



**WASHTENAW COMMUNITY COLLEGE**  
**Request for Proposal # 6716**

**Campus Master Plan**

**RFP Release Date: March 24, 2025**

**Proposal Due Date: April 14, 2025 at 2:00 p.m. EDT**

**Submit proposals electronically via email to:**

**Don Harrison**  
**Washtenaw Community College**  
[pur@wccnet.edu](mailto:pur@wccnet.edu)  
RFP # 6716 Campus Master Plan

## 1.0 Proposal Invitation

Washtenaw Community College (“College” and/or “WCC”) seeks proposals from qualified campus planning firms/consultants to develop a comprehensive, updated Campus Master Plan that will study potential new construction space needs as well as needs for refurbishment of existing space. The college seeks firms with experience in comprehensive campus master planning specifically working with higher education institutions. The primary outcome of this project is the development and delivery of a comprehensive campus plan with related recommendations and strategies that address current and projected needs and opportunities across the WCC campus and physical environment.

**Bidders are encouraged to submit proposals that showcase the firm’s ability to meet the Project Scope (6.0), in a manner that best meets the objective of this RFP as outlined in section (4.0).** The selected firm will be able to provide all deliverables outlined in the RFP.

Response to this RFP confirms an understanding that this is *not* a contract or offer of business by the College. This request for proposal 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 written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order. In submitting a proposal, Firm agrees that all materials associated with, attached to, or referenced by the submitted proposal will become the property of the College and may be incorporated into a subsequent contractual agreement.

The College is not liable in any manner or to any extent for any cost or expense incurred by the Firm in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the Firm or indirectly through the Firm’s agents, employees, assigns, or others, whether related or not to the Firm.

The College reserves the right to reject any and all proposals and waive any irregularities. Proposals which fail to comply fully with any provisions of this document may be considered invalid and may not receive consideration. The College also reserves the right to negotiate terms and conditions of a contract with the awarded Firm. The College reserves the right to award a contract based on any combination of the specifications described herein.

The awarded Firm’s proposal response shall be subject to, and governed by the College’s Terms and Conditions for the Purchase of Products and Services located at <https://www.wccnet.edu/about/purchasing/terms-and-conditions.php> as a condition of award, and are hereby incorporated herein as a substantive part of the solicitation documents. In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFP documents and those included in a Firm’s Proposal response, Firm’s quote, or listed on the Firm’s website, the Terms & Conditions of the RFP documents shall govern. Proposal submissions must include all exceptions to the College’s terms and conditions of purchase. A purchase order signed by an authorized agent of the College is required to constitute acceptance of Proposal offer and offer terms and conditions of service. This RFP and any subsequently offered contracts will be governed by the laws of the State of Michigan. Any and all applicable valid executive orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.

As a public institution, the College is subject to the terms and conditions of the Freedom of Information Act. As required by law, any information submitted in response to this request for proposal could become public information. Firms responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified in writing as such and accepted by the College as proprietary. Any documents submitted may be reviewed and evaluated by any person at the discretion of the College, including non-allied and independent firms retained by the College now or in the future.

Proposals must be comprehensive by including all services and costs necessary to meet the business and technical requirements of the College as outlined in this RFP. In addition, the proposal must specify a detailed approach/methodology, Firm and College staffing requirements, and any other assumptions to achieve the goal of this RFP. Ideally, **the College would like the project deliverables by March 1, 2026 however there is some timing flexibility.**

## 2.0 Proposal Evaluation

Proposals may be evaluated in the following areas:

- Accordance with the specifications contained herein
- Scope of services/project capabilities
- Price proposal
- References & Portfolio Samples

Award of a contract will be based on the highest-rated proposal. Criteria for award of a contract (or disqualification) may include, but are not limited to, numerically weighted totals in some or all of the aforementioned evaluation categories.

## 3.0 Planned RFP Schedule

### **RFP Timeline:**

RFP Issued: **March 24, 2025**

Submission of Written Questions from Prospective Bidders: **April 7 2025**

Written Questions Responded by the College: **April 8, 2025**

RFP Due Date: **April 14, 2025**

## 4.0 Project Objective

WCC is seeking professional planning services to develop a comprehensive and future-focused campus master plan framework to support a thriving, sustainable campus environment that is mission and student focused, and responsive to continuous change.

