

Wayne County Community College District

Purchasing



Wayne
County
Community
College
District

REQUEST FOR QUALIFICATIONS 001025

December 12, 2008

REQUEST FOR QUALIFICATIONS ARCHITECTURAL/ENGINEERING SERVICES FOR THE NORTHWEST CAMPUS

Wayne County Community College District
Pathways to the Future Capital Improvement Program
801 West Fort Street
Detroit, MI 48226

December 12, 2008

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**REQUEST FOR QUALIFICATIONS
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT**

Advertisement

Sealed responses to Request for Qualifications will be accepted for Architectural and Engineering Services for the Northwest Campus Facility for the Wayne County Community College District (WCCCD) Pathways to the Future Capital Improvement Program.

Responses will be received until 4:00 p.m. local time on February 6, 2009, by delivery or mail to:

Wayne County Community College District
Purchasing Department
801 W. Fort Street
Detroit, MI 48226
Attn: Joseph B. Lewis

Late proposals will be returned unopened.

A Mandatory Pre-Submittal Conference will be held on Thursday, January 8, 2009, at 2:00PM at WCCCD, 801 W. Fort Street, Fifth Floor, Board Conference Room, Detroit, Michigan 48226.

Request for Qualifications Packages will be available on or after December 12, 2008 via download from the WCCCD website: <http://www.wcccd.edu>. Packages can be picked-up from the Purchasing Department located at 801 W. Fort Street, Fourth Floor, between December 15, 2008 and December 19, 2008 from 9:00 a.m. until 4:00 p.m. daily.

Bid documents will be on file for examination at WCCCD in the Purchasing Department.

WCCCD reserves the right to accept or reject any or all responses to this Request for Qualifications and waive any informality or irregularities in any qualifications should the College consider this right to be in its best interest.

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

“REQUEST FOR QUALIFICATIONS (RFQ)”

**ARCHITECTURAL/ENGINEERING SERVICES
FOR NEW CONSTRUCTION, ADDITIONS AND REMODELING PROJECTS**

This is a Request for Qualifications (RFQ) for Architectural and Engineering Services for the Northwest Campus college facility.

PART I – GENERAL INFORMATION AND REQUIREMENTS

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT is an affordable, comprehensive, contemporary, open door, urban/suburban and multicultural institution, whose mission is to promote the educational, cultural, and economic development of the community by providing quality education.

Wayne County Community College District (WCCCD or College) has completed more than 40 years of uninterrupted operation and development of comprehensive educational services. Both directly and indirectly, our students and the 2.3 million people living within the College’s service district have enjoyed the benefits of constantly improved instructional programs and community services.

The story of WCCCD is one of continuing growth and innovation in providing educational training and leadership for the metropolitan region that it was created to serve.

The College’s six state of the art facilities are located in industrial, rural and metropolitan areas where a major share of Michigan’s technical and skilled occupations are located. Because of the diversity of its service areas, WCCCD places a strong emphasis on occupational and career programs and traditional college and university transfer programs, including those within the liberal arts discipline.

As part of the Pathways to the Future Capital Improvement Program (PFCIP), the College is seeking to construct new buildings and renovate existing buildings. WCCCD is seeking Architectural/Engineering (A/E) professionals to provide design services for this work. The A/E may be a firm or team of firms with the required capabilities having an in-depth understanding and working knowledge of community college operations; local, state and federal laws, regulations, ordinances, codes, standards and specifications for community college facilities.

An array of construction improvement projects relating to capital improvements, new structures and additions to existing structures, etc., are part of the long-term PFCIP. It is contemplated that the College will occupy existing spaces and buildings during the entire period of any studies, design and construction. The A/E shall cooperate fully with WCCCD and its representatives during studies, design and construction operations to minimize conflicts and to facilitate WCCCD usage, and perform the work so as not to interfere with College operations.

Other improvement projects may be implemented by separate A/Es during the course of this program. The A/E shall coordinate with WCCCD and separate contractors to schedule work, as necessary, to avoid conflicting efforts.

A. Purpose

The purpose of this RFQ is to inform A/Es of this contract for A/E services for replacement and construction of the Northwest Campus, for the Pathways to the Future Capital Improvement Program. In return, the A/Es are requested to formally express interest and submit credentials and profiles relative to the services described herein. After the responses have been received, they will be evaluated and a short list of candidates will be established. These candidates will be invited to an interview by the College, which will result in the selection of A/E(s) for various projects associated with the Pathways to the Future Capital Improvement Plan. Once the selection has been made, a contract will be negotiated which will identify, in detail, project scope, work tasks, schedule and fee.

B. Issuing Office

College consultants may be charged with assisting the College in soliciting qualified A/Es for the projects. This RFQ is prepared and issued by the WCCCD Purchasing Department.

C. Scope of Services

The scope of services is described in Appendix “A” to this RFQ.

D. Responsibility for Services

1. Direction and invoicing will be administered by the College Capital Improvement Team.
2. Scheduling: A/E will be required to prepare and submit schedules for their work.
3. Reporting: The A/E will be required to prepare billings for services rendered, breaking down work completed by time and hourly rate by individual employees, identifying overhead multiplier and percentage rate for profit and itemizing reimbursables for each consultant and sub-consultant and for each project and each sub-project.

E. Additional Information

Questions and clarifications relating to the contents of this RFQ will be addressed during the mandatory Pre-submittal Conference.

