

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
REQUEST FOR PROPOSAL**

#09-35

PROFESSIONAL MASTER PLANNING SERVICES

FOR HACC'S YORK CAMPUS

ADDENDUM #2

ANSWERS TO QUESTIONS

MARCH 25, 2009

1. Please describe if, and extent of, any public participation process anticipated or desired to engage constituents outside or adjacent of the campus, such as: residents, neighboring property owners, businesses, city agencies, etc.?

Please review the RFP carefully in particular the environmental plan and academic plan. The college would find it difficult for any firm to complete a comprehensive master plan without public participation in the process.

2. Please identify the maximum development capacity of the parcels that HACC owns and when each property will be available for HACC's full use.

This will be discussed with the selected firm.

3. What are the top 3 things that students, faculty, administrators, and staff wish for that are not currently available or provided at the existing campus?

This is a master plan project deliverable and should be developed through interviews as part of the process of creating the Master plan.

4. How many parking spaces are currently available for campus and non-campus users?

This is a master plan project deliverable and should be developed through interviews as part of the process of creating the Master plan.

5. If there is a concern that there is a deficiency in parking spaces, how many spaces are considered to be needed today?

This is a master plan project deliverable and should be developed through interviews as part of the process of creating the Master plan.

6. What is the total parking spaces needed for the future campus?

This is a master plan project deliverable and should be developed through interviews as part of the process of creating the Master plan.

7. Is the projected 4500 future students headcount or full-time equivalent (FTE) students? Please provide numbers for both.

Any projection discussed at the pre bid were not based on hard evidence and the projection of enrollment will be part of the Master plan Academic Plan assessment of enrollment projection models.

8. Please identify open space requirements, if any, to support the regarded horticultural program that was identified during the briefing session.

This is a master plan project deliverable and should be developed through interviews as part of the process of creating the Master plan.

9. Please identify open space requirements, if any, for recreational, social, and/or community programs/activities that may be deficient today or are considered in the future.

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10. What are the needed of the community that was mentioned during the briefing session?

This is a master plan project deliverable and should be developed through interviews as part of the process of creating the Master plan.

11. Who is on the selection committee?

This information is not going to be disclosed by the college.

12. What are the hot buttons beyond what is publicly published?

The appropriate utilization of space and property to expand the campus in a methodical and well thought out manner is the primary hot button.

13. Is the selection based on cost or will it be solution driven?

The selection process is spelled out in the RFP Section VII, B.

14. Has a budget been set for this project, and if so, can you share that number?

A budget for this project has not been established. The RFP requires a comprehensive effort in order to meet the specifications and the College realizes this may in fact be a six figure effort.

15. Who will be on the proposal evaluation committee?

Members of the evaluation committee will consist of staff from the Central Administration and the York campus.

16. Will the people on the proposal evaluation committee also comprise the interview committee?

The proposal evaluation committee will also comprise the interview committee.

17. Who will comprise HACC's York campus master planning committee, once the project is awarded?

Representation will be from the administrative staff, faculty, and students at the York campus.

18. Who will be the primary spokesman for this committee and serve as the key liaison and contact to the consultant?

Reference the RFP Section III, B. page 14

19. On page 17 of the RFP, second paragraph (a continuation of Section D., Project Plan, from the previous page), you ask for resumes. We think that sequentially it would make more sense to put resumes in Section B., Consultant Qualifications, which addresses the team, rather than with the Project Plan, which addresses approach. Is this one change permissible?

Yes this is permissible

20. How many firms do you expect to put in proposals for this project?

The college has contacted by approximately 90 firms for this project.

21. Of the submitting firms, how many will be shortlisted to interview?

4 is the targeted number however the number of interviewed firm will depend on the grouping of the highest scoring firms and the opinion of the evaluation committee. Only those selected for interview will have their fee proposal envelop opened.

22. Can you please tell us who comprises your evaluation committee?

See Question 15.

23. Will these individuals also be attending the interviews?

See Question 16.

24. For items 1 and 2 in your scope of work (the comprehensive environmental scan and the academic plan), do you have existing plans that you would like for us to expand upon, or will we be creating these plans entirely?

The selected firm will be creating these plans entirely.