The primary objective of this RFP is to develop a campus master plan that will support the college mission, vision, and values, and align with WCC's strategic plan and priorities. It is expected that the plan will help inform future decision making, Capital Outlay Plans, and Project Requests by guiding improvements, expansions, and adaptations of college facilities and grounds while addressing both anticipated and

unforeseen needs. In addition, the plan will reflect the college's role in meeting the needs of the multiple communities it serves, as well as recognize the distinct character of WCC as a leader in providing cutting-edge programming leading to high-demand, high-wage careers, as well as preparing students for transfer.

The plan will support the following broad goals:

1. Align recommendations for the college's facilities and grounds with WCC's mission, values and vision and strategic priorities.
2. Promote dynamic campus design and plan that is both focused and flexible for ongoing use.
3. Develop campus facility recommendations that support innovation and synergy among college facilities and the campus and communities that use them.
4. Support recommendations that ensure access and promote expanded opportunities for student, faculty, and staff collaboration and connection; student, staff, and community engagement; and a vibrant, dynamic campus culture.
5. Align recommendations with the College's ongoing commitment to environmental sustainability initiatives.

## 5.0 Project Background

WCC's most recent campus plan was completed in 2019. The COVID-19 pandemic, occurring shortly after the 2019 plan, significantly shifted enrollment patterns, teaching modalities, and space utilization. While enrollment trends at WCC have stabilized and currently show modest growth, the college is also preparing for an anticipated decrease in high school graduates over the next several years. As a community college, WCC must also address the multiple needs of the local community for education, enrichment, and training, as well as the increasing demands of employers in a changing job market. The continued evolution in student demographics, course-taking patterns and learning modality preferences, and transformation in the workplace to accommodate a balance of remote and in-person work, all demand a new analysis of the WCC campus to ensure the college can effectively serve the needs of its constituents well into the future.

A space utilization study is currently in progress and will be completed in spring 2025, providing the selected planning firm with comprehensive and current data on utilization of WCC classrooms, labs, and certain administrative spaces. The firm will thus be expected to build upon this and other data and the aspirations of the 2019 plan in developing a forward-looking framework that addresses the changing landscape and future trends.

## 6.0 Project Scope

The comprehensive Campus Master Plan must anticipate and proactively address existing and long-range needs, with a goal to enhance the academic and campus experience, and support the implementation of institutional priorities. The campus master planning process shall identify, clarify and shape a long-term vision for the WCC campus. The firm is expected to work collaboratively with the college to facilitate appropriate feedback, obtain necessary data, and identify key stakeholders and decision makers.

Development of the plan should include a comprehensive process of gathering, analyzing and synthesizing appropriate data and input, including review and analysis of existing campus facilities and grounds; college strategic planning, master planning, space utilization, and other documents; and additional information sources as appropriate, as well as development of mapping, graphics, and a final

comprehensive plan document. WCC is seeking a firm that will bring an innovative and forward-thinking approach to this project. The work will be completed in a coordinated and consultative manner with a WCC team selected for this project.

The scope of work includes but is not limited to:

- A site analysis of the existing campus and its current use.
- Analysis and recommendations for renovation and/or new construction to meet future needs.
- Review of current space utilization data to inform recommendations.
- Incorporation of benchmarks, trends, and/or best practices related to campus planning.
- Stakeholder engagement and input gathering in collaboration and consultation with college staff.
- Development with key stakeholders and/or WCC planning team of a defined vision for the campus's future and identification of specific planning goals.
- Develop strategies as appropriate for land use including potential sites and/or spaces for future development.
- Review and recommendations if appropriate for parking.
- Incorporation into recommendations of sustainability practices and resilience planning.
- Analysis of current and projected pedestrian/vehicular circulation and transportation needs.
- Delivery of up to three plan alternatives for review by college leadership and stakeholders.
- Provision of a review period for each draft submission of the report and final summary presentation. The Consultant shall integrate review comments and respond to questions in the preparation of the final report and summary presentation.
- Submit a final written plan with clear and accurate graphics to be delivered in a flexible format that can be easily utilized to address ongoing and future decision making. The final plan should provide a dynamic, clearly written, illustrated report to convey the requested framework for potential future initiatives. The plan document should include information summarizing feedback and data collection, study methods, analysis, recommendations, and conclusions.

