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# ***YORK COUNTY COMMUNITY COLLEGE***

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112 College Drive, Wells ME 04090

## **REQUEST FOR PROPOSALS**

For: FEASIBILITY STUDY for STUDENT AND WORKFORCE HOUSING

Date of Release: February 27, 2023

Proposals Due By: March 24, 2023 at 1 p.m.

Point of Contact: Chris Burbank, Director of Strategic Initiatives and Partnerships,  
cburbank@yccc.edu, 207-216-4443

### **BACKGROUND:**

York County Community College (YCCC) seeks proposals for a feasibility study exploring the potential construction of new dormitory housing at its Wells, Maine campus. YCCC currently has no housing of its own. The college piloted the provision of limited student lodging during the 2022-23 school year in partnership with a local hotel. YCCC believes there is strong potential for new student housing to serve a dual purpose in providing seasonal workforce housing during summer months in support of the area tourism and hospitality industry.

### **SCOPE OF WORK:**

The College seeks a proposal for a Student and Workforce Housing Market, Demand, and Feasibility Study to better understand demand, unit type preference, rental cost, construction cost, and the off-campus housing market. This understanding will help inform planning decisions for facilities, rental rate structures and off-campus partnerships. Please consider this Request for Proposal a formal invitation to provide a methodology, schedule, and fee for the services outlined in the scope of work below.

**Market Analysis:** Identify and analyze off-campus housing, including the following factors:

1. Supply: Identify quantity, type, price, and location of housing units intended for or appropriate to student and workforce housing populations.
2. Availability: How many units, and what unit types are available at the start of the academic year and tourist season?

3. Lease structure: Analyze price, term, inclusions, and exclusions of existing rental housing supply.
4. Identify potential partnership strategies with seasonal businesses for shared student and workforce housing.

**Demand Analysis:** Identify and analyze student and workforce demand for the following factors:

1. Unit Type: Identify what unit types students and seasonal workers want and compare it with the available housing stock.
2. Identify the price students and seasonal workers will likely pay for each unit type based on demand, and demographic considerations.
3. Analyze demand for on-campus student and workforce housing, including capture rates with scenario vetting for proposed changes to quantity, type, and price.

**Financial Analysis:** Based on the findings of the market and demand analysis and design develop the following for an on-campus student and workforce housing facility:

1. Develop lease term and rates for student and workforce housing for proposed unit types.
2. Develop Return On Investment (ROI) and Net Present Value (NPV) based on findings of market and demand analysis and design.
3. Perform scenario vetting unit type, term, and rates to determine best ROI and NPV.

**Design:** Based on the findings of the market, demand, and financial analysis develop the following for an on-campus student and workforce housing facility:

1. Architectural Program: Create an architectural program for type and quantity of spaces including but not limited to unit types, lounge, kitchen, lobby, bathroom, staff, custodial, mechanical, and other service spaces. Include areas for each space and total area for the facility.
2. Site and Utilities: Identify potential building sites and site development requirements including storm water control, wetland mitigation, permit requirements, and utility connections.
3. Concept Design: Develop conceptual floor plans and three-dimensional renderings for the proposed program suitable for marketing purposes.
4. Cost Estimate: Develop a Construction Cost estimate for the proposed architectural program and site and utility cost. Work with the College to develop a Total Project Cost including design, testing, FF&E and other soft costs.

5. Perform scenario vetting for unit type, unit quantity and construction costs based on the findings of the financial analysis.

**College Provided Data:** The College will work with the consultant to provide data as available, including but not limited to:

1. Student enrollment and demographic data
2. Campus Master Plan
3. Campus Buildable Area Site Plan

**Deliverables:** Proposals shall provide an estimated time for completion following receipt of a signed contract. Proposals shall include the cost for the following deliverables:

1. Digital report deliverables and 3 hard copies of final submission.

**Proposal Format:** Provide a proposal in letter format outlining your firm profile, proposed methodology, examples of relevant experience, schedule, and fee for the above-referenced scope of work.

**Criteria:** Proposals will be evaluated on the basis of understanding of the project, cost, experience, references, turnaround time, and other criteria deemed appropriate by YCCC. YCCC reserves the right to reject any or all proposals, to waive any formality in any proposal, and generally take such actions as shall be in its best interest. YCCC may, at its discretion, conduct interviews with finalists.

**PROPOSAL SUBMISSION:**

- A. The RFP due date is March 24, 2023 at 1:00 p.m. Late proposals will not be read or considered.
- B. Submit proposals in a sealed envelope plainly marked to Chris Burbank at YCCC, 112 College Drive, Wells, ME 04090. Proposals may be submitted by email to [cburbank@yccc.edu](mailto:cburbank@yccc.edu) with the subject heading HOUSING FEASIBILITY STUDY.
- C. Questions should be directed to Chris Burbank by email to [cburbank@yccc.edu](mailto:cburbank@yccc.edu). Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be posted as addenda on the YCCC website and sent to the attention of any vendor who has inquired about the project. YCCC will not be bound by oral responses to inquiries or written responses other than addenda.
- D. YCCC expects to award the project within 30 days of the due-by date. All bidders will be notified of the outcome.

**PROPOSAL REQUIREMENTS:**

Lead Contact: State clearly your company's lead contact and contact information. The lead contact must be authorized by the organization to enter into contracts.

Business Profile: A statement of qualifications.

Scope of Work: Statement of items to complete the project and deliverables. State any assumptions relevant to preparation of the response.

Pricing: Project cost; hourly rate(s) if applicable; cost per unit if applicable; not-to-exceed cost if applicable.

Tax Exempt: YCCC is exempt from sales, property and excise taxes.

Completion Date: State the date when you expect the project to be completed. Assume a contract is awarded within 30 days of the bid due-by date.

Reciprocal Obligations: Bids must specify any obligations by YCCC.

Alternatives: Bidders who can provide alternate solutions are encouraged to do so.

Optional Information: Proposals may include additional information such as qualifications, a list of key personnel to be assigned to the project, and references.

**ADDITIONAL REQUIREMENTS:**

Proposals shall remain firm for ninety (90) days from the bid due date.

By submitting a proposal, the bidder agrees and assures the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.

The bidder shall be responsible for all costs associated with this proposal up to and including any contract that may result from this proposal.

**NOTICE TO VENDORS AND BIDDERS:  
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and

4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine’s Freedom of Access Act; that failure to so identify will authorize MCCA to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCA in any and all legal actions that seek to compel MCCA to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCA and your entity.
5. Any MCCA entity shall have the option to purchase goods and services from VENDOR under the same terms and conditions set forth in this Agreement.

**PROJECT TIMELINE:**

Solicitation Release:	February 27, 2023
Deadline for Written Questions:	March 10, 2023
Response to Questions by:	March 17, 2023
Proposals Due:	March 24, 2023
Notification of Shortlist:	March 31, 2023
Interviews/Oral Presentations:	Week of April 3 - 7, 2023
Award Announcement:	April 10, 2023
Work to Begin:	ASAP after contract awarded
Final Project Completed:	September 1, 2023