

# Request to Award Contract to Update Master Facilities Plan

## **Recommendation:**

SPS+ Architects (SPS+) responded to a Request for Qualifications (RFQual) AS#19-05 along with five other architectural firms. Based on an evaluation SPS+ was determined to be the best qualified architectural firm to work with NPC on facility needs in Show Low. Staff recommends approval of contract award to SPS+ for updating the 2012 Facilities Master Plan in the amount of \$188,600.

## **Summary:**

The first phase of the work required for construction and renovation of NPC facilities is to update the 2012 Facilities Master Plan for all locations in Navajo County. The architectural fees proposed by SPS+ on September 20, 2019 was \$234,170. Staff reviewed this proposal and identified three different options, see below. Ultimately Staff determined option 3 was most appropriate for NPC. Staff concluded that a Market Study was not necessary as it had knowledge and access to other public information regarding the demographics and community needs in Navajo County. Further, Staff concluded that Kayenta did not need to be included in the Updated Master Facilities Plan since it is a leased facility and any capital improvement must be approved with the Kayenta Township.

- Option 1 - Update Master Plan including a Market Study and work for the Kayenta Center. Total cost \$234,170.
- Option 2 - Update Master Plan excluding the Market Study with an estimate of \$25,000. Total cost \$209,170.
- Option 3 - Update Master Plan excluding the Market Study with an estimate of \$25,000 and excluding the Kayenta Center with an estimate of \$20,570. Total cost \$188,600.



**Northland Pioneer College**  
**RFQual AS#19-05 Evaluation notes**

**Committee:**

1. Director of Facilities and Transportation
2. White Mountain Campus Manager (Show Low)
3. Career and Technical Education Faculty
4. Vice President for Administrative Services
5. Dean of Arts and Sciences
6. Procurement Manager

**RFQual Respondents (present at pre-bid conference):**

1. bws – Tucson, AZ
2. Corgan – National Firm with local office in Phoenix, AZ
3. DLR – Phoenix, AZ
4. Emc<sup>2</sup> – Mesa, AZ
5. Merge – Scottsdale, AZ
6. SPS+ - Scottsdale, AZ

**RFQual Scoring Totals:**

		Totals					
Criteria	(Maximum Score)	bws	Corgan	DLR	Emc2	Merge	SPS+
Experience	150	116.1	104.2	122.7	95.9	100.9	129.4
Design strategy integration	120	99	84	98.5	77	84	108
Design firm staffing	90	69.75	62.25	73.5	56.625	60.75	81
References	90	63	59.4	72	50.4	52.2	77.4
Firm profile	90	60.8	59	69.6	44	47.8	77
Financial stability	60	38.88	57.12	30.72	38.88	46.08	48.48
600		447.53	425.97	467.02	362.805	391.73	521.28

**Ranking:**

- 1) **SPS+**
- 2) **DLR**
- 3) **bws**
- 4) **Corgan**
- 5) **Merge**
- 6) **Emc<sup>2</sup>**

**Northland Pioneer College**  
**Update to Master Facilities Plan**  
**SPS+ September 20, 2019 Proposal**

Option 1	Option 2	Option 3
<p>Proposal:</p> <ul style="list-style-type: none"> <li>Part 1 – 2012 Master Plan Review</li> <li>Part 2 – NPC/Campus Input (Interview campus leadership and staff) &amp; Additional Forecasting (Market Study Consultant)</li> <li>Part 3 – Site Investigation (Architect) &amp; Site Master Planning (Campus programming and planning)</li> <li>Part 4 – Project Programming</li> </ul> <p>Timing: Approximately three months</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>2012 DLR Master Facilities Plan cost \$157,560</li> <li>Kayenta was not included in the 2012 Master Facilities Plan; Kayenta Center consists of a leased modular from the Township; annual lease \$28,884</li> </ol>		
<b>\$234,170</b>	<p>\$234,170</p> <p><u>-\$25,000</u></p> <p><b>\$209,170</b></p>	<p>\$234,170</p> <p><u>-\$20,570</u></p> <p><u>-\$25,000</u></p> <p><b>\$188,600</b></p>
<p>Proposal:</p> <ul style="list-style-type: none"> <li>Includes Kayenta \$20,570</li> <li>Includes Market Study \$25,000</li> </ul>	<p>Proposal:</p> <ul style="list-style-type: none"> <li>Includes Kayenta \$20,570</li> <li>Excludes Market Study \$25,000</li> </ul>	<p>Proposal:</p> <ul style="list-style-type: none"> <li>Excludes Kayenta \$20,570</li> <li>Excludes Market Study \$25,000</li> </ul>