## 7.0 RFP Requirements

1. **Introduction** –Include a brief history and background of your company as well as the length of time you have supplied services requested in this RFP.
2. **Statement of Qualifications/Team Description and Relevant Professional Experience** – Describe the composition of the team assigned to the project and how this will contribute to the successful project completion. Explain the firm/team's unique qualifications for the project. Provide names and educational background of each team member including any professional registrations. Describe experience and proposed role for each team member. The Team project manager shall be clearly identified. Team members described must be only those assigned to work on the campus master plan project.
3. **Project Experience** – List comparable projects in chronological order in which team members were involved. Indicate who from the team was involved with each project and their role, and show whether project was done by the firm or by team member when employed in another firm. Indicate experience with State of Michigan projects and other projects that may be similar in nature.
4. **Approach** – Describe the approach that will be used to complete the campus master plan. Summarize the methodology that will be used and how the process was successfully utilized on similar projects. Outline anticipated work plan, timeline, and techniques to be employed, and include a detailed schedule that illustrates how the project will be completed within the proposed timeframe.

5. **Pricing** – Provide the proposed pricing for the project, clearly indicating what is included and anything that is excluded or that will drive incremental costs.
6. **References** – Include with your proposal at least three to five references for similar projects that were done by your company at other community colleges, colleges, or other educational facilities. List the reference's company name, contact name, title, address, email address and telephone number as well as project description and approximate event date.
7. **Portfolio samples** – Provide sample master plans that have been implemented if applicable.
8. Provide any other relevant information that may be useful to evaluate this proposal.

## 8.0 Submission Directions

- A. Proposals following the guidelines outlined in this document are due on or before April 14, 2025 at 2:00 p.m. EDT at the following location:

**Submit proposals electronically via email to:**

**Don Harrison**  
**Washtenaw Community College**  
[pur@wccnet.edu](mailto:pur@wccnet.edu)  
**RFP # 6716 Campus Master Plan**

- B. Submit **one (1)** signed electronic copy of the Signature Page with your proposal, in a single PDF format. Faxed and mailed replies are not acceptable and will be rejected. It is the responsibility of the Firm to ensure that proposals are received at the location stated above on or before the due date and time. The college's normal office hours are 8:00 a.m. to 4:30 p.m. EDST. The Firm assumes all responsibility for delivery to the location given above regardless of the method of shipment and delivery used and the time received to the specified location on campus.
- C. Questions must be addressed to Don Harrison at [pur@wccnet.edu](mailto:pur@wccnet.edu). The deadline to submit questions is **April 7, 2025 at 2:00 p.m. EDT**. All questions received by the deadline date will be posted with answers on the WCC Purchasing website <https://www.wccnet.edu/about/purchasing/bids-rfp.php> by **April 8, 2025 at 2:00 p.m. EDT**.

## **SIGNATURE PAGE**

### **This page must be signed and submitted with the proposal in order to be considered for award.**

- By virtue of submittal of a proposal, Firm acknowledges:
- That all of the requirements of this RFP have been read and understood.
- That Firm is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to WCC are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with the Act.
- By signing below the Firm warrants that the information submitted is complete and factual.
- The individual signing below has authority to enter into this on behalf of Firm.
- Proposal shall remain valid for a minimum of ninety (90) days.
- Firm agrees that in the event there is any conflict between the Terms & Conditions referenced in this RFP and those included or referenced in any response to this RFP, the Terms & Conditions referenced herein shall prevail.
- Firm agrees to warrant its products and services to the requirements and objectives in this RFP.
- Firm agrees to obtain and maintain the following insurance coverage, and a copy shall be provided to the College upon award. Firm acknowledges that no changes are permitted in the insurance coverage unless agreed to in writing by the College. Insurance shall be maintained for the following coverages in the amounts stated below.
  1. Commercial general liability insurance (occurrence form) with respect to the premises, including contractual and products/completed operations coverages. The limits of liability are not to be less than \$1,000,000 combined single limit of bodily injury and property damage per occurrence and \$2,000,000 combined single limit of bodily injury and property damage annual aggregate.
  2. Automobile liability insurance with limits not less than \$1,000,000 combined single limit of bodily injury and property damage per accident. Statutory workers' compensation employer's liability.
  3. Umbrella or excess liability with limits not less than \$2,000,000 per occurrence and aggregate.
  4. Professional liability insurance. Specify amounts carried.

Signature

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Company Name

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