

Monroe County Community College

Campus-wide Emergency Electrical Generation

REQUEST FOR QUALIFICATIONS

for

ENGINEERING SERVICES

Purpose of Request

Monroe County Community College (MCCC) is requesting four (4) paper copies and one (1) electronic copy of your proposal for engineering services for the design of six (6) new natural gas-fired emergency electrical generators to be installed on both our Main Campus and south county extension. These generators would service the Student Services/Administration Building, East and West Technology Buildings and Campbell Learning Resource Center, Life Sciences Building, Health Education Building, Physical Plant, and the Whitman Center. Additionally, we are requesting review of two (2) existing natural gas-fired emergency electrical generators that currently service the La-Z-Boy Center and Career Technology Center in regard to any modifications necessary for additional loads that may occur with proposed new safety and security measures also being implemented across campus at this time.

There are several design criteria for this infrastructure improvement project, and they are as follows:

1. Provide new or modify the existing natural gas-fired emergency electrical power systems campus-wide to back up the core information technology equipment, food storage freezers/coolers, cell phone repeating system, phone system and building emergency lighting.
2. Evaluate the existing infrastructure for all information technology rooms.
3. Investigation of the existing building infrastructure and any revisions that will be required to meet the project goals.
4. Recommendations will allow for a 30 percent growth of equipment requirements.
5. The scope of this project does not include redundancy for HVAC systems.

This project is being funded by monies made available through a taxpayer-approved millage. MCCC always strives to maintain the highest level of stewardship of these funds. The engineering firm selected will assist the College in upholding this high standard through the many phases of the design, installation, and implementation process.

Proposal Content

At a minimum, the proposal should contain the following information, in the order listed, as follows. Please keep responses brief and concise.

1. Firm Contact Information

- a. Please provide legal company name, mailing address, phone and fax numbers, and electronic resource information (website address, social media sites, etc.)
2. Firm Point of Contact
 - a. Please provide the name of the project representative, title, firm name, telephone and fax numbers, and email address
3. Organizational Chart of Proposed Team
 - a. Please provide an organizational chart of the proposed project team and the names and roles of all key personnel from your firm. If your firm has branch offices, indicate each individual office that will have a key role on the team.
4. Resumes of Key Personnel for This Project
 - a. Provide the information for each key person who will participate on this project. Please keep each resume to a (1) one page length maximum and include the following information:
 - i. Name. Please keep the name of each team member consistent throughout all sections. Thumbnail sized photographs of team members is optional.
 - ii. Role on this project.
 - iii. Years of experience: total years of relevant experience, and years of relevant experience with current firm, but not necessarily the same branch office.
 - iv. Firm name and location: name, city and state of firm where the person currently works, which must correspond with one of firms (or branch office of a firm, if appropriate).
 - v. Education: provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
 - vi. Current professional registration: provide information on current relevant professional registration(s).
 - vii. Other professional qualifications: provide information on any other professional qualifications relating to this project, such as education, publications, organizational memberships, certifications, training and awards.
 - viii. Relevant projects: provide information on up to five projects in which the person had a significant role that demonstrates their capability relevant to his/her proposed role on this project.
5. Example Projects Which Best Illustrate Proposed Team's Qualifications
 - a. Select projects where multiple team members worked together, if possible, that demonstrate the team's capacity to perform work similar to that required for this project. Please present a compiled list of no more than five (5) projects. The following information should be listed for each example project:
 - i. Title and location: title and location of project.

