

# **Request for Proposal**

## **West Hills Community College District Campus Maps Project**



**Return Proposal To:**

West Hills Community College District  
Purchasing Department  
275 Phelps Avenue  
Coalinga, CA 93210

**Contact Person:**

Adriana Ochoa  
[adrianaochoa@whccd.edu](mailto:adrianaochoa@whccd.edu)

**REQUEST FOR PROPOSAL  
FOR  
CAMPUS MAPS PROJECT**

Notice is hereby given that the West Hills Community College District, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to but no later than **2:00 P.M. (PST) on Wednesday, November 2, 2022**, sealed submittals for RFP: **West Hills Community College District-Campus Maps Project**. Such submittals must be submitted in the format specified in the RFP, and received by West Hills Community College District, Purchasing Office, 275 Phelps Avenue, Coalinga, CA 93210. All documents and any addenda or notices related to this solicitation will be posted by the District on the Purchasing website at: <https://westhillscollege.com/district/departments/business-services/purchasing/>.

Each submittal must conform and be responsive to this invitation. The District reserves the right to reject any and all Proposals, or parts of any Proposal, and to waive any irregularities or informalities in any Proposal. All inquiries must be submitted in writing by the date and time noted under Project Specific Dates to Adriana Ochoa at [adrianaochoa@whccd.edu](mailto:adrianaochoa@whccd.edu).

**WEST HILLS COMMUNITY COLLEGE DISTRICT**

Adriana Ochoa  
Administrative Assistant

Publication Dates:

1<sup>st</sup>: October 5, 2022  
2<sup>nd</sup>: October 12, 2022

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## **NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN that the governing Board ("Board") of the West Hills Community College District ("District") is presently accepting Proposals for the following project ("Project"):

### **WEST HILLS COMMUNITY COLLEGE DISTRICT CAMPUS MAPS PROJECT**

Sealed Proposals must be received by, but **no later than 2:00 P.M. (PST), Wednesday, November 2, 2022**. Any changes to this RFP are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any questions as to changes to the content of this document, the District's copy shall prevail.

This RFP may be obtained from the District by contacting the District's Purchasing Department. The RFP is also available online at <https://westhillscollege.com/district/departments/business-services/purchasing/>. In the event this RFP is obtained through any means other than the District's distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

**Bidders Submittal of Proposal.** To facilitate the evaluation process, Bidders interested in this opportunity must submit two (2) hard copies of the Bidder's Proposal in typewritten or equivalent format, answering the questions and completing the form(s) that are furnished. Mistakes may be crossed out and corrections entered adjacent thereto, and such corrections must be initialed in ink by the person signing the Proposal. All proposals must be delivered in a sealed envelope clearly marked "CAMPUS MAPS PROJECTS RFP" to:

**West Hills Community College District  
Purchasing Department  
275 Phelps Avenue  
Coalinga, CA 93210**

**EMAIL, US POSTAL SERVICE OR FAXED PROPOSALS WILL NOT BE ACCEPTED.**

PROPOSALS DELIVERED OTHER THAN THE ABOVE STATED ADDRESS, OR RECEIVED AFTER THE SCHEDULED SUBMITTAL DEADLINE, WILL BE REJECTED AND RETURNED UNOPENED TO THE BIDDER. It is the Bidder's sole responsibility to ensure that its Proposal, inclusive of any or all addendums, is received to the proper place by the proper date and time. Any Proposal received after the scheduled closing time for receipt of same will be returned to the Bidder unopened. Proposal may be withdrawn by submitting a written request. Such written request must be delivered to the place stipulated in the RFP prior to the scheduled closing time for receipt of Proposal. The award shall be subject to final contract documents and scope of work between the District and selected Bidder.

Bidders shall be bound to the pricing terms contained within their submitted Proposal, which shall remain in effect as stated until at least three (3) months after the due date for Proposal. Proposal shall be signed by an authorized individual or officer submitting the Proposal. If the Bidder is a corporation or limited liability company, the Proposal shall be executed by either the chairman of the board, president, or vice president, the secretary, or the chief financial officer.