9/20/2019



Mr. David Huish,  
Facilities and Maintenance Supervisor  
Northland Pioneer College  
P.O. Box 610  
Holbrook, Arizona, 86025

PARTNERS  
Robert L. Pian, AIA, NCARB  
William R. Pittenger, RA, CSI  
Mark A. Davenport, AIA, LEED AP BD+C

ASSOCIATES  
Richard K. Begay Jr., AIA  
Neil L. Pieratt, RA, LEED AP BD+C

**Re: Northland Pioneer College, Facilities Master Plan Update  
SPS+ Architects Fee Proposal**

Dear Mr. Huish,

Thank you for the opportunity to update the 2012 NPC Facilities Master Plan. The Scope of Work and Proposed Fee for this proposal are outlined below.

### **Scope of Work**

Based on our in-person meeting with yourself and Maderia Ellison, Vice President for Administrative Services, as well as follow up communications and review of the 2012 NPC facility master plan, SPS+ has compiled a three-part facility master plan update plus a building programming effort as follows:

1. Review the 2012 facilities master plan and note what has been accomplished.
  - a. Likely 90% or more of the maintenance items are completed.
  - b. Document master plan items that have yet to be accomplished.
2. Collect the campuses impressions of future wants and needs.
  - a. Interview campus leadership, district leadership, community contacts.
    - i. Site, property line and floor plans information based on documents provided by NPC.
    - ii. Record existing program locations.
    - iii. Optional, provide market study consultation.
  - b. Collect Kayenta Center information. (Kayenta Center was not a part of the 2012 master plan.)
  - c. Collect community input
  - d. Market study (via allowance for consultant services)
  - e. Report
3. Site familiarization
  - a. Architectural
    - i. Tour the four main campuses and Kayenta Center.
  - b. Civil, at the four main campuses and Kayenta Center, scope varies per Painted Sky Engineering and Survey campus familiarity.
    - i. Storm drainage study
    - ii. Parking and ADA walks review
    - iii. Water and sewer study
    - iv. Mapping
  - c. Mechanical, Plumbing, and Electrical

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- i. Tour LCC and WMC
  - d. Facility master plan site designs
    - i. Significant planning is anticipated for Little Colorado Campus and White Mountain campuses
    - ii. Minor update planning anticipated for Hopi Center and White River Center
    - iii. Review of Kayenta Center which was not a part of the 2012 Master planning.
  - e. Provide conceptual cost estimates of probable cost for budgeting
    - i. Note that construction costs have increased 35% from 2012 prices.
  - f. Provide an updated facilities master plan document for NPC use.
  - 4. Provide detailed programming for project(s) determined by NPC would like to execute first.
    - a. By allowance, subject to the need
    - b. Assist NPC with investigation of alternative construction procurement options.

**Proposed Fee: \$ 234,170.00** See fee attachment.

The exhibit complies the anticipated tasks, fees and allowances to accomplish the NPC facilities master plan update. The fees are based on SPS+ state wide on call rates that have been pre negotiated for best value to the client. The master planning effort is expected to take approximately 90 days and is dependent on the availability of the participants.

#### **Exclusions**

1. Geotechnical Engineering
2. Civil Engineering
3. Construction staking
4. Archeological Investigation
5. Providing design services for extensive change orders beyond original scope and construction change directives during the construction process.
6. Provide extensive drawings to evaluate different system cost.
7. Providing design services for construction beyond the contracted established construction budget (unless approved by Client in writing.)
8. Providing any services beyond customary Architectural Services and as outlined in this proposal.
9. Engineering for fire protection if required.
10. Detailed fire alarm, sprinkler design, and drawings. The selected sub-contractor secured by the general contractor will be responsible as required by the authority having jurisdiction.
11. Payment for building permits, fees, and any construction related permits and fees.
12. Special inspections as may be required by the authority having jurisdiction.
13. Other special systems are excluded from the contract such as (may be provided via allowance identified above):
  - a. Computer network cabling and equipment and programming including main cross-connect, intermediate cross-connect, horizontal cross-connect, and LAN is excluded.
  - b. Security camera system is excluded.
  - c. Uninterrupted power supply system design is excluded.
  - d. (Note that conduit and power for excluded systems will be incorporated per the Client's layout document.)