- ii. Year completed: provide the year completed for the design services, and/or the year construction completed, if applicable. If any of the professional services or the construction projects are not complete, please indicate the anticipated completion date.
- iii. Project owner: project owner or user.
- iv. Point of contact name and contact information: provide name of a person associated with the project owner or the organization which contracted the professional services, who is very familiar with the project and the firm's performance. Please also provide this person's best phone number and email address by which to contact them.
- v. Brief description of project and relevance to this project: please include a brief narrative with the following information as follows.
 - 1. Project description: provide a short description of the project. Indicate scope, size, cost, principle elements and special features of the project. Identify the type of delivery method used.
 - 2. Scope of services: indicate the type and scope of services provided by the firm.
 - 3. Benefit/Value to the client: summarize the specific benefits and/or value provided to the client in the execution of the work. Include any obstacles encountered and how the firm resolved those issues.
 - 4. Results accomplished: indicate team performance regarding scope, budget, schedule, and quality. Provide specificity in reporting results in comparison to baseline figures. Do not just state, "on time and on budget."
 - 5. Relevance of project: briefly indicate how this example project is relevant and similar to MCCCs.
 - 6. Reference: insert citations from letters of reference or past evaluations attained from the project owner or point of contact. Indicate name, title, organization and date reference was made by past project representative.
 - 7. Awards/certifications: indicate any awards the project received and any level of certification (e.g., LEED, Energy Star, etc.) achieved.
 - 8. Team members: list all team members that worked on this example project.

6. Fees Matrix

- a. Please provide a complete fees matrix for all proposed personnel for the project team.

Selection Process

A committee comprised of employees from the departments involved in this project will review each proposal and select a partner firm. During the decision making process it may become

necessary for the committee to ask for additional information either via an on-site meeting or electronic methods.

The college reserves the right to make its selection at its sole discretion, to accept, reject, modify or negotiate any and all proposals received in conjunction with the request for qualifications, to extend the application deadline, to solicit additional proposals and to negotiate changes in terms of proposals. It reserves the right to waive any defect or informality in the proposals on the basis of what it considers to be in its best interests. Any proposal which the college determines to be incomplete, conditional, obscure or has irregularities may be rejected.

Certification Complying with Iran Economic Sanctions Act must be included with the proposal (sample form included on page 6). Include a certification, signed by an appropriate company representative with authority to speak for and bind the company, complying with the requirements of the Iran Economic Sanctions Act, Michigan Public Act 517 or 2012, confirming that your firm is not an "Iran Linked Business" as defined in the Act.

This request for qualifications (RFQ) in no manner obligates the college to the eventual purchase of any products or services described, implied, or which may be proposed until confirmed by a written agreement, and may be terminated by the college without penalty or obligation at any time prior to signing of an agreement or purchase order.

As part of the formal selection process it will be necessary for all interested engineering firms to schedule a mandatory pre-RFQ submission site and project walk through meeting. These meetings must be completed by *Friday, January 26, 2018*. Each engineering firm should contact Jack Burns, Jr., Director of Campus Planning and Facilities, to schedule this meeting (contact information listed at the end of this document).

Proprietary Notice

All materials and information submitted in response to this Request for Qualifications shall become the property of Monroe County Community College.

Public Disclosure

The College is a public entity and subject to certain disclosures, such as Michigan's Freedom of Information Act and Open Meetings Act. All material submitted as part of this Request for Qualifications will be treated as public information with no expectations of confidentiality.

Cost of Submission

Monroe County Community College is not liable for any cost incurred by any respondents in preparation or presentation of any submission.

Submission Deadline

All submissions must be received at the College by *Friday, February, 2, 2018* at 1:00 p.m.

Amendments

No amendments may be made after the submission deadline date.

College Contacts

All submissions should be mailed or hand-delivered to:

Suzanne Wetzel

Vice President of Administration
Monroe County Community College
1555 South Raisinville Road
Monroe, MI 48161

Telephone: (734) 384-4206
Email: swetzel@monroeccc.edu

All questions regarding this project and/or submission requirements should be directed to:

Brian Lay

Manager of Information Systems
Monroe County Community College
1555 South Raisinville Road
Monroe, MI 48161

Telephone: (734) 384-4188
Email: blay@monroeccc.edu

or

Jack Burns, Jr., NCARB

Director of Campus Planning and Facilities
Monroe County Community College
1555 South Raisinville Road
Monroe, MI 48161

Telephone: (734) 384-4249
Email: jburns@monroeccc.edu

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Monroe County Community College Request for Qualifications (the “RFQ”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the Monroe County Community College as a result of the aforementioned RFQ, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Monroe County Community College’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

Name of Company _____

Name and Title of Authorized Representative _____

Signature _____

Date _____