## **INTRODUCTION AND GENERAL OVERVIEW**

The West Hills Community College District (the “District”) is within the California Community College System. For more than 80 years, West Hills Community College District has been an integral part of the west side of the San Joaquin Valley. From its roots as a small extension center to leading the way in online learning, the District now covers nearly 3,500 square miles with colleges in Coalinga and Lemoore, the Firebaugh Center, three child development centers throughout neighboring rural communities, the Farm of the Future and the Rodeo Arena facilities at the north end of Coalinga, and the District Office. West Hills Community College District has positively impacted the lives of the region’s students and will carry on this tradition for many years to come.

### **West Hills College Coalinga**

In 1932, West Hills College (WHC) Coalinga was established as the flagship campus for the District. WHC Coalinga is located on the west side of Central California’s San Joaquin Valley at [300 West Cherry Lane in Coalinga, California](#), and consists of 199,229 gross square feet (GSF). WHC Coalinga is one of the few Community Colleges in California that provides on-site dormitories for its students. The campus is predominantly rural and its students are diverse and geographically disbursed.

### **West Hills College Coalinga - The Farm of the Future**

The Farm of the Future is located on 123 acres at [31373 W. Gale Avenue in Coalinga California](#). The facility boasts 28,454 GSF of state-of-the-art agriculture facilities with on-site infrastructure to support irrigation technology and management equipment. Facilities include a farm shop with equipment and computer laboratories. The production farm serves as an educational laboratory for students and as a demonstration site for cutting-edge technology in the agricultural industry.

### **West Hills College Coalinga - Rodeo Arena**

The Rodeo practice opportunities at West Hills are among the finest in the nation. Located at [31402 W. Gale Avenue in Coalinga California](#), the Rodeo Arena and surrounding grounds provide students with three practice arenas, 60 student horse stalls, a spectator seating area, tack storage, and restrooms and student support facilities. The rodeo program is known nationwide for fielding national and regional championship individuals and teams.

### **West Hills College Coalinga - Firebaugh Center**

The District recently completed a Firebaugh Center Expansion Project providing a new 41,263 square foot facility consisting of a library, classrooms, laboratory spaces, related support spaces, and a new Fresno County Library and field office for the California Department of Food and Agriculture. [Located at 900 O Street, Firebaugh, California](#), the Firebaugh Center serves a dynamic community through specialized instruction.

### **West Hills College Lemoore**

West Hills College (WHC) Lemoore is located on 108 acres at [555 College Avenue in Lemoore, California](#), and its facilities consist of 206,339 GSF. WHC Lemoore is located west of Highway 41. Access to the college is along Bush Street, the only route to and from the campus. The access roadway also serves other entities, including Lemoore Middle College High School, the Child Development Center, and Lemoore University Elementary Charter School, which are located on the WHC Lemoore Campus. The college serves a diverse community of students who seek a cost-effective, relevant, and engaging educational experience.

### **District Office**

West Hills Community College District is located at [275 Phelps Ave. Coalinga, California](#). A new facility consisting of 22,150 GSF and 16,246 assignable square feet (ASF) opened in 2020. This building is home to all District operations and houses the Chancellor’s Office, Human Resources, Fiscal and Business Services, Purchasing, Foundation, and Board of Trustees operations.

## **PURPOSE OF RFP**

The District is seeking proposals from competent and experienced Vendors that have a successful record of providing services to create campus maps for comparable institutions and/or organizations and are capable of providing the services as specified herein in a prompt, cost effective and efficient manner. Award shall be made to the responsible Vendor whose proposal is determined to be the most advantageous to the District, taking into consideration the evaluation factors set forth in the RFP. Price, although a consideration, will not be the sole determining factor.