Please see the attached fee schedule for an itemized breakdown of our proposed fee. We look forward to a successful project.

Sincerely,  
SPS+ ARCHITECTS, LLP

A handwritten signature in black ink, appearing to read "Robert L. Pian". The signature is fluid and cursive, with a large initial "R" and a stylized "P".

Robert L. Pian, AIA, NCARB  
Partner

cc: [accounting@spsplusarchitects.com](mailto:accounting@spsplusarchitects.com)  
Attachments: SPS+ Architects fee schedule

Task	Qua	Unit	\$/Units	Subtotal	Total	Comments
<b>Part 1 2012 Master plan review</b>						
Review 2012 master plan document	8	Hr	\$ 135.00	\$ 1,080.00		4 campuses and 2 sites
Review executed 2012 projects	8	Hr	\$ 135.00	\$ 1,080.00		Via David Huish
Evaluate	8	Hr	\$ 135.00	\$ 1,080.00		
Site and floor plan exhibits	16	Hr	\$ 115.00	\$ 1,840.00		Provided by NPC
Trips	1	Ea	\$ 1,000.00	\$ 1,000.00		
					\$ 6,080.00	
<b>Part 2 NPC/Campus input</b>						
<b>Interview campus leadership and staff</b>						
LCC and WMC	16	Hr	\$ 135.00	\$ 2,160.00		Work day
PDC and SCC	8	Hr	\$ 135.00	\$ 1,080.00		half day
Hopi Center and Whiteriver Center	4	Hr	\$ 135.00	\$ 540.00		phone interview
Kayenta Center	2	Hr	\$ 135.00	\$ 270.00		Not a part of the 2012 MP
<b>Interview district leadership and staff</b>						
LCC and WMC	16	Hr	\$ 135.00	\$ 2,160.00		Work day
PDC and SCC	8	Hr	\$ 135.00	\$ 1,080.00		half day
Hopi Center and Whiteriver Center	4	Hr	\$ 135.00	\$ 540.00		phone interview
Kayenta Center	2	Hr	\$ 135.00	\$ 270.00		Not a part of the 2012 MP
<b>Community input</b>						
Meetings	16	Hr	\$ 135.00	\$ 2,160.00		Update
Kayenta Center	4	Hr	\$ 135.00	\$ 540.00		Meeting and notes
<b>Report</b>						
Evaluate	24	Hr	\$ 135.00	\$ 3,240.00		Update
Kayenta Center	8	Hr	\$ 135.00	\$ 1,080.00		Meeting and notes
<b>Trips</b>						
Trips	8	Ea	\$ 1,000.00	\$ 8,000.00		
Kayenta trip	1	Ea	\$ 1,750.00	\$ 1,750.00		Not a part of the 2012 MP
					\$ 24,870.00	
<b>Part 2 Additional-Forecasting</b>						
Market study consultant	1	Ea	\$ 25,000.00	\$ 25,000.00		Allowance scope to be determined
					\$ 25,000.00	
<b>Part 3 Site investigation</b>						
<b>Architectural</b>						
LCC and WMC on site evaluation	80	Hr	\$ 135.00	\$ 10,800.00		
PDC and SCC on site evaluation	40	Hr	\$ 135.00	\$ 5,400.00		
Kayenta Center site evaluation	16	Hr	\$ 135.00	\$ 2,160.00		Not a part of the 2012 MP
<b>Civil</b>						
						<b>Painted Sky</b>
						Storm drainage study
						Parking and ADA walks review
						Water and sewer review
						Mapping
LCC	1	Ls	\$ 11,000.00	\$ 11,000.00		Allowance scope to be determined
WMC	1	Ls	\$ 10,000.00	\$ 10,000.00		Allowance scope to be determined
PDC	1	Ls	\$ 8,000.00	\$ 8,000.00		Allowance scope to be determined
SCC	1	Ls	\$ 6,000.00	\$ 6,000.00		Allowance scope to be determined
Kayenta Center						Not a part of the 2012 Master plan
Mapping Aerial	1	Ls	\$ 4,000.00	\$ 4,000.00		
Topo survey	1	Ls	\$ 2,500.00	\$ 2,500.00		
As Built review	1	Ls	\$ 300.00	\$ 300.00		
Water and sewer review	1	Ls	\$ 750.00	\$ 750.00		
Grading and drainage review	1	Ls	\$ 1,500.00	\$ 1,500.00		
Parking lot and drives review	1	Ls	\$ 750.00	\$ 750.00		
<b>Mech and plumbing</b>						
						<b>Applied Engineering</b>
LCC Site visit, evaluation and report	1	Ea	\$ 1,950.00	\$ 1,950.00		
WMC Site visit, evaluation and report	1	Ea	\$ 1,950.00	\$ 1,950.00		
						Kayenta NA
<b>Electrical</b>						
						<b>EDC</b>
LCC Site visit, evaluation and report	1	Ea	\$ 1,950.00	\$ 1,950.00		
WMC Site visit, evaluation and report	1	Ea	\$ 1,950.00	\$ 1,950.00		
						Kayenta NA
<b>Report</b>						
Kayenta Center	12	Hr	\$ 135.00	\$ 1,620.00		Not a part of the 2012 MP
Document	24	Hr	\$ 115.00	\$ 2,760.00		
Trips	4	Ea	\$ 1,000.00	\$ 4,000.00		
					\$ 82,580.00	

