

December 1, 2016

Sir/Ma'am,

Bacone College requests your proposal/bid for development of a Campus Dining Hall. All bids should be submitted in accordance with the attached Request for Proposal (RFP) 201612011DB Campus Dining Hall.

ATTN: Marcia Taylor
Office of the President
Samuel Richards Building
2299 Old Bacone Rd Muskogee, OK 74403

Bids must be received at the above address no later than 5:00pm on December 20, 2016. Late bids will not be considered. Bids will be evaluated in accordance with the criteria outlined in the RFP.

Rachael Cooper
Campus Engineer, Bacone College
cooperr@bacone.edu
918-360-3676

Request for Proposal – RFP201612011DB Campus Dining Hall

Issued By:

Bacone College

Office of the Campus Engineer

2299 Old Bacone Rd

Muskogee, OK 74403

Request Issued:

December 1 2016

Bids Due:

December 20, 2016

A. Introduction

- a. Bacone College (BC) is soliciting bids from interested Contractors (bidders) to prepare and submit bids for consideration by BC to satisfy the need for a campus dining hall in accordance with the terms, specifications, and conditions contained in this RFP. The construction services will include the design and construction through completion of the campus dining hall
- b. The instructions found in the RFP are designed to guide the bidder, not to limit the bid contents in anyway. Additional information a bidder deems pertinent should be included in their bid
- c. BC would like to consider two courses of action for completion of a Campus Dining Hall
 - i. First, the retrofit of an existing structure, Old Walmart/BC Student Center
 - ii. Second, new construction of a metal framed building

B. Issuing Office

- a. This RFP is issued by the Office of the Campus Engineer. The sole contact person for BC is the Campus Engineer, Rachael Cooper, ATTN: Rachael Cooper 2299 Old Bacone Rd Muskogee, OK 74403, Phone: 918-360-3676, Email: cooperr@bacone.edu
- b. The sole contact for this project after award will also be Rachael Cooper, Campus Engineer

C. Pre-Bid Questions

- a. This RFP will be presented to interested bidders at the site visit, December 1, 2016. Any follow-up questions should be submitted by email to the Campus Engineer no later than December 10, 2016. Responses guaranteed within 24 hours. All questions submitted after December 10, 2016 will not be responded to
 - i. Please post "RFP201612011DB – Campus Dining Hall Bidder Question" in subject line of email
 - ii. Any bidder who does not follow the prescribed method of contact may be disqualified and bid rejected
- b. It is the bidder's responsibility to seek clarification on any errors in the RFP. Requests for clarification on any part of the RFP will be responded to and posted at the following address: <http://www.bacone.edu/dining>. Only inquires, questions, or clarifications to the RFP received by email will be binding to BC and must be ACKNOWLEDGED in the BIDDERS BID.

D. Bid Due Date

- a. December 20, 2016 NLT 5:00pm
- b. Inclement weather, natural disaster, or any other issue causing the Office of the President to be closed on the due date, the deadline of submission will be automatically extended until the next business date on which the office is open unless otherwise indicated by the Campus Engineer. The hours of submission shall remain the same. Any response received after the deadline will be subject to disqualification

E. Confidentiality

- a. Data provided to the bidder by BC is for purposes of this RFP only and is to remain confidential

F. Type of Contract

- a. If a contract is entered into as a result of successful negotiations, the selected bidder will be required to sign a standard BC contract. Contract generation and completion will be made between the selected bidder and the Bacone College Business Office. The scope of work as outlined in the RFP will be incorporated into the standard contract. Contract provisions will be negotiated upon tentative award with contract signing finalizing the award of the project

G. Rights of the College

- a. To reject any and all bids without incurring any reimbursement costs from bidders
- b. To enter into negotiations with more than one bidder
- c. To cancel or withdraw this RFP with or without substitution, alter or waiver the terms and condition of this RFP at sole discretion, at any time prior to the award of the contract
- d. BC is in no way obligated to contract for any service or product proposed by the bidders to this RFP
- e. BC notifies bidders that the offer to this RFP is for a bid from ANY bidders that can complete the Scope of Work as outlined
- f. BC has the right to change the project scope at any time

H. Limitations of College Liability

- a. Issuance of this RFP, or any actions taken hereunder, shall not create a duty on the part of the College to pay any costs incurred by the bidders in connection with, or resulting from, this RFP. This includes, but is not limited to, the preparation or submission of a bid or responses to inquiries from BC related to this RFP or bidder's bid; negotiations with BC related to this RFP or bidder's bid; or anticipation of a contract or otherwise with respect to this RFP or bidder's bid