F. Pre-Submittal Conference

A Pre-Submittal Conference will be conducted on **Thursday, January 8, 2009, at 2:00PM** at WCCCD, 801 W. Fort Street, Fifth Floor, Board Conference Room, Detroit, Michigan 48226.

The purpose of the Pre-Submittal Conference is to explain the required services, define the RFQ process, answer A/E questions and determine the necessity of an addendum to this RFQ. It is recommended that a representative from each interested A/E firm be present at this conference. There will be no further discussion with the College after the conclusion of the conference until responses are submitted.

G. Negotiations

After the A/E is selected, a representative of the College will conduct a conference with the selected A/E to initiate preparation of a detailed scope of work and fee proposal. The purpose of the conference will be to emphasize WCCCD requirements, required services, further explain the project in detail, outline project policies, procedures, and standards, and provide preliminary schedules.

H. Fair Employment Practices

The selected A/E is expected to comply with all College policies regarding fair employment practices and non-discrimination. All A/Es shall ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, age, marital status, or disability in conformance with local, state and federal regulations and all applicable WCCCD policies.

I. Rejection of RFQ Responses

WCCCD reserves the right to reject, for any reason, any and all responses that it deems to be in its best interest to reject. WCCCD reserves the right to negotiate separately with any A/E or sub-consultant that it deems to be in its best interest.

J. Incurred Costs

WCCCD is not responsible for any costs incurred by the A/E for any work performed relative to the preparation of future requests for contract proposals or for the information solicited herein.

K. Addenda to the RFQ

If an Addendum to this RFQ is required, it will be formally sent to the prime representative, registered as such, from the RFQ recipient list maintained at the issuing office.

L. Completeness of the Response

1. Responses shall address all items completely and thoroughly in accordance with the format provided, and signed by an officer of the firm with the authority to commit firm/team resources.
2. All terms of the RFQ shall be considered by the A/E and included in the response.
3. The responses shall not be distributed to anyone other than the issuing office for this RFQ.
4. Interested firms may submit a proposal on their own or in affiliation with a team as a prime or sub-consultant. Firms may be associated with more than one team. Team commitments changed after the date established for submittal of proposals may be cause for rejection.
5. Prime A/Es shall include, with their qualifications, a transmittal letter identifying the prime A/E and all sub-consultants affiliated with their response. The letter shall be signed by an authorized representative of the prime A/E and each sub-consultant attesting to the approval of the firm to be a part of the team. As an alternate, submit a separate letter from each sub-consultant, which authorizes the prime A/E to use its firm name and credentials as part of the team.

M. A/E Responsibilities

The A/E shall be capable, either as a firm or a team, of providing all professional services required for the project and to maintain those capabilities until notification of the fact that their response was unsuccessful. Exclusion of any service for the contract prior to the selection process may serve as cause for rejection.

The intent of the A/E selection process is to select an A/E to perform services required by WCCCD. These new construction, addition, and remodeling services may be performed under one or several negotiated prime contracts or contract amendments to accomplish the work during the Pathways to the Future Capital Improvement Plan Conceptual Plan, Design and Construction Program for Wayne County Community College District.

N. Acceptance of Response Content

The College will use the contents of the response as a basis for evaluating and developing an initial selection of qualified firms (the “Short List”). A/Es will be interviewed and selected from this Short List; therefore, declared interests and capabilities shall remain intact.

It is anticipated that the form of contract entered into as a result of the process will be the “WCCCD Form of Agreement Between Owner and Architect.”

O. Schedule Dates

The following is an anticipated schedule for the selection process. The College reserves the right to modify any part of this schedule.

- | | |
|---|--------------------------|
| 1. Request for Qualifications Issued | December 12, 2008 |
| Via download at www.wcccd.edu . Request for Qualifications packets are also available for pick-up on December 15, 2008 through December 19, 2008, from 9:00 a.m. until 4:00 p.m. daily, in the WCCCD Purchasing Department located at 801 W. Fort Street, 4 th Floor, Detroit, MI 48226 | |
| 2. Pre-Submittal Conference | January 8, 2009 |
| 3. Responses Due | February 6, 2009 |
| 4. Selection of short list firms | February 20, 2009 |
| 5. *Interview short list firms | March 6, 2009 |
| 6. A/E Selection Notification | March 27, 2009 |
| 7. Contract award | To Be Determined |

***It is required that the A/E’s Principal, designated Project Manager and key professionals to be utilized for this project are present during the interview.**

P. Responses

To be considered, A/Es should attend the Pre-Submittal Conference, submit a complete response to this RFQ, and give a presentation and an interview on their capabilities. The response must use the format outlined in Part II of this RFQ. **Three copies** of the response shall be delivered to **Wayne County Community College District Purchasing Department, 801 W. Fort Street, Detroit, Michigan 48226 no later than 4:00 p.m. local time, February 6, 2009.** Receipt of responses will be date and time stamped. Due to the above policy, you are cautioned to allow ample time for arrival of responses by way of the U.S. Postal Service or other delivery systems. **Mail allowances by the recipient will not be made beyond the specified time and date. Additionally, the response should be submitted to the College on CD-ROM.**

Q. Disclosure of Contents

The content of all responses will be held in strict confidence by the College until after the contract is awarded.

R. A/E Representative

The response shall designate a single representative or prime contact for the A/E through whom WCCCD may communicate with the A/E. An alternative contact shall be designated for instances when the prime contact is unavailable.

S. Client References

The A/E shall provide the College with a list of three client references presently being provided similar services. Provide the name and telephone number of a contact person for each project listed. Include a brief statement of your involvement with each project if it is not outlined under "Related Project Experience."