<b>Part 3 Site master planning</b>						
<b>Campus programing and planning</b>						
LCC	40	Hr	\$	135.00	\$	5,400.00
WMC	40	Hr	\$	135.00	\$	5,400.00
PDC	24	Hr	\$	135.00	\$	3,240.00
SCC	16	Hr	\$	135.00	\$	2,160.00
Hopi Center	8	Hr	\$	135.00	\$	1,080.00
Whiteriver Center	8	Hr	\$	135.00	\$	1,080.00
Kayenta Center	8	Hr	\$	135.00	\$	1,080.00
<b>Conceptual estimate</b>						
LCC	24	Hr	\$	135.00	\$	3,240.00
WMC	24	Hr	\$	135.00	\$	3,240.00
PDC	16	Hr	\$	135.00	\$	2,160.00
SCC	16	Hr	\$	135.00	\$	2,160.00
Hopi Center	8	Hr	\$	135.00	\$	1,080.00
Whiteriver Center	8	Hr	\$	135.00	\$	1,080.00
Kayenta Center	8	Hr	\$	135.00	\$	1,080.00
<b>Finalization and presentation</b>						
Finalize	40	Hr	\$	135.00	\$	5,400.00
Kayenta Center	8	Hr	\$	115.00	\$	920.00
Presentation	40	Hr	\$	115.00	\$	4,600.00
Trips	4	Ea	\$	1,000.00	\$	4,000.00
					\$	48,400.00
<b>Part 4 Project programing</b>						
<b>Project programing allowance</b>						
LCC	1	Ea	\$	15,000.00	\$	15,000.00
WMC	1	Ea	\$	25,000.00	\$	25,000.00
Construction method inquiry support	24	Hr	\$	135.00	\$	3,240.00
Trips	4	Ea	\$	1,000.00	\$	4,000.00
					\$	47,240.00
<b>Total</b>				<b>\$ 234,170.00</b>	<b>\$ 234,170.00</b>	
<b>Average trip cost</b>						
Mileage	330	Mi	\$	0.58	\$	191.40
Travel time	6	Hr	\$	135.00	\$	810.00
Expenses	1	Ls	\$	35.00	\$	35.00
Total					\$	1,036.40
Kayenta Mileage	600	Mi	\$	0.58	\$	348.00
Travel time	10	Hr	\$	135.00	\$	1,350.00
Expenses	1	Ls	\$	70.00	\$	70.00
Total					\$	1,768.00
						Use \$1750.00