

Southwestern Community College District
Governing Board Meeting

Wednesday, July 11, 2012
Higher Education Center at National City

ADDENDUM
Agenda Item #15T

	ITEM
	<p>15T. <u>AWARD OF RFP NO. 134</u></p> <p>15T1. Award of RFP No. 134 to Cambridge West Partnership, LLC (ENCLOSURE)</p> <p>Recommend award of RFP No. 134, Educational and Facilities Master Plans, to Cambridge West Partnership, LLC, for the preparation of the Southwestern Community College District Educational and Facilities Master Plans, for the period July 12, 2012 to July 11, 2013, inclusive, in an amount not to exceed \$425,000.</p> <p>15T2. Agreement with Cambridge West Partnership, LLC (ENCLOSURES)</p> <p>Approve Agreement No. A3566.12 with Cambridge West Partnership, LLC, for the Southwestern Community College District Educational & Facilities Master Plan, related to RFP 134, for the period July 12, 2012 to July 11, 2013, in the amount of \$125,000 for the Educational Master Plan, \$300,000 for the Facilities Master Plan, for a combined cost not to exceed \$425,000.</p>

ENCLOSURE:


1. Cover Memo Re Scope and Selection Process for RFP 134

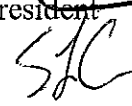
ADDENDUM


July 11, 2012

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Melinda Nish, Ed.D.
Superintendent/President 

SUBMITTED BY: Steven L. Crow 
Vice President for Business and Financial Affairs

INITIATED BY: Kathy Tyner, M.S. 
Vice President for Academic Affairs

SUBJECT: Scope and Selection Process for RFP 134

The request for proposals (RFP) 134 process for the Educational and Facilities Master Plans was lead by Co-chairs Kathy Tyner, Vice President for Academic Affairs, and Priya Jerome, Director of Purchasing, Contracting & Central Services, who were responsible for carrying out the process of developing the RFP, reviewing the proposals, and selecting the contracting firm. The steps in the process are outlined below.

1. The Scope of the RFP

- a. The scope of the RFP was written by Kathy Tyner after a review of five RFPs for Educational and Facilities Master Plans that were previously released by Kern Community College District, Grossmont/Cuyamaca District, Mira Costa Community College District, State Center Community College District, and the 2006 RFP for Southwestern Community College District's 2008 Educational and Facilities Master Plan.
- b. The scope of the final RFP document was reviewed and revised prior to release by the following members of the RFP 134 Scope Review Committee:
 - Melinda Nish, Superintendent/President
 - Kathy Tyner, Vice President for Academic Affairs, Committee Co-Chair
 - Priya Jerome, Director of Purchasing, Contracting & Central Services, Committee Co-Chair
 - Angelica Suarez, Vice President for Student Affairs
 - John Brown, Director of Facilities, Operations and Planing
 - Diana Kelly, Staff Development Coordinator, Academic Senate faculty representative
 - Randy Beach, Academic Senate President, Professor of English
 - Robert Temple, Consultant

2. The RFP (Request for Proposal) was executed by Priya Jerome. As explained in the February 21, 2012 Governing Board Workshop on Procurement at Southwestern Community College, professional services are exempt from statutory competitive bidding per Government Code 53060. In the interest of due diligence, encouraging fair competition, and transparency, the District decided to conduct an RFP to identify the best value and fit to match the District's need. The RFP procurement process followed the guidelines and regulations prescribed in Public Contracts Code 20111-20651, which contains the provisions for contracting of biddable services. To the extent possible, the principles of competitive bidding were followed however, unlike a competitive bid process, the RFP process is **not** a competitive bid process, hence all proposals received were subject to evaluation, interviews, and negotiations that were conducted between the District and the Proposers, in the interest of procuring the best value contract for this service.
3. At no time in the development of the RFP or the execution of the RFP was any individual involved who was also associated with an entity that submitted a proposal.
4. The selection process for awarding the contract for RFP 134: Educational and Facilities Master Plan was carried out as a three-step process:
 - Step 1: Review of submitted proposals and selection of contracting firms to be invited to participate in the interview process:
 - RFP 134 Proposal Review Committee members are listed below:
 - Melinda Nish, Superintendent / President
 - Kathy Tyner, Vice President for Academic Affairs, Committee Co-Chair
 - Priya Jerome, Director of Purchasing, Contracting & Central Services, Committee Co-Chair
 - Angelica Suarez, Vice President for Student Affairs
 - Diana Kelly, Staff Development Coordinator, Academic Senate faculty representative
 - Rebecca Wolniewicz, Professor of Communications, Academic Senate faculty representative
 - In accordance with the selection criteria provided in the RFP documents (attached) and after a lengthy discussion, which included the merits of the services provided, the qualifications of the principals, as well as the price of the services, three of four submitted proposals were deemed acceptable and the contracting firms who submitted these proposals were invited to participate in an interview process that included a 20-minute presentation followed by 40 minutes of Q & A.
 - Step 2: Interview process and selection of contracting firm:
 - RFP 134 Interview Committee members are listed below:
 - Kathy Tyner, Vice President for Academic Affairs, Committee Co-Chair
 - Priya Jerome, Director of Purchasing, Contracting & Central Services, Committee Co-Chair
 - Steve Crow, Vice President for Business and Financial Affairs
 - Linda Gilstrap, Dean of the Office of Institutional Effectiveness
 - Diana Kelly, Staff Development Coordinator, Academic Senate faculty representative

- Rebecca Wolniewicz, Professor of Communications, Academic Senate faculty representative
- After a lengthy discussion, the scores were tabulated. The average score given to each proposal was based on preset criteria that were provided in the RFP documents. The scores for each of the contracting firms are provided in the table below.
- The top scoring entity was Cambridge West Partnership/HPI.

RFP134 COMMITTEE SCORING (SCALE OF 1 -10 WITH 1 BEING THE LOWEST AND 10 BEING THE HIGHEST)		
FIRM NAME	EDUCATION MASTER PLAN SCORE	FACILITIES MASTER PLAN SCORE
Cambridge West Partnership/HPI	10	10
GKK	6	7
JOHNSONFAVARO/MASS	4	10
LPA/MASS	Not shortlisted for interview	Not shortlisted for interview

- Step 3: Negotiations between the District and Cambridge West Partnership/HPI were carried out to clarify the requirements of the District and the cost of the services.

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