I. Subcontracting

- a. Any Service proposed by the bidders that will be performed, in whole or in part, by affiliates or subcontractor of the bidders must be specifically identified. The business relationship between the bidders and such Third Parties must be sufficiently explained in the response so as to allow BC to make a reasonable judgment as to any risk or benefit of such a relationship. BC will enter into a relationship with the successful bidder, which shall assume full responsibility for the performance of any affiliate or subcontractor. By going into contract with BC, BC approves at that time all identified affiliates or subcontractors listed

J. Completeness of Response

- a. Each bidder warrants that the requirements of this RFP have been read and understood, and represents that the implementation and delivery of the goods and services specified in this RFP shall in no way obligate College, or any College Affiliate, to pay any additional costs to the bidder for the supplies and/or labor, other than those so noted and presented in the response to this RFP

K. Compliance with the RFP

- a. Bidders are required to provide the following:
 - i. **Five (5) paper copies and a data storage thumb drive or shared Google Drive Folder** with all of the required submittals as their response to the RFP; In all respects, the bidder is expected to comply with the instructions and stipulations of this RFP governing bid construction, deadlines, preparation, presentation of submittal information, and the terms and conditions of the document
 - ii. BC requires that all responses be complete and that all referenced materials, specifications, and other publications be included and cross-referenced to the provisions of the RFP to which they pertain. Bidders are urged not to compel BC to search through documentation for responses to the RFP
 - iii. All bids submitted in response to this RFP will become the property of BC and will not be returned
 - iv. If additional data or information is required not outlined in this RFP, the Campus Engineer will contact bidders via e-mail and request data to be provided by a specified date with a new due date for bid submissions included as necessary
 - v. Failure to comply with the requirements of this RFP may, at the sole discretion of College, result in disqualification and the elimination of the bidder from consideration

L. Disclosure of Bid contents

- a. Vendors' bids will become part of the contract award resulting from this RFP and are not, therefore, confidential. The College has the right to use any concepts presented in any reply to this RFP. Selection or rejection of a bid does not affect this right

M. News Release

- a. News releases pertaining to this project may not be made without prior written permission of the College, and then only in coordination with the Issuing Office in consultation with the Bacone College Development Office

N. Bid Binding

- a. Unless withdrawn prior to the deadline for bid as provided in this RFP, a bid shall be binding on the bidder and may be accepted by the Issuing Officer at any time up to and including the proposed award date stated herein
- b. Price quotations and other time-dependent information contained in bids must be valid through the award date and if awarded the contract, through project completion.

Negotiation may be undertaken with bidders whose bids show them to be qualified, responsible, and capable of performing the work in accordance with stated criteria. College is not liable for any cost incurred by bidders prior to contract award. The ultimate selection of a bidder is at BCs sole discretion

O. Notification of Advancement

- a. Based on the competitiveness of their RFP responses, selected bidders may be invited to participate in presentation meetings. BC will notify selected bidders via e-mail
- b. Do not contact College employees regarding the status of your response. The Issuing Officer will contact all bidders when the due diligence process is complete

P. Scope of Work

- a. Upon receipt of the completed Request For Proposal (RFP) documents, BC will evaluate responses with the intention of selecting a bidder best able to serve the College requirements for Campus Dining Hall development
- b. BC desires to move into a contract relationship with a contractor that is qualified and capable of meeting design and construction requirements; any bidder unable to demonstrate this competence may be excluded regardless of cost competitiveness
- c. Bidders must be able to accomplish the full design and construction phases of the Campus Dining Hall project to include all architectural, civil, electrical, mechanical, and structural disciplines required
 - i. A bidder may submit a bid for a portion of the project at their discretion that may or may not be considered as an alternative course of action for completion of the project. BC remains flexible to accept all proposals as possible courses of action
- d. BC is considering the retrofit of an old Walmart/Student Center as well as the new construction of a stand-alone facility. Bidders are welcome to submit a proposal for either option or both options. All options will be considered with selection based on the outlined Evaluations Criteria section of this RFP