25. On page 6 of the RFP, you mention "ultimate creativity" and "developing the future direction of the campus." On the site tour, you mentioned this project being cost-driven and one that will accommodate your future growth. Can you please clarify your main project drivers?

The Master Plan will be driven by both cost and future accommodation needs. The master plan project is driven by the evaluation criteria outlined in the RFP VII,B.

26. Proposal Pricing Method: Are we to submit a lump sum fee for the entire scope of work or is this an hourly assignment with a not-to exceed cap? The Fee Breakdown by Task and Personnel suggests an hourly assignment. If that is the case, what is the thinking behind a not-to-exceed fee if we are invoicing for only the time we spend on an hourly basis?

You are requested to submit a lump sum fee broken out by task per the Fee Breakdown attachment. The total of your breakdown should be equal to the lump sum and is tended to provide the college with a basis for evaluation of the amount of time being spent on each task and who is performing each task.

27. Addendum #1, items 2 and 13: Is HACC considering awarding each of the four major scopes of work to different consultants? If so, who is responsible for pulling it all together into a Master Plan? What is a "project chart" – fee or timeline?

No, the award of this project is to a single consulting firm. Project chart refers to the suggested project timeline page 7 of the RFP.

28. Addendum #1, item 11: Please clarify the answer to the original question. The response refers to "the master planning process project."

What was the cost of the master planning process performed by your firm. The college is not interested in the specific construction cost but rather the value of the planning process.

29. Bid Form: Addendum #1, item 14 attempted to get to the issues related to filling out the Bid Form. When preparing an Environmental Scan, there is substantial time involved with data collection, resource review and research for multiple aspects of the Scan. It is

a continuous process and is not done piece-meal by section. Dividing that process (and time) into 21 line items by personnel and hours may not yield a meaningful comparison between cost proposals. The same holds true for Academic Planning with its 12 line items. Would HACC consider treating only those two sections of the scope of work (Comprehensive Environmental Scan and Academic Plan) as single line items with total hours and related fees?

It is not recommended that you provide a single line item for these two sections. The college will need to identify what task are being performed how much time is being spent on the task and who on the team is performing the task, reference answer to question 26 for further clarification.

30. Is the York Campus Physical Space Inventory up to date and available in spreadsheet format to the successful firm?

This is a master plan project deliverable and should be developed as part of the process of creating the Master plan. The successful firm will be given full access to the physical Space inventory as it exist now.

31. Will this assignment include a classroom utilization study to determine how well the York Campus is using their current space? This is extremely helpful when planning for new space to be sure the size and number of instructional spaces is appropriate.

These are key components of Academic plan and Comprehensive Facilities Assessment. This is a master plan project deliverable and should be developed through interviews as part of the process of creating the Master plan.

32. Will HACC's institutional research department provide enrollment projections or is the consultant expected to prepare independent projections?

HACC's Institutional research will provide enrollment projections however these should be used for comparison purposes to the consultants independent projections.

33. Does HACC desire a comparison between the amount of space recommended for each department or program for the York Campus and the space currently dedicated to those functions at other HACC campuses or at peer institutions? (Often, we are asked to perform this comparison to be sure master plan recommendations are in keeping with college-wide and regional trends for space allocation.)

Yes comparison data on a college regional and peer institutional level is very beneficial.

34. RFP page 10, items 8 and 10: Please clarify what level of transit and traffic analysis is required, as these have fee implications for specialty consultants.

An analysis should be conducted on the various transportation modes available to the surrounding community in relation to their attending HACC's York Campus. What recommendations are there to improve public transportation to and from the Campus, etc.

Additionally the flow of traffic within the area that comprises the campus should be studied to ensure functionality and accessibility.

35. Will HACC establish a Master Planning Steering Committee to guide our work?

Yes

36. Will there be an independent consultant retained by HACC to act as our liaison?

No, communication with HACC is a function of the master planning firm.

37. Please describe the community involvement process you for see for the Master Plan.

This something you should be identifying in your response to the RFP.

38. What is the extent of Athletic and Recreation programs HACC York envisions during the next 5 to 10 years?

This is a master plan project deliverable and should be developed through interviews as part of the process of creating the Master plan.