T. Additional Terms

Exhibit "B" in Form A: A/E Single Project Contract contains the insurance requirements for this project. The A/E shall provide a statement of intent to acquire the insurance coverage described therein.

ALL FORMS AND APPENDIXES, WITH THE EXCEPTION OF APPENDIX "D" MUST BE COMPLETELY FILLED OUT, IF REQUIRED, AND SUBMITTED CONCURRENTLY WITH THIS RFQ. FAILURE TO DO SO MAY RESULT IN THE A/E BEING REGARDED AS NON-RESPONSIVE, AND DISQUALIFIED.

PART II – RESPONSE FORMAT

The response shall be simple and in an 8.5” x 11” format. The text shall be concise with emphasis placed upon completeness and clarity.

The A/E must be certain to provide detailed information within the general categories identified below:

Evaluation Criteria

1. Background

Provide a concise history of each firm, list corporate officers, general experience and specific capabilities. Also, identify number of personnel, senior level staff managers and profile of personnel types. Include insurance and business license verification. Provide proof of three (3) years in business. Provide references as required in General Requirements. Provide financial statement for the last complete business cycle.

2. Staffing

Profile your “team” by listing the total number of professionals employed by discipline and the professionals proposed for this project including their previously related experience.

3. Work Load

List all projects in progress, including the project owner, project value and percent complete. Indicate the names of sub-consultants and what percentage of work, if any, is being performed by each.

4. Related Project Experience

Provide descriptions of current and completed projects your firm has performed that are similar to projects contemplated here. Identify all modernization, additions, and completed replacement projects for educational facilities. You are encouraged to emphasize your firm’s experience, precise involvement with each project and the size of each project.

Prior certification or approval of firm’s current or completed projects by the State of Michigan, Department of Management and Budget, Facilities Administration Design and Construction Division in accordance with its Major Project Design Manual - DMB-494 (R 10/08) is mandatory. In accordance with the LEED Green Building Rating System, a score of “Platinum” on the LEED New Construction, Existing Buildings or Commercial Interiors Scorecards on firm’s current or completed projects is highly desirable.

5. WCCCD Experience

List projects that you have performed for WCCCD within the last five years. Note all projects and their design time schedule, contract amount, brief description, and date completed.

6. Location

State the location of the office in which the work will be accomplished by each A/E and all sub-consultants. Provide specific information describing the percentage of work which will be completed in Wayne County. Describe local involvement.

7. Management Summary

This summary shall briefly address the A/E's project management methods and systems proposed for the services. Clearly identify Project Manager and Project Manager's qualifications. Demonstrate your firm's ability to manage coordination between multiple firms' and planner/architect/engineer staffs, safety, insurance, schedules and cost controls. Discuss your capabilities to staff this contract to ensure completion on schedule and within budget.

Submission of additional pertinent information beyond the requirements of this RFQ is acceptable provided that it is limited to five typewritten pages.

The listing of the seven factors outlined above should not be considered as all-inclusive or exclusive. The intent of requiring the listing of these factors by the respondents to the RFQ is to establish the general parameters which will be used by the College.

APPENDICES:

Appendix A – Scope of Services

Appendix B – Wayne County Community College District Purchasing/EEO Forms and Requirements

Appendix C – Compensation Schedule

Appendix D – Insurance Requirements

Appendix A

Scope of Services

Wayne County Community College District is in need of Professional Architectural and Engineering Consultants and related specialties to perform services for the Northwest Campus facility. The project will consist of 200,000 GSF replacement of the existing structure at the existing location or an alternate site to be determined.

The services anticipated for these projects will include:

Scope of Services

- a) New Construction A/E Services
- b) Site Planning Design Services
- c) Field Inspection and Cost Estimating
- d) Code Reviews
- e) Plumbing and Piping Design
- f) HVAC/Electrical Design
- g) ADA – Accessibility Design
- h) Furniture, fixtures & equipment services
- i) Programming scope definitions and validations for Northwest Campus as follows:
 - 1) Business and Technology Center
 - 2) Education Building
 - 3) Fitness and Wellness Center
 - 4) Health Science Center (Renovation)
 - 5) Welcome Center (Renovation)
 - 6) Facade

Northwest Campus
Business and Technology Center
Program Statement

Introduction:

The emphasis of the Business and Technology Center is to support career instructional programs and entrepreneurial training through the provision of technical resources, laboratories, instructional spaces, conference rooms, resource libraries, meeting and workshop facilities and infrastructure including reception, lobby spaces, refreshment centers, and media resources.

The Business and Technology Center will be a multi-level facility and should have easy circulation patterns with corridors, stairways, elevators and gathering spaces that provide clear sightlines, light and accessibility to resources and rooms.

Design:

The Business and Technology Center should feature an open design promoting the use of natural light, clean surfaces and organized to separate instructional classrooms, laboratories and faculty offices from that dedicated to conference/meeting rooms, Entrepreneurship Institute Offices and media center. Common areas should be used to link these functions. Circulation patterns should allow for both open use with the ability to lock-off zones as necessary to accommodate varied programming needs and facility use.

Sustainability:

Sustainability should be considered when planning the building's form and organization. Materials, as well as supporting systems, should be chosen to enable the efficient use of energy. Passive alternatives to mechanical systems such as exterior sunscreens and natural ventilation should be considered. Investments in building fabric, materials and mechanical and electrical systems should be viewed on a life-cycle basis. The Education Building will meet nationally certified standards by the U.S. Green Building Council for new construction.

