

**Wabanung Campus**  
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L'Anse, MI 49946  
Phone: (906) 524-8400  
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**Arts & Agriculture Center**  
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Phone: (906) 524-8903  
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**KBOCC Mission Statement:** *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

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## **Request for Proposals (RFP)**

### **Facilities Master Plan (FMP) for Keweenaw Bay Ojibwa Community College (KBOCC)**

**RFP No.:** KBOCC-2025-FMP

**Issue Date:** October 27, 2025

**Proposals Due:** Friday, November 21, 2025 by 3:00 PM ET

**Point of Contact:** Megan Haataja, Interim President — mhaataja@kbocc.edu

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## **1. Introduction**

Keweenaw Bay Ojibwa Community College (KBOCC) invites qualified architecture/engineering firms to submit proposals to develop a streamlined Facilities Master Plan (FMP). The FMP will evaluate current conditions, identify deficiencies, and provide prioritized projects with order-of-magnitude cost estimates to guide investment.

### **Facilities in scope:**

1. **Wabanung Campus** — 770 N. Main St, L'Anse, MI 49946
  2. **Migiziinsag (Little Eagles)** — 809 Louis Ave, L'Anse, MI
  3. **Ojibwa Early Learning Center** — 615 N. Main St, L'Anse, MI
  4. **Arts & Agriculture Center** — 15211 Pelkie Rd, Pelkie, MI
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## **2. Project Objectives**

- Establish a current-state baseline for building systems, safety, and compliance.
  - Identify deficiencies, deferred maintenance, and capital renewal needs.
  - Develop a prioritized, phased capital plan with budget-level costs (Immediate: 0–2 years; Near Term: 3–5 years; Mid Term: 6–10 years).
  - Provide board-ready materials to support decision-making and funding pursuits.
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## **3. Scope of Services**

The selected firm will:

### **Facility Assessments (per site/building):**

- Building Systems & Envelope: Roofing, exterior walls/windows/doors, interiors/finishes, accessibility, site/parking, drainage, and code/life-safety observations.
- MEP & Life Safety: HVAC, electrical, lighting, power, plumbing, fire protection, alarms, egress, emergency systems.

- Health & Compliance: ADA/ABA accessibility, life-safety, indoor air quality observations, early learning/licensing considerations.

**Prioritization & Costing:**

- Develop a deficiency register with risk ratings (safety/code, mission impact, system condition).
- Provide phased priorities (Immediate, Near Term, Mid Term).
- Prepare order-of-magnitude cost estimates for each recommendation.

**Deliverables:**

- Facilities Master Plan Report (PDF) with executive summary, existing conditions by building (with annotated photos), deficiency register, and phased capital plan.
- Editable files of cost tables and priority matrices (Excel/CSV).
- Board-ready slide deck summarizing findings.

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#### 4. Proposal Requirements

Please limit the main proposal to **25 pages** (excluding covers, tabs, and resumes). Include:

- Cover Letter and acknowledgement of RFP requirements.
- Firm Qualifications & Team
- Relevant experience with higher-ed, Tribal colleges, early learning centers, or community facilities.
- Project Understanding & Approach
- Draft Schedule from NTP to final deliverables.
- Cost Proposal: Lump-sum, not-to-exceed fee with breakdown (labor categories, hours, ODCs).
- Proof of Insurance and required licenses/registrations.

**Submission format:** One (1) combined PDF sent via email to **mhaataja@kbocc.edu** with subject line: "KBOCC Facilities Master Plan RFP – [Firm Name]".

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#### 5. Anticipated Schedule

- **RFP Issued:** October 27, 2025
- **Questions Due:** November 10, 2025
- **Proposals Due:** November 21, 2025, 3:00 PM ET
- **Estimated Notice of Intent to Award:** End November 2025
- **Estimated Start (NTP):** Late November/December 2025

*KBOCC reserves the right to adjust dates as needed.*

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#### 6. Site Visits & Questions

**Site Visits:** KBOCC will arrange **by-appointment** walkthroughs of each facility upon request prior to the proposal due date. Request appointments by emailing [mhaataja@kbocc.edu](mailto:mhaataja@kbocc.edu).

**Questions:** Submit via email to **mhaataja@kbocc.edu** no later than November 10, 2025. Answers may be shared via addendum to all requestors to ensure fairness.

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## 7. Evaluation Criteria (100 points)

- **Project Understanding & Approach** – 35
- **Relevant Experience & References** – 25
- **Key Personnel & Team Capacity** – 15
- **Fee Proposal & Value** – 20
- **Schedule & Delivery Plan** – 5

*KBOCC may also consider geographic proximity, demonstrated cultural competence, and experience working with Tribal communities and early learning environments.*

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## 8. Terms & Conditions

- **Indian/Local Preference:** Consistent with applicable law and Keweenaw Bay Indian Community (KBIC) policies, KBOCC may apply Indian preference and/or local preference in contracting.
  - **Insurance:** Commercial General Liability, Professional Liability, Auto, and Workers' Compensation required.
  - **Independent Contractor:** The selected firm will operate as an independent contractor.
  - **Confidentiality:** Any non-public information provided by KBOCC shall be treated as confidential.
  - **Ownership of Work Product:** All final deliverables produced under this contract will be the property of KBOCC.
  - **Compliance:** Firm must comply with all applicable federal, state, local, and Tribal laws and regulations.
  - **Right to Reject:** KBOCC reserves the right to accept or reject any or all proposals, to waive informalities or irregularities, and to negotiate scope and fees.
  - **No Cost Reimbursement:** Costs incurred in preparing a proposal are the sole responsibility of the proposer.
  - **Addenda:** Any changes to this RFP will be issued via written addendum.
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## 9. Basis of Award

Award will be made to the firm whose proposal is determined to be the most advantageous to KBOCC based on the evaluation criteria, overall value, and the best interest of the College. KBOCC may conduct interviews and/or request best-and-final offers.

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## 10. Contract & Payment

KBOCC anticipates a **lump-sum, not-to-exceed** agreement with progress payments tied to milestones (e.g., kickoff, draft FMP, final FMP, closeout workshop). A draft contract may be provided to the selected firm for negotiation.

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**Submission Reminder:** Send one (1) PDF proposal to [mhaataja@kbocc.edu](mailto:mhaataja@kbocc.edu) by **3:00 PM ET on Friday, November 21, 2025**. Questions should be directed to **Megan Haataja, Interim President** at [mhaataja@kbocc.edu](mailto:mhaataja@kbocc.edu).