

**Request for Proposal
for
Architectural Services**

Harrisburg Area Community College

Renovation of HACC – Gettysburg Campus

HACC Solicitation No.: 07-43

General Information

Harrisburg Area Community College (HACC or the college) is a public, not-for-profit educational institution. The college has an enrollment of approximately 18,000 students in both credit and non-credit programs and has five campuses located throughout Central Pennsylvania; Harrisburg, Gettysburg, Lebanon, Lancaster and York.

As part of the continuing growth of the college, HACC has purchased the building and property which houses the Gettysburg Campus. The property located at 731 Old Harrisburg Road, Gettysburg, PA includes a 100,000 sf (+/-) retail strip center on 23 (+/-) acres. HACC currently occupies 57,000 sf in this building and plans to renovate 12,000 sf of the existing occupied space and 18,000 sf of unoccupied space.

The following criteria are to be considered when preparing a response to this proposal request:

- A. The services to be provided are full service – architectural, structural, mechanical, electrical, plumbing, fire protection and civil engineering services (if required).
- B. The College’s Construction Manager, Eastern pcm, LLC will be contracted with the college to provide construction management services in accordance with the AIA B801 CM/a Agreement Between Owner and Construction Manager.
- C. The Architectural Firm will provide services consistent with the AIA B141 CM/a Agreement Between Owner and Architect.
- D. Division 0 and 1 of the project manual/specifications will be provided by HACC to the Architect for incorporation into the project manual by the Architect.
- E. Plans and specifications are to be prepared for use in a “Public Bid – Multiple Prime, Design-Bid-Build” project delivery system.

Responses Due

Responses to this Request for Proposal are due no later than 3:00pm on May 10, 2007 and are to be addressed and delivered to:

Mr. Thomas Fogarty, Executive Director, Business & Auxiliary Services
Harrisburg Area Community College
One HACC Drive
Room 132, Whitaker Hall
Harrisburg, PA 17110

Five (5) copies of the response are required.

Pre-Proposal Meeting

A pre-proposal meeting will be held at the project site, HACC Gettysburg Campus, 731 Old Harrisburg Road, Gettysburg, PA in Room #107 at 10:00am on April 27, 2007.

Attendees will be provided with an overview of the project and a tour of the proposed areas to be renovated.

Questions

All questions regarding this Request for Proposal are to be directed to the Owner's Representative:

Mr. William P. Morgan
Eastern pcm, LLC
Phone: (717) 233-3816
Fax: (717) 233-1666
bmorgan@easternpcm.com

Project Description

The project consists of the renovation of 12,000 sf, more or less, of existing occupied space on the first floor of the Main Campus Building and the reconstruction and fit-out of 18,000 sf, more or less, of unoccupied space adjacent and contiguous to the existing facility.

The Architect will be responsible for refining the Owner's current program and schematic plan through a series of meetings with HACC's Faculty and Staff.

In addition to the interior improvements, the Architect will be required to provide design services to improve the building facade providing for a uniform campus identity and signage that is inviting to the college community.

A key component in the final design is the integration of the "Learning Commons" into the final space plan which will incorporate computerized information systems, collaborative space, lounge-type furniture, library resources and contiguous light food service.

Additionally, the college is considering the incorporation of a geothermal-based heating and cooling system under this renovation. The response will include a discussion on the advantages and disadvantages of incorporating this type of system in this facility.

It is HACC's intent that the college will grow into the remaining 25,000 sf of space within the retail complex. The ultimate design will consider the expansion of systems to accommodate the future space.

A. Site and Building Characteristics:

1. Site: 23.235 acres bordered on the East by Rock Creek and on the West by SR 3001, Old Harrisburg Road.
2. Location: 731 Old Harrisburg Road
Gettysburg
Cumberland Township
Adams County, PA
3. Building: a) Main Building: 100,000 sf
b) Secondary, stand-alone building: 4,200 sf

B. Reference Plans/Photographs

1. William F. Hill, Land Use/Parking Exhibit; July 24, 2002
2. Proposed Renovation Schematic Plan
3. Photos of Building Exterior (4)

C. Space Program – Major Use Categories

1. Learning Commons
2. Student Commons
3. Student Services/Testing
4. Administrative Offices
5. Faculty Offices
6. Standard Classrooms (2)
7. Large Classrooms (3)
8. General Storage
9. Bookstore

D. Exterior Improvements

1. Enhance Facade
2. Building Signage
3. Exterior Gathering Space/Patio
4. College Identity

E. Project Schedule

1. RFP – Pre-Proposal Meeting	April 27, 2007
2. Responses due to HACC	May 10, 2007
3. Short List for Interviews	May 15, 2007
4. Architects Interviewed:	May 24, 2007
5. Architect Selected and Notified	May 30, 2007
6. Bid Documents Complete	October 1, 2007
7. Bids Received	November 1, 2007
8. Project Awarded	December 1, 2007
9. Construction Start	January 2008
10. Construction Complete	July 2008

Proposal Requirements

The following information is to be included in your response to this Request for Proposal:

- A. Company profile
- B. Experience in the design of higher education projects of this type; include examples.
- C. Experience in adaptive reuse projects (i.e.; conversion of retail/commercial to higher education).
- D. Discuss philosophy on green building components and sustainable design and how these components might be incorporated into this project.
- E. Discuss the potential for incorporation of geothermal HVAC system into this project.
- F. Provide example of how your firm would incorporate the components of the Learning Commons into the space.
- G. Provide examples of how the building facade could be redesigned and enhanced.
- H. Identify project team including;
 1. Project Manager
 2. Project Architect
 3. Sub consultants; mechanical, electrical, plumbing, civil
 4. Other specialized consultants used, if any
- I. Provide three (3) references relevant to higher education renovation projects completed within the last 5 years.
- J. Include significant customer or industry quality/design awards your firm has received in the past five (5) years.

K. Fees:

1. State your total proposed fee or fee range as a percentage of construction cost.
2. Identify reimbursable expenses and mark-up over direct cost.
3. Provide fee schedule of hourly rates for additional services.
4. State if you are willing to fix the fee and at what stage of completion of the documents.

Evaluation Process

The College will review all responses received and evaluate the responses based upon the criteria set forth in the Request for Proposal.

A short list of no more than five (5) firms will be established. Those firms selected will be notified on May 15, 2007 and will be invited to interview before HACC's selection committee on May 24, 2007.

The interview format will be provided to the firms to be interviewed at the time of notification.