Accessibility:

The Business and Technology Center must accommodate the full range of potential users, including those with restrictions of mobility, hearing, or vision. Therefore, the center should be designed to accommodate all potential users. (All work must conform to the standards of the ADA universal design standards for new construction and other applicable disability legislation)

HVAC:

Clear, fresh air, free from high concentrations of carbon dioxide, chemical smells, and high levels of moisture, is necessary to encourage use of the facility and to maximize health benefits. Systems must be flexible enough to adjust air-quality as needed for varying circumstances and anticipation for future trends.

Storage

The Business and Technology Center should contain a variety and abundance of accessible and appropriately-sized storage spaces within each functional area, a central storage facility, secure storage areas for information technology, media and communication equipment, and storage space for maintenance personnel, janitorial staff and campus safety officers.

Infrastructure:

Security:

The design of the facility shall consider the unique supervision needs of each activity, including specialized design of supervisory stations, as appropriate, maximizing spatial control with minimal personnel. The center shall have appropriate circulation planning for safe building, emergency communication systems, observations systems, public address system, and the capacity to electronically monitor secure areas.

Technology:

The center should make use of technology including music systems, communication for instruction and training, fiber-optic cabling, wireless network nodes, fire and emergency systems, and linkage to external networks. Where possible and desirable, centralized control systems, integrated systems, and wireless should be considered in the design.

Priorities:

First Floor:

- Reception area/lobby with two (2) person information station, wireless zones, restrooms, open space for large functions, small gallery/display area, screened vending area and campus safety office.
- Four (4) large instructional classrooms (50 persons each) with multi-media presentation capabilities including two-way audio/video transmission
- Four (4) computer laboratories, two (20 at 24 seats each and two (2) at 15 seats each. Labs will be equipped for multi-media presentations with interior storage rooms and equipment lockers. The interior of labs should be visible from passageways and corridors.
- One (1) large auditorium with a 300 seat capacity, stage, a multi-media presentation capability divisible with sound-dampening panels into small rooms with 100 seats each. Rooms will feature wireless nodes and support for videoconferencing.
- Large Meeting/Conference room with capacity for 150 persons with adjacent food preparation area, table and chair storage and media storage room with wireless node and two-way audio and video capability
- Business and Technology Center Suite with Manager Office, Receptionist and Business Services Center including small conference area/duplicating room, fax, four (4) computer stations (wireless), and printer station

Other Levels:

- Entrepreneurial Institute and Resource Center Suite including four (4) offices, two (2) clerical stations, one (1) consultation room, storage room and duplicating center, and Resource Library
- Four (4) small Meeting/Conference Rooms with capacity for up to 10 persons with telephone access and wireless nodes
- Commons Area with vending machines, microwave, sink, dining/lounge area, reading zone and media wall.
- Six (6) Faculty Offices and adjunct faculty lounge

Northwest Campus
Education Building
Program Statement

Introduction:

The focus of the Education Building is support of general education, science and technology course offerings, campus library and resource center, academic and supportive services, faculty offices and campus administrative offices. The Education Building is the principal instructional facility with a dominant presence on the campus visible from the south, east and west sides of the property. The Education Building is a focal point housing the campus library, art gallery, food court, auxiliary bookstore, and lecture hall. The Education Building houses the largest number of general classrooms on the campus, discipline-specific laboratories for the natural sciences, multi-learning laboratory, faculty offices, and administrative offices.

The Education Building will be a multi-level facility and should have easy circulation patterns with corridors, stairways, elevators and gathering spaces that provide clear sightlines, light and accessibility to resources and rooms. It will serve as a networking space for social interaction and designed to promote small group meetings, quiet study zones with wireless nodes.

Design:

The Education Building Center will feature an open design promoting the use of natural light, clean surfaces. As a primary transit point to other campus buildings and structures, the Education Building will feature circulation patterns leading to these buildings, walkways and breezeways that offer protection from the elements. The design places a priority on student access to services and resources with common areas, classrooms and laboratories located on lower levels of the structure, with faculty office adjacent to instructional spaces. Administrative and support service offices may be located in focused areas throughout the building as appropriate to function and the need for student access.

Sustainability:

Sustainability should be considered when planning the building's form and organization. Materials, as well as supporting systems, should be chosen to enable the efficient use of energy. Passive alternatives to mechanical systems such as exterior sunscreens and natural ventilation should be considered. Investments in building fabric, materials and mechanical and electrical systems should be viewed on a life-cycle basis. The Education Building will meet nationally certified standards by the U.S. Green Building Council for new construction.

Accessibility:

The Education Building must accommodate the full range of potential users, including those with restrictions of mobility, hearing, or vision. Therefore, the center should be designed to accommodate all potential users. (All work must conform to the standards of the ADA universal design standards for new construction and other applicable disability legislation)

HVAC:

Clear, fresh air, free from high concentrations of carbon dioxide, chemical smells, and high levels of moisture, is necessary to encourage use of the facility and to maximize health benefits. Systems must be flexible enough to adjust air-quality as needed for varying circumstances and anticipation for future trends.

Storage

The Education Building should contain a variety and abundance of accessible and appropriately-sized storage spaces within each functional area, a central storage facility, secure storage areas for information technology, media and communication equipment, and storage space for maintenance personnel, janitorial staff and campus safety officers.

Infrastructure:**Security:**

The design of the facility shall consider the unique supervision needs of each activity, including specialized design of supervisory stations, as appropriate, maximizing spatial control with minimal personnel. The center shall have appropriate circulation planning for safe building, emergency communication systems, observations systems, public address system, and the capacity to electronically monitor secure areas.

