, was also passed in 2008 to provide funds for the North District Center, Firebaugh.

Measure T, a \$20 million bond issue, was passed in 2014 to fund district-wide ongoing technology upgrades for the next 20 years.

California Proposition 51 was passed in 2016, which has provided remaining funds needed to build a new 41,633 sq. ft. North District Center in Firebaugh. The center was renamed the Firebaugh Center in 2022 and opened in August of 2022.

A new district office in Coalinga was opened in January of 2020.

The district service area covers 3,500 square miles with colleges in Lemoore and Coalinga, the Firebaugh Center, a District office in Coalinga, three child development centers, and the Farm of the Future and Rodeo facility at the north end of Coalinga.

## SCOPE OF PROJECT

### Facilities Master Plans

The District seeks detailed proposals from facilities consultants to assist with the revision of the existing facilities master plans that will be tied to the Colleges' new educational master plans:

- West Hills College Coalinga Educational Master Plan:  
<https://westhillscollege.com/district/about/documents/whc-coalinga-educational-master-plan.pdf>
- West Hills College Lemoore Educational Master Plan:  
<https://westhillscollege.com/district/about/documents/whc-lemoore-educational-master-plan.pdf>
- Current Facilities Master Plan:  
<https://www.westhillscollege.com/district/about/documents/whccd-facilities-master-plan.pdf>

The current District's physical environment consists of four main locations and a district office (the district office is not included in the FMPs). The Project will result in two (2) FMPs:

1. West Hills College Coalinga main campus, which includes the Farm of the Future, the Rodeo Facility (Coalinga), and the Firebaugh Center in Firebaugh
2. West Hills College Lemoore

The scope of the project includes the following:

**Project Initiation:** This phase will allow the consultant to become familiar with available information and to assist the District with the establishment of a project schedule.

For each of the two FMPs, there will be an initial strategy meeting with the executive team, one campus constituent meeting (includes students, faculty, and staff), and a final executive meeting. Key stakeholders will be identified and methods for ensuring their participation will be determined.

**Data Gathering and Analysis:** The consultant shall receive, review, and synthesize all available studies, reports, publications, data, and other pertinent information such as existing and proposed student and faculty FTE, athletics, and housing data, institutional plans, accreditation and self-studies, facilities inventory, classroom and laboratory contact hours, college catalogs, etc. The consultant shall review the assembled materials and existing Facilities Master Plan then identify information gaps.

**Conduct Interviews with District Representatives:** The consultant shall meet with the District executive team to define current priorities and anticipated changes, and research innovative opportunities for the future. The consultant will plan meetings, facilitate discussions, and prepare materials for presentation and dissemination.

**Field Studies:** The consultant shall participate in a walk-through of all campus facilities. A preliminary assessment of the highest and best long-term use of existing facilities will be established. The plan will coordinate, define, and determine the following (based on an update of the existing FMP):

- Campus land use patterns.
- Vehicular and pedestrian circulation systems.
- Adjacent and nearby development.
- Natural resources/animal habitat/natural systems on campus or in the vicinity.
- Utilities.
- Stormwater runoff.
- Air emissions.
- Solar orientation of existing and future facilities.
- Parking; and
- Approximate size and location of existing and new buildings or additions

**Data Gathering and Analysis:** The consultant will update the existing FMP related to the physical environment in the following categories:

- Facility and ground conditions, lifecycles, and operations.
- Campus relation to surrounding community, as well as regulatory and environmental

issues, including the opportunity for renewable energy resources, environmental conservation, and minimization of impacts on natural systems.

- In coordination with District and College personnel, review current building condition surveys. Complete an assessment of all facilities and identify any deficiencies in existing buildings and sites, including program and service areas, utility systems and infrastructure, telecommunications and health and safety concerns.
- Define implementation steps necessary to fulfill the needs identified, coordinating the identified scope of work with funding resources and creating a 10-year Planning Schedule for the work to be completed District wide.
- Evaluate compliance with current codes, standards, and ADA regulations.
- Update the campus map for West Hills College Lemoore
- Update the campus maps for West Hills College Coalinga to include the main campus, the Farm of the Future, the Rodeo, and the Firebaugh Center.

Master Plan Scenarios: The consultant shall prepare concept scenarios for the physical development of the College. Assumptions regarding college priorities will be reviewed and adjusted to match academic, strategic and student affairs goals, physical needs, and strategic positioning opportunities. The Executive Cabinet shall meet with the consultant to review and discuss the alternatives.

Key Project Milestone for **each of the two FMPs**:

- One planning session with the executive team at the beginning of the project.
- One planning session with college departments, programs, units.
- Draft plan developed and available for District services and college review and comment.
- Meeting with executive team to review draft plan.
- Draft plans revised.
- Final plans developed and made available for the college and District leadership to review and approve.
- Internal presentations to colleges and District leadership and committees
- Board of Trustees action and adoption

Final Deliverables:

- Two (2) full color master site plans (one for each site), scale 1" = 100'
- All information, (documents, graphics, surveys, meeting minutes, etc.) shall meet and/or exceed all accessibility requirements of section 508 of the Rehabilitation Act of 1973
- Electronic Copies of all documents, Facilities Master Plan, in PDF Format
  - Both hard and electronic submittals will be high resolution (no less than 300 dpi)

## PROCEDURAL EXPECTATIONS

- The Plan will support the mission, vision, and institutional plans of the Colleges.
- The planning process will be inclusive with broad-based input from staff, faculty,

students, and trustees.