## **NATURE AND SCOPE OF SERVICES**

- A. West Hills Community College District is seeking a Vendor to create three (3) versions of a campus map for each campus site: West Hills College Coalinga, West Hills College Coalinga-Farm of the Future, West Hills College Coalinga-Rodeo Arena, West Hills College Coalinga-Firebaugh Center, West Hills College Lemoore, and District Office. Current campus maps for West Hills College Coalinga and West Hills College Lemoore are shown as Attachment 1 and Attachment 4.
  1. 2D Campus “Main” Map for West Hills College Coalinga, West Hills College Coalinga-Farm of the Future, West Hills College Coalinga-Rodeo Arena, West Hills College Coalinga-Firebaugh Center, West Hills College Lemoore, and District Office-Adobe Illustrator, with legend (building names, parking lots, landmarks, etc.). Four color and grayscale versions required. Maps must be mobile browser friendly. Maps must come with a low-bandwidth version to allow for area bandwidth challenges.
  2. 2D Campus “Operational” Map for West Hills College Coalinga, West Hills College Coalinga-Farm of the Future, West Hills College Coalinga-Rodeo Arena, West Hills College Coalinga-Firebaugh Center, West Hills College Lemoore, and District Office-Adobe Illustrator, with legend (building names, parking lots, landmarks, emergency information such as chemicals, emergency valve shut-offs, AED’s, fire extinguishers, etc.). Four color and grayscale versions required. Maps must be mobile browser friendly. Maps must come with a low-bandwidth version to allow for area bandwidth challenges.
  3. HTML 5 Interactive “Main” Map for West Hills College Coalinga, West Hills College Coalinga-Farm of the Future, West Hills College Coalinga-Rodeo Arena, West Hills College Coalinga-Firebaugh Center, West Hills College Lemoore, and District Office (must meet the Americans with Disabilities Act, Section 508). Maps must be mobile browser friendly. Maps must come with a low-bandwidth version to allow for area bandwidth challenges.
- B. Vendor will contract for aerial photography, which will be considered a work product and subject to Item D.
- C. Ownership and copyright for all work products will be assigned to West Hills Community College District.
- D. Vendor will supply editable copies of the graphics (Adobe Illustrator .ai and .svg) to West Hills Community College District.
- E. Vendor will coordinate with Google Maps to update the information at each of the District's six (6) sites.

### **ADDITIONAL SERVICES**

- A. At the District's request, the Vendor will perform additional services for editing purposes, additions of buildings, roads, etc.
- B. The District shall be billed for any additional services at the same rates stated on the Cost Data Form (page 10) for the duration of the contract.

### **TERM OF CONTRACT**

The term of this contract shall be one year effective upon contract approval.

**Project Specific Dates:** The following table identifies the estimated dates/time frame for receipt, evaluation and award of this RFP. Please note the following key dates when preparing your responses:

<b>RFP ACTIVITY</b>	<b>DATE &amp; TIME (PST)*</b>
Bid Advertisement Dates	1 <sup>st</sup> : 10/5/2022    2nd: 10/12/2022
Last Day for Bidders to submit questions	October 19, 2022
Last Day for District to respond to questions	October 26, 2022
<b>DEADLINE FOR PROPOSAL SUBMISSIONS</b>	<b>November 2, 2022-2:00 P.M. (PST)</b>
Interviews (if applicable)	November 9 & 10 - TENTATIVE
Anticipated Board Approval	December 13, 2022

**\*Dates may change with or without notice**

### **END OF SECTION**

## **CONTENTS OF THE PROPOSAL**

Proposals must include information indicating specific qualifications to perform the services as specified and required in the RFP. To provide a uniform review process, Vendors are instructed to prepare their response following the same sequence as this section of the RFP.

### **A. TITLE PAGE**

1. Show the Request for Proposal (RFP) name, name of the Vendor, address, telephone number, fax number, email address, name of the contact person, and the date.

### **B. TABLE OF CONTENTS**

1. Include a clear identification of material by section and by page number.

### **C. LETTER OF TRANSMITTAL**

1. Briefly state the Vendor's understanding of the work to be done and make a positive commitment to perform the work within the parameters, guidelines, and schedule contained in the RFP.
2. Provide the names of persons authorized to make representations for the Vendor, their titles, addresses, telephone/fax numbers, and email addresses.

### **D. PROFILE OF THE VENDOR**

1. State whether the Vendor is local, regional, or national.
2. Provide the location of the office from which the work is to be done and the number and type of staff (e.g., architects, engineers, planners, designers and other professional staff employed at that office).
3. Describe the range of activities performed by the Vendor.
4. Describe the reputation and clientele of the Vendor.
5. Provide a general description of the Vendor's financial condition and identify any conditions (e.g., pending litigation, bankruptcy, planned office closures or mergers) that may affect Vendor's ability to perform.

