



HACC, Central Pennsylvania's Community College

Request for Proposal (RFP)

Master Planning Services

Senator John J. Shumaker - Public Safety Center

HACC Solicitation No. 09-06

August 7, 2008

Thomas J. Fogarty
Executive Director – Business and Auxiliary Services
One HACC Drive
Harrisburg, PA 17110

Request for Proposal

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Section I – Administrative

I. Introduction

HACC, Central Pennsylvania's Community College (HACC) seeks proposals from qualified firms to provide architectural and engineering planning services related to the development of a Master Plan for the John J. Shumaker Public Safety Center (PSC) located at HACC's Harrisburg Campus.

This Master Plan will supplement HACC's College Wide 10 year Master Plan that was completed in December 2004 and will provide clear direction for the improvement and potential expansion of the PSC, while maintaining flexibility for unanticipated changes that may occur during the life of the plan.

II. Profile

HACC is a public, not-for-profit, educational institution with an enrollment of approximately 18,000 students, both credit and non-credit across five compasses: Harrisburg, Gettysburg, York, Lancaster and Lebanon.

The John J. Shumaker, Public Safety Center is located on a 12 acre site in the north-west corner of HACC's Harrisburg Campus. The PSC provides specialized training for police, fire, healthcare and emergency response personnel as well as customized educational and training courses at off-site locations.

The PSC is approved by the Office of the State Fire Commissioner/State Fire Academy as a Field Test Site for the National Board on Fire Service Professional Qualifications, and is a recognized training site for both the State and Federal Urban Search and Rescue System for Structural Collapse, Medical Specialist, and Canine Search and Rescue training through PA Task Force 1 Urban Search and Rescue team.

Effective December 2008, the Fire Training Unit will be able to offer 18 different levels of professional certification testing, which has grown from the initial 3 levels offered in 2000. Growth of the fire unit certifications increased from 70 candidates per year in 2000 to 600 candidates per year in 2008

The following structures currently support the training efforts on the site:

- a. Class A combustible 2 1/2 story burn building
- b. Five story training tower w/standpipe system
- c. Two story smoke chamber/training maze
- d. Fire extinguisher/flammable liquids suppression training area
- e. Natural gas firefighting props
- f. Vehicle fire training area
- g. Hazardous materials training area
- h. Pump pad/drafting pit w/self contained water system
- i. Canine agility training area
- j. Pavilion/bathroom complex w/outside class area
- k. Driving pad
- l. Structural collapse and confined space training props
- m. Rubble pile for Urban Search and Rescue Training (canine, technical search, and structural collapse)
- n. Police tactical training building
- o. Small arms firing range

III. Mission : Senator John J. Shumaker – PSC

The mission of the Shumaker Public Safety Center is to provide premier public safety training in a responsive, efficient, economical and professional manner. The Center combines a wide variety of training programs for police, fire, health care and emergency service personnel as well as response and safety training for private industry and other organizations. The Center delivers customized educational and training programs for most courses offerings at off-site locations. For on-site instruction, the Center utilizes the Public Safety Training Center, a 12 –acre complex of training facilities located just north of HACC's Harrisburg Campus.

IV. Evaluation of Proposals

An evaluation committee will review all proposals and provide recommendation to the Foundation Board as to the selection of the Planning Professional. Proposals will be evaluated based upon experience, qualifications and fee. **Interviews will be scheduled if necessary.**

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V. Questions

All questions related to this request for proposal are to be submitted in writing via fax or e-mail to:

Garry Crider, Director of Purchasing
Fax: (717) 780-2325
E-Mail: cgcrider@hacc.edu

General and Technical questions will be answered by addendum issued by the purchasing department. The last day for questions is August 20, 2008

VI. Schedule

- | | |
|-------------------------------------|-------------------------|
| • Advertise RFP | August 7, 2008 |
| • Deadline for Questions | August 20, 2008 |
| • Submit Response Proposal | September 4, 2008 |
| • Interviews, if needed | September 15 – 19, 2008 |
| • Approval by Foundation Board | September 30, 2008 |
| • Contract Issued | October 5, 2008 |
| • Deliver Final Report/Plan to HACC | May 5, 2009 |

VII. Submission of Responses

Five (5) copies of the response to the RFP are to be submitted to HACC by **2:00 pm, September 4, 2008** addressed as follows:

Garry Crider, Director of Purchasing
HACC, Central Pennsylvania's Community College
Whitaker Hall, Room 130A
One HACC Drive
Harrisburg, PA 17110

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VIII. Site Visits

Site visits are to be coordinated thru HACC's Facilities Department

Contact: Mr. Joseph Wojtysiak, Executive Director of Facilities
(717) 780-2520

IX. Attachments

- a. Boundary survey of Harrisburg Campus
- b. Site plan of John J. Shumaker Public Training Center
- c. Comprehensive Facilities Assessment – Senator Shumaker Safety Training Center – 10 pages

End of Section I

Section II – Response Criteria

Responses to the Request for Proposals to provide Master Planning Services for the Senator John J. Shumaker Public Safety Center must include the following information:

I. General Information

- a. Proposer Name, main address and all branch office addresses.
- b. Describe the nature of your organization (e.g. business, corporation, not-for-profit corporation, proprietorship, etc). If applicable, identify all principals and the ownership interest of each.
- c. Year in which the Proposer was founded and a brief history.
- d. Total number of employees and total number of licensed professionals. Include an organization chart as relevant.
- e. Location(s) from which services will be performed.
- f. The general and specific specialties, expertise and overall resources.