Q. Design Considerations & Specifications

- a. Campus Population
 - i. Current student population is 800 students with steady growth toward the goal of 1100 students by 2020.
 - ii. 75% of the student body has a meal plan currently
- b. Desired Meal Schedule
 - i. Hot Breakfast: 7am – 9am Monday – Saturday
 - ii. Continental Breakfast: 9am – 11am Monday – Saturday
 - iii. Hot Brunch: 10am – 1pm Sunday
 - iv. Lunch: 11am – 1pm Monday – Saturday
 - v. Hot Dinner: 5pm – 7pm Monday – Sunday
 - vi. Continental Dinner: 7pm – 11pm Monday – Sunday
- c. Meal Offering Details
 - i. Each meal period will have a ‘meal of the day’ line and a ‘grill’ line

- ii. Students will have access to a salad bar, drink bar(s), make-your-own-sandwich bar, and dessert bar
- d. Coffee Shop and Study Area
 - i. A space for a paid coffee bar where specialty drinks can be ordered
 - ii. Multiple areas, nooks and crannies, where students can drink their coffee, study, plug in electronic devices,
 - iii. Locations for TVs to be mounted but not in the same area as the coffee shop and study areas. Main meal eating areas should have TV mount locations. There should be some differences between study locations and common dining locations
- e. Main dining area is envisioned to be an area full of natural light
 - i. Campus Dining Hall should be a place of multiple functions: dining, study, socializing, coffee shop atmosphere
 - ii. Many picture window are envisioned
- f. Bathroom facilities
- g. Partitioned areas for VIP dining/athletic team meals
- h. Partitions to increase or shrink the main dining area
- i. Campus Design Standards
 - i. Currently BC does not have a published set of campus facility design standards. Bidders are to be aware of the current campus cladding found on historic buildings and plan to accommodate the design standards in the bid
 - ii. BC is willing to accept a metal building with design elements that fit the campus design standards for the construction of a new stand-alone facility
- j. Construction phases should be considered in bid offerings to allow for financial availability on the part of BC in future fiscal years
 - i. Examples of this would include:
 1. Design standard additions on the façade of the proposed dining hall to be completed at a later date
 2. A mezzanine as part of the expansion of dining hall capacity to be completed at a later date
 3. Sidewalk access and landscaping to be completed at a later date
- k. Parking
- l. Commercial kitchen electrical and HVAC requirements
 - i. Understanding that design phases following the award of this project will include personnel from the BC food services contractor
- m. Use of existing structures to the extent that they can meet the needs of the Dining Hall
- n. Outdoor patio area for outdoor dining
- o. The use of industrial projects as finishes in order provide an interior that is durable; able to withstand high traffic of students and staff while also keeping the cost of finishes down

R. Deliverables

- a. The Bid Letter

- i. Must be signed by an authorized officer of the bidding organization and include evidence of his/her authority. The bid letter shall also include the names, addresses, and telephone numbers of the following individuals:
 - 1. Authorized persons of communication with BC regarding bid
 - 2. Authorized persons to conduct contract negotiations
 - 3. Authorized officer to sign contract
 - b. Bidder shall provide a list of at least 3 previous projects similar to the Scope of Work outlined in this RFP including addresses
 - c. Minimum 15% Design, to include basic renderings, on one or both
 - i. Retrofit Campus Dining Hall in Old Walmart/Student Center
 - ii. New Construction Campus Dining Hall
 - d. Quality Control Plan & Organizational Structure
 - e. Project Schedule w/milestones
 - f. Guaranteed Maximum Price (GMP)
 - i. The GMP must be presented in a way that outlines construction phases as implemented for financial availability
 - ii. The GMP must be organized by assembly line-item to allow for BC to easily evaluate the scope of work and any potential changes related to availability of finances

S. Evaluation Criteria

- a. Understanding of the Need and Soundness of Approach
- b. Creative and Imaginative Design
- c. Guaranteed Maximum Price (GMP) organized as outlined in the Deliverables section
- d. 15% Design with incorporation of Campus Design Standards and interior industrial elements
- e. Project Schedule w/Milestones
- f. Quality Control and Organizational Structure

T. Milestones

- a. December 1, 2016 – Site Visits and RFP distributed to bidders
- b. December 20, 2016 – Bids due
- c. January 31, 2017 – Notice of Award
- d. February 7, 2017 – Project Schedule Begins

U. Bidder Responsibilities

- a. Project completion from design through construction
- b. Compliance with State, Federal, and Large Gathering Facilities Specifications and Regulations
- c. Proof of Bonding and Insurance

All bids submitted will remain confidential and not discussed between other offerors and Bacone College.