### **E. SAMPLE AGREEMENT**

Please include with your response a sample agreement for services to be provided. Terms may be negotiated with the successful Vendor after an intent to award is made and prior to contract signing.

### **F. EXHIBITS**

Please complete and submit the following exhibits, which are included in the RFP.

1. Exhibit A-Cost Data Form-Page 10
2. Exhibit B-Certification of Non-Discrimination-Page 11
3. Exhibit C- Non-Collusion Affidavit-Page 12
4. Exhibit D-Signature Form-Page 13

### **G. ADDITIONAL INFORMATION**

1. Give any additional information not included above your organization considers essential to the proposal response.
2. Provide, as necessary, a description of special resources, skills, or services your organization possesses, which are not addressed as part of this RFP, that would be available as part of an agreement resulting from this RFP. Please describe any advantages that would be realized by the District as a result of these additional resources.

## **EVALUATION AND AWARD SELECTION PROCESS**

Vendor shall submit their qualifications and proposal in accordance with the submittal format. The screening and selection committee will review the submittals based on the qualification and proposal data.

West Hills Community College District reserves the right to request any further documentation that it deems appropriate and necessary for the screening and selection process.

1. Proposals will be evaluated by considering such factors as price, availability, efficiency, recent experience relative to community college districts and/or higher education, qualifications as submitted by the Vendor, evaluations and recommendations of clients, conformity with the requirements of the RFP, capacity to complete within defined parameters, and the level, background and experience of individuals to be assigned to perform the services. Price, although a consideration, will not be the sole determining factor.
2. The District reserves the right to award an agreement as a result of the initial proposals received or may elect to conduct interviews and/or negotiations with those Vendors selected by the District, when it is determined by the District to be in its best interest.
3. The District reserves the right to reject any or all proposals received in response to this RFP.
4. During the evaluation period, the Vendor acknowledges the District may contact any client referenced in the proposal response to ascertain or verify the qualifications and experience of the Vendor.
5. The District may schedule interviews with a select group of finalists from all Vendors that submit a proposal.
6. The Vendor further acknowledges they will be responsive to requests for information from the District and to meeting with District representatives during the evaluation and award period.
7. The District reserves the sole and exclusive right to determine whether the Vendor(s) can perform the work to be done.
8. Proposals received shall become the exclusive property of the District. At such time as an agreement is awarded by the Board of Trustees, all proposals submitted in response to this RFP shall become a matter of public record and shall be regarded as public records.
9. The agreement executed between the District and the successful Vendor shall govern all work relating to the described project. The final agreement shall be in a manner and under terms acceptable to the District and shall be governed by the laws of the State of California. Please include with your response a sample agreement for services to be provided. See Item E. under "Contents of the Proposal".

**EXHIBIT A****COST DATA FORM  
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL**

We quote the following rates for furnishing services in accordance with specifications:

TOTAL QUOTE	DESCRIPTION
	<b>2D Campus “Main” Map for six (6) sites</b>
	<b>HTML 5/XML-based Interactive “Main” Map for six (6) sites</b>
	<b>2D Perspective Campus “Operational” Map for six (6) sites</b>
	<b>Aerial Photography for six (6) sites</b>
	<b>Coordinate with Google to update “Google Maps” for six (6) sites</b>
	<b>Other: Describe</b>
<b>TOTAL HOURLY RATE (for additional services)</b>	
	<b>Additional Services for additional editing as requested by the District</b>

We offer to provide the above services to West Hills Community College District at the unit prices stated above:

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Signature and title of person authorized to bind Contractor

Print Name \_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Address \_\_\_\_\_

---

Vendor Phone \_\_\_\_\_ Vendor Fax \_\_\_\_\_

Vendor E-mail Address \_\_\_\_\_

Vendor Federal Employer's ID No. \_\_\_\_\_

Business entity (Corporation, Partnership or Proprietorship) \_\_\_\_\_

## **EXHIBIT B**

### **CERTIFICATION OF NON-DISCRIMINATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL**

Bidder hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Bidder shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**BIDDER** \_\_\_\_\_

(Type or print complete legal name of Bidder)

**BY** \_\_\_\_\_

(Signature)

**Name** \_\_\_\_\_

(Type or print)

**Title** \_\_\_\_\_

(Type or print)