II. Vision: Briefly elaborate on your vision for the Master Plan.

III. Technical Approach

- a. Indicate your understanding of the project requirements and demonstrate a thorough recognition of the problems to be addressed.
- b. Discuss any specific or special qualifications for this project.
- c. Describe the level of continual two-way communications you will maintain with the College, including a timeframe for the completion of the various aspects of the Proposal.
- d. Discuss your vision for the Master Plan as it relates to the College and the site / area.

IV. Experience and Qualifications

- a. Describe your experience in providing services similar to those requested in the RFP, particularly any projects for colleges or universities. Each description must contain the client name and address, and a contact name with title and telephone number. HACC reserves the right to contact any client listed.
- b. Describe the qualifications and background of your staff as they relate to this project. Proposed should demonstrate that they have specific experience related to the planning and design of Public Training Centers or related facilities.
- c. Provide the title and role of each team member, including principals. Provide a resume for each team member.
- d. Identify all sub consultants or subcontractors to be employed on this assignment. HACC encourages participation of professionals located in the Greater Harrisburg Area.

V. Quality Control

- a. Operational Plan: Describe how you will ensure performance through adequate management, supervision, review and control.
- b. Schedule: Describe your system for self-monitoring progress and meeting scheduled milestones.

NOTE: Proposer's Fee must be submitted in a separate sealed envelope. Refer to Section IV – Fee Proposal.

End of Section II

Section III – Scope & Deliverables

I. Scope of Work

HACC and the John J. Shoemaker Public Safety Center requests proposals from qualified consultants experienced in the planning and design of Public Safety Centers for a comprehensive Master Plan.

The critical items of the Master Plan will include:

- a. Strategic planning objectives
- b. Demand for existing services
- c. Expanded training programs
- d. Current and future use of space
- e. Condition of existing facilities
- f. Access and circulation
- g. The consultant will be required to perform a general evaluation of the existing facility, including:
 1. A description of existing facilities/structures and land associated with each.
 2. A visual survey of:
 - i. Physical condition of the buildings, site improvements/ infrastructure and other training structures
 - ii. Functional adequacy of the existing buildings
 - iii. Current and future parking facilities
 - iv. Functional adequacy of the infrastructure
 - v. Evaluation of the adequacy of land
- h. Potential for future expansion including an opinion of the effect of providing overnight accommodations for students outside a reasonable commute.
- i. Identification of specific activities or programs that will need to be accommodated over the next 10 years

The Comprehensive Facilities Assessment for the Public Safety Center as reported in the 2004 – HACC Master Plan is included for reference as Attachment C.

II. Deliverables Report

- a. The consultant will be required to provide the following (at a minimum) in the final Master Plan report.
 1. Recommendations as to the renovation or repair of the existing facilities.
 2. Recommendations as to additional facilities required
 3. Conceptual site plan indicating all proposed improvements
 4. Vehicular and pedestrian circulation plan
 5. Parking analysis and proposed expansion of parking, if required
 6. Infrastructure capability and recommendations for improvements
 7. Environmental concerns
 8. Long range telecommunications Plan
 9. Security concerns
 10. Effect of overnight accommodations on future enrollments

- b. The consultant will also provide a plan for implementation of the proposed Master Plan that will include:
 1. Prioritization of suggested improvements
 2. Estimate of probable cost of improvements
 3. Suggestions relative to funding of improvements.

End of Section III

Section IV - Fee Proposal

Fee proposals must be submitted with the Response to the RFP in a **SEPARATE SEALED ENVELOPE.**

The total fee indicated below covers all items and deliverables listed in Section III, Scope of Work.

Proposer should provide all information it deems necessary to explain or clarify the fee Proposal, including the following schedule of professional fees and expenses. The format outlined below may be modified by the Proposer if necessary.

	Hours	Quoted Hourly Rates	Total
Partners			
Managers			
Supervisory Staff			
Staff			
Other (specify)			
Subtotal			
Out-of-Pocket expenses			
Meals and lodging			
Transportation			
Other (specify)			
Total all-inclusive maximum cost			

End of Section IV

Section V - Proposer Warranties

The Proposer warrants as follows:

- a. That it is willing and able to comply with the laws of the Commonwealth of Pennsylvania
- b. That it is willing and able to obtain an errors and omissions insurance policy providing a minimum of \$1,000,000.00 of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- c. That it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the College.
- d. That all information provided by it in connection with the Proposal is true and accurate.

The Proposer affirms as true, under the penalties of perjury, as follows:

- a. The prices in this Proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices, with any other contractor or with any competitor;
- b. The prices which have been quoted in this Proposal have not been disclosed knowingly by the Proposer, and will not be disclosed knowingly by the Proposer, directly or indirectly, to any other Proposer or to any competitor, prior to the opening;
- c. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit a Proposal for the purpose of restricting competition;
- d. Neither the undersigned, nor any partner, principal, officer, director, employee, stockholder, or any other person authorized by the undersigned or any of the foregoing persons, has offered or given any gratuity to any official, employee or agent of HACC or the John J. Shumaker, Public Safety Center, with the purpose of intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect to the performance of an agreement.

Signature of Official: _____
Name (typed): _____
Title: _____
Company: _____
Date: _____

End of Section V