Technology:

The center should make use of technology including music systems, communication for instruction and training, fiber-optic cabling, wireless network nodes, fire and emergency systems, and linkage to external networks. Where possible and desirable, centralized control systems, integrated systems, and wireless should be considered in the design.

Priorities:**First Level**

- Lobby spaces on first floor level leading to a common area with a two-person information station and campus safety office. Space should be adequate for 100-150 persons as a holding area for the lecture hall, reception area for art gallery and overflow space for the food court and bookstore (during rush periods).
- Wireless internet café, food court and study area with a capacity to seat 100 persons, and the auxiliary bookstore will be located along one axis of the common area with the Library/Learning Resource Center and Art Gallery along the opposite side.
- Library/Learning Resource Center and Art Gallery with general circulation area, display zone, eight (8) study rooms (two of which will be able to convert into one large space), and a commons area adaptable for community presentations and events. Library/LRC will have storage and work spaces for equipment, staff, and environmentally-controlled storage for art work and archive materials. Technical resources will include wireless nodes, high-speed printing resources, 40 computer stations, and adaptability resource stations for accessibility.
- Three hundred (300) seat lecture hall with theatre-style seating surrounding a 25' x 50' minimum stage with lighting, sound and wings appropriate for performances (Dance, Music, Theatre), board meetings and demonstrations. Technical specifications include provisions for two-way audio and video conferencing and multi-media presentations. Design to include storage areas and a technician control center with appropriate equipment racks and technical equipment storage
- Eight (8) science and technology laboratories (5 natural science and 3 information technology/electrical-electronics)
- Four (4) Lecture Classrooms
- Multi-Learning Center (TBD)

Second Level

- Five (5) Computer/Design Studios
- 20 General Classrooms
- Vending Area and four (4) Study Zones
- Faculty Lounge with a general shared area with workstations, four (4) offices and an office centre
- Two (2) conference rooms accommodating 15 to 20 persons with presentation capability

Third Level

- Twenty 20 General Classrooms
- Administrative Office Suite with reception area, small conference room, three clerical support workstations, four standard-sized offices, one executive office, and beverage center.
- Faculty lounge with a general shared area with workstations, four (4) offices and an office centre
- One (1) conference room with capacity for 15 persons separated by a portable wall to One (1) large conference room with capacity for 40 persons.

Northwest Campus
Fitness and Wellness Center
Program Statement

Introduction

The emphasis of the Wellness and Fitness Center is to promote the development of healthy lifestyles and fitness habits, support intramural sports activities, and support related credit and non-credit instructional programming

Construction of a new facility will include: two (2) gym courts with a capacity for 300 to 500 spectator seats, multi-purpose rooms for large and small group physical education activities, aerobics/cardiovascular/ weight training areas, locker rooms, equipment storage, training room, coaches offices, commons area, indoor running track, swimming and water aerobics/exercise facilities, food preparation areas and dining hall, faculty offices, and meeting/conference rooms.

The Wellness and Fitness Center may be a multi-level facility and should have easy circulation patterns with a system of corridors, stairways, ramps, and elevators that provide clear sightlines and common-sense adjacencies. There should not be any dead-end corridors and *the establishment of a main loop circulation system is a priority*. The center will be situated towards the north end of the campus positioned for an accessible enclosed breezeway and skywalk connecting the General Arts Building to the structure. An attached garage shall be sufficient to house grounds-keeping equipment, maintenance equipment. A separate storage area accessible from the exterior of the building should be sufficient to accommodate outdoor exercise and sports-related equipment including portable/sectional spectator seating.

Design:

The Wellness and Fitness Center should be an open design featuring natural lighting and outside views to the campus. Architectural designs that maximize maintenance efficiency by using proven materials and surfaces should be employed. There should be clear circulation and gathering hierarchies. Users should be able to find major program elements without the use of “maps”. A high level of transparency through most activity and circulation spaces allows the activities to enliven adjacent spaces.

Sustainability:

Sustainability should be considered when planning the building's form and organization. Materials, as well as supporting systems, should be chosen to enable the efficient use of energy. Passive alternatives to mechanical systems such as exterior sunscreens and natural ventilation should be considered. Investments in building fabric, materials and mechanical and electrical systems should be viewed on a life-cycle basis. The Education Building will meet nationally certified standards by the U.S. Green Building Council for new construction.

Accessibility:

The Wellness and Fitness Center must accommodate the full range of potential users, including those with restrictions of mobility, hearing, or vision. Therefore, the center should be designed to accommodate all potential users. (All work must confirm to the standards of the ADA universal design standards for new construction and other applicable disability legislation)

HVAC:

Clear, fresh air, free from high concentrations of carbon dioxide, chemical smells, and high levels of moisture, is necessary to encourage use of the facility and to maximize health benefits. Air temperature and humidity levels shall meet or exceed standards for the special needs of varying recreational activities such as weightlifting, jogging, and swimming. Systems must be flexible enough to adjust air-quality as needed for varying circumstances and anticipation for future trends.

Adaptable spaces:

Common areas, meeting rooms and exercise spaces should be flexible and adaptable for mixed and varied use, with dividers, screens or other devices to partition space easily operated and maintained. Where possible, motorized systems should be used that have the ability to be operated manually as well. Spaces should be appropriate for the activities that will be supported.

