

**HARRISBURG AREA COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
#08-31  
CONSTRUCTION PROJECT/PROGRAM MANAGEMENT  
SERVICES  
ADDENDUM #2  
ANSWERS TO QUESTIONS**

**JANUARY 30, 2008**

**The following is a change to the Request for Proposal, Section V: PROPOSAL SUBMISSION; Item F: NUMBER OF COPIES AND MAILING OF PROPOSAL located on Page 13 – Change Four (4) complete copies to Eight (8) complete copies.**

**Question 1:** Being that our services will be contracted for a five year period, are we to average what we believe are rates that consider annual increases and inflation for the five year period, or are you looking for a the base rates with an annual percentage applied for labor rate increases.

**Answer 1: Billing rates should be calculated on current rates that will stay in effect for the first full year of an agreement. After the first full year, the following will apply:**

**“Any change in billing rates must have prior written approval by HACC. Request for changes in billing rates must be proposed in writing to HACC by April 1<sup>st</sup> of each year, together with justification and/or documentation which validates the request. HACC reserves the right to reject any billing rate change requests if appropriate justification is not provided; negotiate an agreed to billing rate between Firm and HACC; or terminate agreement if both parties cannot agree to an acceptable billing rate.”**

**Question 2:** Has the College previously engaged a CM firm or individual on an On Call or Project Agreement basis? If yes, who are they and for what term?

**Answer 2: Yes, Eastern PCM. The college has worked with Eastern PCM as Owners Representative for numerous projects both large and small since 2004. This RFP is not for Project specific representation but rather for Professional Services to coordinate numerous projects (many do not require full blown CM representation) and program space needs keeping aware of conditions and issues which might be of benefit or conflict with other projects occurring throughout the college.**

**Question 3:** What projects are expected to be constructed during the term of this agreement?

**Answer 3: The Major Gifts Campaign is set up in three phases: 2007 – 2010, 2011 – 2013 and 2014 – and on. The plan within these campaigns is to have new builds and major renovations on the Harrisburg Campus—student center expansion and Library renovation in 2010. Depending on the availability of state funds, a new wellness center would be built as soon as funds are available which could be as early as 2009—this is a very difficult one to pinpoint. The York campus will have their expansion and renovation in 2008 with**

**additional space being needed in the next three to five years. The Lancaster Campus will have new builds within phase II, but the exact timeframe has not been determined.**

**A large part of the work to be performed is working with the Colleges Facilities Department Directors to facilitate getting small – medium projects completed within the specifications and procurement guidelines. This also requires close communication with the Vice President of Finance and College Resources for planning of larger projects.**

**Question 4:** When you indicated on Page 10, Paragraph G, that “Should an extension be necessary the same terms and conditions as set forth in this document apply”, Are we to understand that a new fee schedule can be incorporated into the extension of the contract being that 5 years have gone by since the initial fee schedule was adopted.

**Answer 4: Refer to Answer 1. Any extensions would follow the same format.**

**Question 5:** Should our proposal submittal follow pages 19 and 20 including fee structure; or should it follow Section VI, Page 13 paragraphs A-E?

**Answer 5: Reference Addendum #3**

**Question 6:** Please refer to RFP #08-31, page 14, section VI, and paragraph D: It appears that this paragraph more closely applies to a construction contractor. Should this be deleted or should the submitting Project/Program Manager simply provide a list of clients where professional services had been provided? If so, how many clients would you prefer to be listed?

**Answer 6: Reference Addendum #3**

**Question 7:** Does HACC have a current Master Plan which will guide the projects managed under this contract? If so, is the plan available for review to firms submitting a response to RFP #08-31? If a Master Plan is not in place, could clarification be provided to the building types and nature of projects (new/renovation) likely to associated with this contract?

**Answer 7: Master Plan will not be communicated until after a selection is made. This Request for Proposal is not intended to solicit a traditional construction management or project specific agreement. A large part of the work to be performed is working with the Colleges Facilities Department Directors to facilitate getting small – medium projects completed within the specifications and procurement guidelines. This also requires close communication with the Vice President of Finance and College Resources for planning of larger projects.**

**Question 8:** For ease of evaluation for these proposals, we would like to follow your preferred layout for proposals. However, in the RFP, on pages 13-14, it identifies one layout for submittals, but on pages 19-20, it lists another layout. Could you please clarify which layout we are to follow?

**Answer 8: Reference Addendum #3**

**Question 9:** The Fee Schedule notes Individual; Hourly Rate and Percentage of Hours. Given the terms noted in section IX: Scope of Services, wouldn't the percentage of hours vary based on assignment and agreed terms with HACC?

**Answer 9: Reference Addendum #3. The “Percentage of Hours” has been removed.**

**Question 10:** The fee Schedule requests hourly rates for listed personnel as a single rate. As this is a 5 year term, should we provide escalated rates for each of the 5 years?

**Answer 10: Refer to Answer 1.**

**Question 11:** On page 14 of the RFP for Construction Project/Program Management Services, you request a Vendor Authorization Form within the last bullet. Would you please explain what that form is and provide a copy of same?

**Answer 11: Delete the request for a Vendor Authorization Form.**

**Question 12:** On page had a question regarding the RFP, regarding the required format for the proposal. Page 5 lists the format in 4 tabs: A. Cover Letter; B. Qualifications; C. Contractor History; and D. Cost Proposal. On Page 9, paragraph 2 of the Cost Proposal Sheet, there is another guideline for the RFP that states it needs to be followed and tabbed. So I was a little unclear as the exact format we should use to prepare the proposal, and request a clarification from you.

**Answer 12: Reference Addendum #3.**

**Question 13:** Does HACC currently have (or formerly had) an Agency CM Consultant under contract? If so, who is the incumbent? Are they responding to the subject RFP? Did they assist in drafting the subject RFP?

**Answer 13: Yes, Eastern PCM. Yes, they are responding. No, Eastern PCM did not assist in the development of the specifications in this Request for Proposal. The specifications were developed from the current contractual specifications.**

**Question 14:** Please clarify the first bullet on the Cost Proposal Sheet which appears to require the Proposer to have been engaged **continuously** for the last five (5) in providing the requested services in an education institution. Will HACC only accept Proposers who have documentable five (5) years of continuous educational - related CM contracts? Is the incumbent, as discussed in Item #1 (Question 13), completing a five (5) year contract with HACC?

**Answer 14: HACC is looking for a minimum of five (5) years of experience in higher education. Remove “the past” from the first bullet in page 19 of the Cost Proposal Sheet. No, the incumbent is not completing a five (5) year contract. The incumbent has worked with the College on a per project and annual agreement basis since 2004.**

**Question 15:** The third bullet on the Cost Proposal Sheet requests a "detailed proposal on how" SCM "will accomplish the work." Does HACC want a narrative on how we would accomplish the Tasks a) through g) on Page 16 and Tasks 1 through 13 on Page 17? Because the RFP is not for any specific project, the level of expertise and Technical/Professional Staffing can be extremely different depending on the size and scope of any individual project. Please clarify who HACC is looking for to fulfill this bullet.

**Answer 15: For the purpose of the evaluation, HACC is requesting you identify your firm's methodologies in completing both large and small projects, as well as the specifics of the Cost Proposal.**

**Question 16:** As a public entity, are you able to share the hourly rates by position, that you're presently paying for services similar to those requested in your RFP #08-31?

**Answer 16: No, the current hourly rates are not being disclosed for purposes of evaluation of this proposal. The evaluation of proposals is not based on hourly rates alone. Please reference Section VII: EVALUATION concerning the evaluation process.**