39. What is the level of environmental assessment envisioned in Section 3.i. in the Facilities Implementation Plan?

Are there any environmental issues that prevent development of certain facilities or utilization of specific parts of the campus footprint. What they are and possible remediation options should be considered. Note some environmental studies are already completed and can be used for basis of analysis. These will be provided to the selected firm.

40. Please explain what detail HACC is looking for in identifying each projects funding sources.

Each proposed project should have a single or multiple funding source identified and a short history of the source funding like projects along with requirements and contact information proposed plan on acquiring approval from the funding source etc.

41. Who will be the Project Manager at HACC and what role will that person perform? What will be that person's time commitment be during the Master Plan process?

Reference the RFP Section III, B. page 14 This person's time commitment will not be extensive however the commitment of time is clearly communicated throughout the college and especially the York campus.

42. Do we have any flexibility to refine the structure of the bid form based on our proposed work plan and approach?

Yes you have flexibility in refining the structure of the bid form and the resulting structure should clearly reflect your approach to the project.

43. Can you please confirm the square footages of current leased/owned facilities (HACC's Existing Campus, YCEDC Facility, Shiloh Paving, and 2130 Pennsylvania Avenue).

This is a master plan project deliverable and should be developed through interviews as part of the process of creating the Master plan.

44. In Section VI, Part D, what does the "project chart (by phase)" refer to? How does this differ from the schedule/timeline?

The project chart in this section is interchangeable with the schedule/timeline.

45. Does the "title page" referenced in Section VI, Part C refer to the page that each proposer faxed in? Is this page to be submitted in addition to the signed cover letter which is also required?

The title page and signed cover page can be the same and do not refer to the faxed in response page.

46. In reference to Section V, Part D, does each proposal have to be sealed separately and marked with the name and number of the RFP, or can they simply all be sent in one postmarked box?

All copies of the proposal can be sent in one box. The cost proposal should be sealed separately within the box and clearly identified as such.

47. In Section VI, Part B it says "Each Proposal must contain a completed general proposal for primary and sub consultants and a description of the consultant's qualifications to perform the services specified in this RFP." Does the phrase "consultant's qualifications" refer to qualifications of key personnel, or the prime's and subconsultants' qualifications as whole firms?

The term consultant qualifications refers to the qualifications of the key personnel who will be assigned to the project and identified in the fee breakdown bid form.

48. In Section VI, Part D, we understand that resumes for the Project Manager are required and will not count against the page limit. While including the Project Manager's resume is important, as a multi-disciplinary firm, we feel that it is also important to include the resumes of the PIC as well as key professionals from various disciplines who will also be dedicated to this project. Would submitting these other resumes along with those of the project managers count against the page limit?

Only the primary project manager's resume will not count towards the page count.

49. Have the members of the project selection committee been identified? If so, who are they?

See answer to question 15.

50. Has a steering committee for the project been identified? If so, who are they?

See answer to question 17.

51. Are there any "hot button" topics beyond what has been included in the RFP that the consultant should be aware of?

See answer to question 12.

52. Will the consultant selection and contract award be based primarily on cost considerations (i.e. low bid) or product/solution quality and deliverability?

The criteria for selection are clearly identified in the RFP in Section VII, B.

53. Have site surveys (i.e. topographical and boundary) been prepared for each of the properties to be considered in the master plan? If so, will this data be provided to the consultant? If not, should the consultant include the costs to complete the surveys in their proposal?

No these have not been completed and are not a requirement of this RFP.

54. What is the funding source for the master plan (i.e. state, Federal, private)?

This master plan is funded by college resources

55. Does HACC have a preference for local or national firms to reply to the RFP?

No preference to local or national firms to reply to the RFP as primary consultant.

56. How was the RFP distribution list developed?

The distribution list was developed from several sources including friends and partners of the college. As with all Request for Proposals advertising is conducted on a regional level and posting of the RFP requirements via HACC Procurements website is open to public review.

57. How much of a priority will be sustainable design in the master plan?

Sustainable design is a high priority for the college. Project funding may, or may not, permit incorporation of all sustainable initiatives unless additional funding sources are identified.

58. Is there a strong preference/commitment that horticulture be a significant element of the master plan?

This is a master plan project deliverable and should be developed through interviews as part of the process of creating the Master plan.