Storage:

The Wellness and Fitness Center should contain a variety and an abundance of accessible and appropriately-sized storage spaces within each activity area. The center should contain a centrally-located storage area for supportive equipment and

furniture, a technology area for infrastructure needs, a secure storage area for media and technology-related equipment and supplies and sufficient lighting within each area.

Infrastructure:

Security:

The design of the facility shall consider the unique supervision needs of each activity, including specialized design of supervisory stations, as appropriate, maximizing spatial control with minimal personnel. The center shall have appropriate circulation planning for the safe egress of large spectator events and separate activity zones, emergency communication systems, observations systems, public address system, and the capacity to electronically monitor secure areas. The design of security stations and circulation paths should make provision for sight lines, open design of recreation and fitness zones, and distinct access to locker rooms and shower facilities.

Technology:

The center should make use of technology including music systems, communication for instruction and training, fiber-optic cabling, wireless network nodes, fire and emergency systems, and linkage to external networks. Where possible and desirable, centralized control systems, integrated systems, and wireless should be considered in the design.

Priorities:

First Floor:

- **Entry/lobby with juice bar-deli, wireless Internet, restrooms, open space for large functions, and access to outdoor activities.**
- **Operations area, including locker room access, service and information desk**
- **Equipment check-out, storage, laundry**
- Classroom for 150, divisible by movable partitions into smaller instructional areas
- **Wellness suite, including waiting and reference area, office space (4), student cubicles, group seminar room (occupancy 15), consultation room, demonstration kitchen, nutrition lab, massage area.**
- **Climbing wall**
- **Natatorium, including office, 25 meter/6 lane pool, 30-person whirlpool, play pool, guard/first aid office, wet classroom, sauna, and storage/mechanical room.**
- **Locker facilities, adjacent to pool with separate community accessible lockers provided Two (2) MCAA regulation gym courts divisible into four (4) with motorized net dividers. (All courts adaptable for volleyball.) Mechanical spectator stands with additional Spectator area overlooking courts. Gym**

- courts equipped with public address systems, electronic scoreboards, and electronically-controlled sunscreens for exterior glazing. Two(2) locker rooms for intramural sports (Home and Visitor teams) with storage spaces adjacent to each gym court**
- **Service Counter for outdoor activity area including space for equipment room, drying room, and equipment maintenance area.**

Second Floor

- Second Floor Entry and Fitness Help desk
- **Cardiovascular area, including treadmills (20), ellipticals (20), bikes (10 upright, 10 recumbent), rowing machines (4), upper body ergometers (2), stair-climbers (8), equipment service room, cardio theater.**
- **Strength area, including weights and benches, fitness training area, with storage.**
- **Stretching, abdominal exercise area, to accommodate 30 users. Includes mats, physio-balls with rack, and medicine balls with rack.**
- **Fitness testing area, including 2 offices, student cubicles (10), waiting room, consultation room, testing rooms (3)**
- **Multi-purpose aerobic fitness room (40 users), with sound system, mirrors, equipment/personal item storage.***
- **Multi-purpose room, spinning (40 users) including sound system, mirrors, storage.***
- Multi-purpose room, yoga/pilates (40 users). Including lighting, mirrors, storage*
- Multi-purpose room, martial arts (40 users), mirrors, storage*

- Indoor suspended track overlooking gym courts and turf room,
- Athletic training room
- Recreational sports office (4)
- Locker rooms
- Rest room, opposite side of building from locker rooms

(Note: * could be same space designed with flexibility to accommodate each of these activities)

Parking Project

Parking Garage

Space needed to replace lost spaces due to building projects
 Space needed to enhance Student Center functions, conference functions
 Space needed for general student and staff needs
 Spaces could be a mixture of short-term and permit parking

Northwest Campus
Health Science Center (Renovation)
Program Statement

Introduction:

The Health Science Center serves as the focus for Nursing and Allied Health programs for the District. The facility supports instructional space, laboratories, faculty offices and program administrative offices for a variety of health career programs. The center was the last building constructed on the former University of Detroit/Mercy campus purchased by the District and designed to serve dental programs including specialized clinics, laboratories and dental support services. The facility has existing infrastructure that can support a number of health science programs with some modification. The renovation of existing clinical space into appropriate instructional and laboratory environments for specific allied health programs will require extensive effort in planning, re-design, circulation patterns, standards for licensure and program accreditation.

After the transition of the Northwest Campus to the Outer Drive location, limited modification in partitioning one half of the first floor and the installation of a minimum number of offices and storage rooms to accommodate the start of nursing classes and dental hygiene/dental assisting courses for the Fall 2008 Semester was implemented. Dental Laboratory Technology classes on the second level were accommodated in a lab specially designed for that purpose. The remaining space in the facility was cordoned off for future development based on a comprehensive plan for the re-design of the center. Additional space on the first floor will be partitioned with temporary walls for transfer of Surgical Technology, Emergency Medical Technology and Occupational Technology laboratories for the Spring 2009 Semester.

Renovation of the Health Center will provide for special-purpose and multi-use laboratories that support nursing and allied health programs including but not limited to: Phlebotomy, Surgical Technology, Occupational Therapy, Emergency Medical Technology, Dental Hygiene, Dental Assisting, and Dental Laboratory Technology. The facility will support theory as well as practice enabling students to complete practicum

and clinical experiences meeting the criteria for licensure in their fields of study. The center will provide support for faculty offices, community health screening and clinics, and service-learning experiences for students.

