

**HARRISBURG AREA COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
#08-31
CONSTRUCTION PROJECT/PROGRAM MANAGEMENT
SERVICES
ADDENDUM #3
MODIFICATION**

JANUARY 30, 2008

Addendum #3 is to clarify two sections of the Request for Proposal.

- a) Section VI: Format for Proposal is being replaced with the language below.
- b) Section X: Cost Proposal Sheet is being replaced with the language below.

VI: FORMAT FOR PROPOSAL

A. INTRODUCTION

Any term or condition stated in this RFP document shall be considered accepted by the Contractor unless specifically objected to by the Contractor. The College may accept or reject Vendor's alternative proposals to the terms of this RFP. A proposal may be rejected if it is incomplete or conditional.

B. COVER LETTER

Each proposal will have a Cover Letter on the letterhead of the company or organization submitting the proposal. The Cover Letter must include the following information:

- 1. Briefly summarize the Contractor's ability to provide the services specified in the RFP.**
- 2. A Statement that the Contractor is willing to perform the work described in the RFP and to enter into a contract with HACC, Central Pennsylvania's Community College to perform the work. The Cover Letter must be signed by a person having the authority to commit the Contractor to a contract.**
- 3. Information should include: the company name, federal Taxpayer Identification Number, address, telephone number, FAX number, name, and title of the person to contact, name(s) of principal(s) assigned to negotiate for Contractor (if any), and the name of the individual or company who will manage the project.**

4. Certification as to correctness of the proposal and the authority of person signing to bind Contractor.
5. Acknowledgment and/or exceptions taken to the proposed terms and conditions.
6. Describe any actual or potential conflicts of interest, which exist within HACC.
7. Describe how your firm would avoid conflicts of interest between your role as HACC's Project Managers and your other clients.
8. Supply a completed Substitute W-9.

C. DESCRIPTION OF QUALIFICATIONS

Each proposal must contain a description of qualifications and must include the following information.

1. Proposer shall present evidence that the firm has been engaged for at least five (5) years in providing services as listed in this Request for Proposal in an educational institution.
2. A detailed proposal on how you will accomplish the requested work.
3. List all the individuals that would be assigned to engagements and the number of years with the firm.
4. State the size of the firm. If the firm is geographically headquartered in another city or location other than the local area, explain how the HACC campuses will be serviced. In addition, you should state the number of employees employed by your firm three (3) years ago and the number of employees expected to be employed three (3) years from now.
5. Name and brief biographical sketches of Project Managers who will be generally responsible for providing related Construction Project/Program Management Services to HACC.

D. CONTRACTOR HISTORY

Contractor shall provide a narrative demonstrating an established, successful track record of past performance in providing goods and services closely related to the requirements specified in this RFP. The narrative shall include three (3) reference accounts showing experience in receiving contracts for the delivery of services similar to the one proposed. References must include the following:

- 1. Name of the firm or corporation.**
- 2. The dates of each contract or agreement under which the Contractor provided such services.**
- 3. The names, address, and telephone number of a contract person for each contract.**
- 4. A complete description of the three (3) projects you or your firm did that you consider most similar to the work requested in this Request for Proposal. Include the results obtained; the total cost of the project; and the name, title, telephone number, and e-mail address of the individual at the client organization who is most familiar with this project. Please limit each of the three (3) descriptions to a maximum of two (2) pages. Note: this may require that you obtain the client's permission to provide this information to us.**

E. COST PROPOSAL

**See Section: VIII. COST PROPOSAL SHEET for 08-31:
CONSTRUCTION PROJECT/PROGRAM MANAGEMENT
SERVICES**

X. COST PROPOSAL SHEET
08-31
CONSTRUCTION PROJECT/PROGRAM MANAGEMENT
SERVICES

Bidder agrees that any contract entered into will include all the conditions of this Request for Proposal, and if any terms and conditions conflict, the Contractor will modify any Agreement to include such conditions before submitting such contracts.

Fee Schedule – List the hourly fees for all personnel who will be involved in this effort and an approximation of the percentage of time each person will invest in the project. Fee schedules shall include all direct and indirect costs, including profit and overhead, and an estimate of reimbursable expenses.

| Individual Hourly Rate: Position Title: | Hourly Rate |
|--|--------------------|
| Principal | |
| Sr. Project Manager | |
| Project Manager | |
| Estimator | |
| Project Engineer | |
| Project Coordinator | |
| Project Account | |
| Administrative Assistant | |
| Any additional Position Titles not listed - add | |

Additional questions:

1. List those items for which the firm will expect reimbursement from HACC.
2. State the firm's policy regarding travel costs for which it will expect reimbursement.
3. List the minimum charges, if any, for telephone calls, copying, facsimile, transmission, messenger services, etc
4. Reimbursable costs will be billed at xx.xx times the actual cost. Examples of reimbursable costs are: copying, plan plotting, rentals, third party consultants contracted through the Agency Construction Management provider and purchase of AIA Contracts for use in issuing construction contracts for work under this agreement.

Company Name: _____

Authorized Signature: _____

Name (Printed): _____

Title: _____

Date: _____