- The Plan will encompass a time horizon of at least 10 years with a longer look at some issues, as necessary.
- The Plan will analyze existing locations and identify opportunities and deficiencies at the main campuses, the education center, and other sites listed above.
- A mutually agreed upon set of essential planning information will be developed with the Consultant as the start of the process to fully understand demands on the District's staff time.
- The Plan will address community and regional partnerships.

## GOALS OF THE PLAN

- The Plan must be effective in guiding decision-making, planning, and implementation.
- The Plan must enable the District/Colleges to evaluate improvement in institutional effectiveness, student learning, program, service, and/or infrastructure, process, and outcomes.
- The Plan must include provisions for systematic monitoring, evaluation, and plan succession. The consultant must provide guidance to achieve that as well as training to ensure that District personnel (co-chairs, committee members) have the capacity to guide the strategic planning process internally once the plan goes into effect.

## SECTION B – PROPOSAL INSTRUCTIONS

### INSTRUCTIONS FOR SUBMITTING PROPOSALS

GENERAL: The District intends to select the prequalified firm that best meets the District's needs to perform the planning and design services as described in this Request for Proposal.

1. RECEIPT OF PROPOSALS: Proposals must be submitted in one of the following ways:
  - a. Email. Proposals may be e-mailed to [purchasing@whccd.edu](mailto:purchasing@whccd.edu).
  - b. Mailed or Hand-Delivered. Proposals may be mailed, or hand delivered to the following submittal address:

Attn: Purchasing Department  
West Hills Community College District  
275 Phelps Avenue  
Coalinga, CA 93210
2. ACCEPTANCE OR REJECTION OF PROPOSALS: The Board of Trustees will accept the proposals or a combination of proposals for the projects. The Board of Trustees reserves the right to reject any and all proposals, or any or all items of any proposal.

3. SELECTION: The District intends to award the contract to a prequalified firm with an Active Master for Architectural Services. All proposals will be examined for merit and ranked by an evaluation committee according to quality and responsiveness. The District will take into consideration each prequalified firm's Statement of Qualifications and the Proposal to award this project, if any award is made, to the firm that best meets the needs of the District.
4. CONTRACT: The selected prequalified firm will be issued a Work Authorization under the terms and conditions of the Master Agreement for Architectural Services.
5. PROPOSAL FORM REQUIREMENTS: All proposals must be typed. No corrections can be made after the time for submitting the proposals.
6. FEDERAL OR STATE REGULATIONS: The Consultant's proposal and any contract entered are subject to all applicable statutes of the United States and of the State of California and all applicable regulations and orders of the Federal and State governments now in effect or which shall be in effect during the period of such contract.
7. NON-DISCRIMINATION: The Consultant shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, religion, age, or non-job-related disability.
8. INSURANCE: The Consultant shall provide evidence of adequate liability and professional liability insurance, as determined by the College.
9. PROPOSAL REQUIREMENTS: All materials submitted to the College in response to this Request for Proposal will remain property of the College.
10. PROPRIETARY INFORMATION: In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The District shall have the right to use any or all information included in the proposals submitted unless the information is expressly restricted by the Proposer.
11. IRREVOCABLE OFFER: Proposals shall be considered irrevocable offers for a period of ninety (90) calendar days from the date of receipt and may not be withdrawn during this period without the consent of the District.

## PROPOSAL CONTENT

The Proposal shall include the following information:

1. Personnel and Staffing: List the proposed staff's current and anticipated availability

during the contract period. Include the following information:

- a. Identify person(s) who will be principally responsible for working with the District. Indicate the role and responsibility of each person.
  - b. Identify the title of each person.
2. Methodology:
- a. Describe how the firm will provide services and fulfill the requirements and expectations of the District.
  - b. Based on the RFP's scope, clearly specify any work that would be considered additional services.
  - c. Identify any special services typically provided by the firm and how those services are billed.
3. Fee and Rate Proposal
- a. The Fee Proposal shall include all costs to complete the scope of work.
  - b. Indicate the title of each team member to be assigned to this project with the billable hourly rate and estimated hours required to fulfill their duties.
  - c. Other costs: please indicate any costs not specified above and list any applicable reimbursables and their respective unit costs.

## PROPOSAL SCHEDULE

The District has established the following schedule for this RFP:

**June 26, 2023:** Send announcement of the RFP to pre-qualified firms.

**July 17, 2023, at 9:00 a.m.:** Zoom Meeting to Answer Questions about the RFP Questions about the RFP may also be emailed to Adriana Ochoa at [adrianaochoa@whcc.edu](mailto:adrianaochoa@whcc.edu) by July 28, 2023.

**August 9, 2023 @ 2:00 PM PDT:** RFP Responses due

**August 16, 2023:** Committee Evaluation

**August 22, 2023:** Recommendation of the selected firm(s) and approval by the District's Board of Trustees

This timeline may be revised as needed. Evaluations, selection, and recommendation will be based on the firm's response, demonstrated competence and overall qualifications as presented in the Statement of Qualifications and Proposals.