Design:

The current facility housing the Health Science Center provides an open design with more than adequate lighting, network infrastructure and accessibility. The renovation of the first floor must facilitate circulation patterns that link the lobby area with access to specialized clinics and instructional areas. Storage spaces within the facility are adequate. The re-design of the center must ensure secure storage spaces appropriate for the specific program needs and requirements based on accreditation and licensure standards for each discipline. Due to the nature of the initial design of the facility as a series of clinics, the renovation of the center must provide unite and clarity for the organization of laboratories and instructional areas while ensuring public access to the dental clinic supporting experiential efforts and service-learning. Users should be able to find major program elements without the use of maps.

The second level is limited to an area equivalent to one-quarter of the first floor. Considerations should be given to expanding the second level if possible. This will expand the total square footage of the center and create programmable space for future expansion. Where possible, specialized laboratories specific to advanced coursework should be considered for location on the second level. Multi-use areas should be focused where possible on the lower level where a larger number of students may be accommodated.

Sustainability:

Given that the building was constructed by standards extant in 1997, efforts will be made to upgrade systems and enhance areas where the efficient use of energy, new “green” technologies and installation of materials can be implemented. As a district-wide initiative, the renovation of space will include fabrics, materials, mechanical and electrical systems that move the structure towards meeting U.S. Green Building Council standards.

Accessibility:

The Health Science Center must accommodate the full range of potential users including those with restrictions of mobility, hearing, or vision. Therefore, renovation efforts will be considered to accommodate all potential users meeting ADA universal design standards for renovation, new construction and other applicable disability legislation.

Infrastructure:

The center has existing infrastructure for voice, data, and public address functions. The upgrading of systems concurrent with the renovation of the facility will be necessary given the demolition of sections of the facility. In particular, priority of systems replacement/upgrading will be given to standards for emergency notification, data security and the integrity of electronic and paper medical records, and the security of other technical systems.

Renovation will include the re-design of storage areas and facilities for controlled substances and hazardous waste with security appropriate for clinical medical environments.

Priorities:

- Renovation of the center to accommodate the Surgical Technology Program
- Renovation of the center to accommodate the Phlebotomy Program
- Renovation of the center to accommodate the Occupational Therapy Program
- Renovation of the center to accommodate the Emergency Technology Program
- Renovation of the center to accommodate the Community Clinic
- Renovation of the center locker rooms for male and female student
- Expansion of the second floor
- Renovation of current storage areas to meet controlled substance and hazardous waste material standards.

Northwest Campus
Welcome Center (Renovation)
Program Statement

Introduction:

The focus of the Welcome Center (formerly the Ward Conference Center) is the provision of student support services, student finance and financial aid services, auxiliary services, food service, serve as the information center for the campus, campus safety command center, and support large group functions including large group instruction, workshops, seminars and conferences in flexible, multi-use spaces. The facility has received cosmetic and minimal renovation in the transition of the Northwest Campus from its former location. Much of this effort was on the first floor and part of the lower level. The second level of the center has been walled off for future renovation under a comprehensive redevelopment effort.

Design:

Exterior—the Welcome Center façade will require extensive work to integrate the exterior with existing structures, additional building projects and support the circulation patterns linking all campus buildings. This includes, but is not limited to, enclosed breezeways, skywalks, and ramps, re-configuration of entrances, facility services, and loading dock/service areas. As a principal structure seen upon entry to the property, it is important that the façade renovation offers an inviting “front door” for the Northwest Campus.

Interior—the Welcome Center serves a number of distinct functions. It is important that lighting, circulation patterns, functional zones, and access providing a sense of direction and focus for students and visitors to the facility without extensive mapping.

First Floor:

The West entrance to the center serves as the front door of the campus used by visitors, new students, participants in conferences, workshops, library patrons and other large group events. Student support services including admissions, advising, assessment, student finance, career planning and placement, and campus safety are clustered on the western side of the building. Adequate space student wait areas, receptions and exhibits should be included in the design along with capabilities for flat screen displays and audio

projection. The elevator to the second level is located on the west side of the building along with the principal stairway access points leading to the upper and lower levels. The atrium of the center is a central gathering area supporting events, social interaction, student registration activity, and final registration processing. The technical infrastructure for data, voice and media is critical for this area along with the ability to adjust lighting, HVAC systems and ensure adequate security of equipment during periods for registration and special events.

The East entrance to the center provides access from student parking areas, the Education Building, Laboratory Science Building, enclosed walkways from the Health Science Center, Wellness and Fitness Center and General Arts Building to services including the primary Bookstore, Food Service Area, Student Lounge, temporary Library/Learning Resource Center. Consideration should be given to protected access, the ability to secure entry points, observation equipment, campus safety/security positions, and location of the Wayne County Sheriff department office and storage area. As well, restrooms must be updated to accommodate issues of accessibility and safety.

Lower Level:

The lower level of the Welcome Center house the Financial Aid Office, Continuing Education instructional spaces, classrooms, mechanical rooms, technology closets, District Learning Resource Center, Staff Lounge, table and chair storage, secure storage for the bookstore, access to the freight elevator, general storage areas and student activity area. Consideration will be needed in the renovation for public access from the west side of the building through stairways and the elevator, dead-end hallways and safety concerns from the east hallway and corridors leading to the Laboratory Science Buildings. Lower level access from other structures presents an opportunity to reduce traffic patterns on the ground floor.

