

April 15, 2010

10-082 ACCEPT PROPOSAL AND AWARD CONTRACT FOR
THE FOOD SERVICE DESIGN CONSULTING
SERVICES TO ENVISION STRATEGIES/RICCA
NEWMARK DESIGN

PREPARED BY: Avelina Gulmatico, Bond Procurement

FINANCIAL
RESPONSIBILITY: Linda Degman, Associate Director, Bond Program

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, District Vice President
Dr. Preston Pulliams, District President

REPORT: The College has a need to hire a consultant to assist with the planning and design of the kitchen/food service operations as part of the 2008 Bond Program for the Cascade Campus, Rock Creek Campus and Southeast Campus. The purpose will be to improve functionality, increase flexibility to convert spaces for varying functions, and plan room for growth to accommodate future needs. In addition, the services will also include internal marketing research and analysis/programming overview. The consultant is also expected to provide programming recommendations on the design work and best solutions for the placement of vending machines. The estimated cost of the project will exceed formal solicitation threshold (\$150,000) and will require a Request for Proposal (RFP) process.

On February 11, 2010, the RFP was advertised in the Daily Journal of Commerce, State of Oregon ORPIN Vendor System and the RFP document was accessible by registering on the PCC Purchasing website. A total of twenty-nine (29) vendors registered (one of which is an MWESB firm, out of state). Eleven (11) vendors attended the mandatory pre-proposal meeting. On the proposal deadline at 2:00 P.M., March 4, 2010, the College received five (5) proposals. These proposals were reviewed and evaluated by the committee members which consisted of representatives from the Food

Services Department, Bond Program, and Architectural/Engineering Consultants. The proposals were evaluated based on the following criteria: Team expertise and experience; project approach; project activities/timelines. The committee selected the top scoring proposers for the interview process. During the interview process, the proposers were also evaluated and scored based on their presentation and their approach in responding to each of the committee questions. The recommendation for award was given to the proposer who received the highest interview score. Below is a list of proposals and final evaluation points.

| Proposer's Name | Final Scores | |
|--------------------------------------------------------|------------------|------------|
| | Written Proposal | Interview |
| <i>Envision Strategies/RICCA Newmark Design</i> | 1089 | 956 |
| Porter Khouw Consulting | 989 | 926 |
| Robert Rippe Associates, Inc. | 946 | 706 |
| Smart Design Group | 893 | |
| Webb Food Design | Non-responsive* | |

*Incomplete response.

None of the proposers are registered as an MWESB firm.

RECOMMENDATION: That the Board of Directors accept the proposal and award the contract to Envision Strategies/RICCA Newmark Design to provide Food Service Design and Consultant Services. The contract term will be valid through December 2014, for a not to exceed amount of \$350,000 for the food services program master planning portion. Funding will be from the Bond Fund.