## **EXHIBIT C**

### **NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL**

STATE OF CALIFORNIA COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, deposes and says that I am  
(Typed or Printed Name)

\_\_\_\_ Of \_\_\_\_\_, the party submitting the foregoing  
(Title) (Vendor's Name)

Proposal ("the Vendor"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Vendor has not directly or indirectly induced or solicited any other Vendor to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Vendor or anyone else to put in sham RFP, or to refrain from submitting this Proposal.
4. The Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price, or that of any other Vendor, or to fix any overhead, profit or cost element of the Proposal price or that of any other Vendor, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Vendor has not, directly or indirectly, submitted the Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_  
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT D****RFP SIGNATURE FORM  
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL**

**TO:** WEST HILLS COMMUNITY COLLEGE DISTRICT  
Purchasing Department  
275 Phelps Avenue  
Coalinga, CA 93210

Pursuant to and in compliance with this Request for Proposal, having familiarized myself with the services required, and after carefully reviewing all the terms conditions and requirements contained therein, the undersigned agrees to furnish such services in accordance with this Request for Proposal, inclusive of items proposed.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this proposal response are true and correct.

**Note: ALL ENTRIES SHALL BE LEGIBLE AND SHALL BE TYPEWRITTEN OR PRINTED.**

Signature \_\_\_\_\_  
*Type or Print Name*

\_\_\_\_\_  
*Type or Print Title*

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
(Area Code)

\_\_\_\_\_  
Fax Number \_\_\_\_\_  
(Area Code)

Email Address \_\_\_\_\_

Tax Identification Number \_\_\_\_\_

## ATTACHMENT 1

### West Hills College Coalinga - Existing Map



## ATTACHMENT 2

### West Hills College Coalinga - Farm of the Future Map



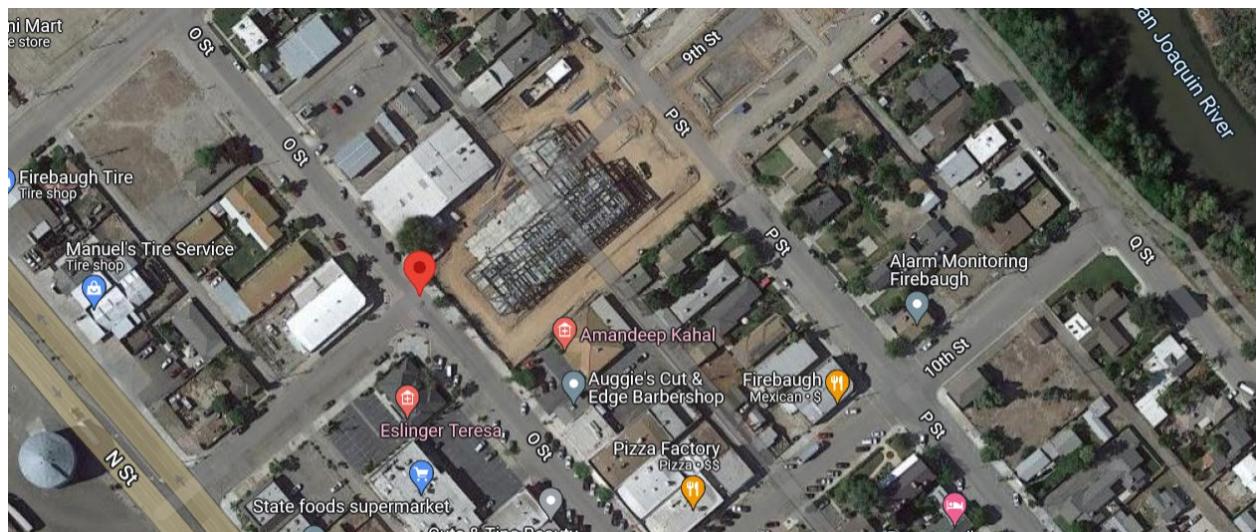
**ATTACHMENT 3**

**West Hills College Coalinga - Rodeo Arena Map**



## ATTACHMENT 4

### West Hills College Coalinga - Firebaugh Center Map



## ATTACHMENT 5

### West Hills College Lemoore - Existing Campus Map



## ATTACHMENT 6

### West Hills Community College - District Office Map