Second Level:

The second level of the Welcome Center provides flexible, multi-use space to accommodate large group instructional activities, seminars, workshops and conferences ranging from 20 persons in the small meeting rooms to more than 1,000 persons in each of the two large spaces located on the South and North ends of the building. Significant

work is required to update these spaces, install new partition walls, voice and data infrastructure, multi-media technology, and update the accessibility of meeting rooms and lavatories. The second level kitchen and food preparation areas require updating to accommodate the needs for service for events, activities and seminars.

Sustainability:

Sustainability should be considered in the materials, systems, and technology chosen to renovate and upgrade the facility. Attention should be given to passive alternatives to mechanical systems such as exterior sunscreens, digital controls and energy-saving technologies.

Accessibility:

The Welcome Center must accommodate the full range of potential users, including those with restrictions of mobility, hearing, or vision. All work must conform to ADA standards.

Priorities:

Lower Level

- Re-design the financial aid office and lobby area
- Update lighting systems
- Complete the partitioning of instructional spaces located in the south end of the lower level
- Install wireless nodes, voice and data lines to support multi-media presentations in instructional spaces.
- Install observation systems in hallways
- Upgrade door hardware and access to restrooms
- Create circulation patterns to separate traffic from the west side and east side access points to the lower level

First Floor

- Re-design entrances on all four sides of building with focus on West and East entrances.

- Construct covered walkways connecting campus structures
- Install permanent Information Desk with capacity for voice/data
- Install electronic directory and information boards
- Update Lobby, Atrium, Stairway and Hallway Lighting systems and controls
- Update restrooms, accessibility and installation of energy saving controls
- Campus Student Service Unit Re-design
- Campus Safety Office Renovation
- Installation of Central Command Center
- Construction of Secure Storage Areas
- Loading Dock and Freight Elevator Access Updating
- Entry Security System Updating
- Observation System
- Exterior Lighting
- Facade Re-Design

Second Level

- Re-design of flexible, multi-use spaces
- Updating of kitchen and food preparation areas
- Upgrade Restrooms improving accessibility and install energy saving controls
- Install voice, data and wireless internet nodes
- Install multi-media presentation equipment
- Upgrade surface coverings
- Upgrade lighting systems including dimmer controls, spotlights and task lighting
- Design circulation patterns enabling access from either West or East stairway entry points and West side elevator.
- Replace current motorized divider walls and install additional segments for flexible division of space.
- Update HVAC systems and soundproofing
- Update Freight Elevator System and Carriage

Northwest Campus
FACADE
Program Statement

Each of the existing buildings on the Northwest Campus was designed and constructed during distinct periods in the development of the property fitting the unique conventions, concepts and styles prevalent for those times. The renovation of existing structures and the construction of additional facilities create a need to present a unified design for the multi-building campus that makes a strong statement to students and the community denoting an excellent and forward moving institution.

The façade for the Northwest Campus will link each facility to the hub of the campus providing for access, control, movement, and energy efficiencies between structures. The façade will define the campus and represent the first physical structure observed in the approach to the property. As the literal “front door” of the campus, it must offer a sense of invitation.

Serving to connect campus structures, the façade offers organization and supports the functional use of space. Design features considered should include sustainability, maintenance and security. As well, lighting is a key element requiring special attention to seasonal changes, pedestrian access, landscaping and relationship of parking lots to physical structures.

This is not intended to be exclusive of intended services, but should be viewed as a general guide.

Appendix B

Wayne County Community College District Purchasing/EEO Form and Requirements

All A/E's must complete and submit the following information with their responses:

1. Certificate of Awardability (available from the Michigan Civil Rights Commission, 313.456.3822). A letter stating that you have applied is sufficient.
2. Addendum to General Contractor Agreement (attached).

(Insert Addendum to Independent Contractor Agreement)

Appendix C

Compensation Schedule

Provide compensation fees for professional services for the individual Tasks listed below. Compensation fees payable will not exceed the designated amounts per Project Phase unless authorized in writing by WCCCD.

| <u>PROJECT PHASE</u> | <u>COMPENSATION</u> <u>NOT TO EXCEED</u> |
|---------------------------------------|---|
| 100 Study | |
| Direct Payroll | \$ _____ |
| Authorized Reimbursable | \$ _____ |
| TOTAL | \$ _____ |
| 200 Program Analysis | |
| Direct Payroll | \$ _____ |
| Authorized Reimbursable | \$ _____ |
| TOTAL | \$ _____ |
| 300 Schematic Design | |
| Direct Payroll | \$ _____ |
| Authorized Reimbursable | \$ _____ |
| TOTAL | \$ _____ |
| 400 Preliminary Design | |
| Direct Payroll | \$ _____ |
| Authorized Reimbursable | \$ _____ |
| TOTAL | \$ _____ |
| 500 Final Design | |
| Direct Payroll | \$ _____ |
| Authorized Reimbursable | \$ _____ |
| TOTAL | \$ _____ |
| 600 Construction Adm.-Office Services | |
| Direct Payroll | \$ _____ |
| Authorized Reimbursable | \$ _____ |
| TOTAL | \$ _____ |
| 700 Construction Adm. -Field Services | |
| Direct Payroll | \$ _____ |
| Authorized Reimbursable | \$ _____ |
| TOTAL | \$ _____ |
| TOTAL CONTRACT AMOUNT | \$ _____ |

Appendix D

Insurance Requirements

The A/Es shall obtain and maintain at all times during the term of the agreement, insurance coverage in not less than the minimum amounts indicated in the following:

Appendix E – Contracts

Form A: Exhibit B in A/E Single Project Contract

Appendix E

For Reference Only: Contracts

Form A: A/E Single Project Contract. See attached.

Form A

A/E Single Project Contract