

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

#09-35

PROFESSIONAL MASTER PLANNING SERVICES

FOR HACC'S YORK CAMPUS

ADDENDUM # 1

ANSWERS TO QUESTIONS

MARCH 17, 2009

1. Prebid meeting scheduled for March 20th at 1:30PM. Where are they meeting to start the tour?

The meeting will begin in the Pennsylvania Ave side Lobby of the current York Campus.

2. p.16, Section VI Introduction states "The proposal shall be clear, concise and limited to no more than 30 pages." then on the top of p.17 VI.D. states "Include a one page resume for each project manager by discipline (excluded from 20 page maximum)..." Please clarify the total page limit and whether resumes are included in this count or not.

Resumes are included in this count all proposals should be less than 31 pages.

3. Also on p.17 VI.D it states "Provide a project chart, by phase, for each project the firm is providing a proposal for." The language regarding optional projects to provide a proposal for is not found in any other section of the RFP. Is this referring to the four major scope of services (comprehensive environmental scan, academic plan, comprehensive facilities assessment and strategic facilities implementation plan)? If not, please clarify what exactly is intended by this statement.

The reference is to the four major scopes of service.

4. Also on p.17 VI.D it states "Please complete the workscope Matrix", does this refer to the attached excel file "Bid Form: Fee Breakdown by Task and Personnel". If not, please clarify where this matrix can be found in the RFP documents.

This does refer to the Bid Form: Fee Breakdown by task and personnel.

5. The RFP specifies a limit of 30 pages for the proposal. Is this single-sided or double-sided? We understand that resumes are excluded from this limit.

30 Pages is the maximum you may elect to do double or single sided.

6. Are the cover, title page, cover letter and section dividers also excluded?

The 30 pages does not include the section dividers or cover. It does include title page and cover letter.

7. There is a discrepancy in the time the proposals are due. Page 1 of the RFP states 10:30 a.m. and pages 2, 5 and 15 state 10:00 a.m. Which is correct?

Proposals are due at 10:00 a.m. and will be opened at 10:30 a.m.

8. On page 5, under Proposal Submission Contents, item b., what is meant by “Exhibit A” after “Consultant Qualifications”?

Delete reference to “Exhibit A” in this instance

9. Establishment of what “page one” is. Page 15, item C., Signatories, refers to “page one of the Master Copy.” Is this the same thing as what is referred to on page 16, VI., Format for Proposal, in the first paragraph: “The title page accompanying the proposal shall be signed by the person or persons required and authorized to legally bind the firm ...” If so, is HACC referring to page 1 of the RFP, which was due to be completed and faxed prior to March 19?

This is in reference to the cover page of the Master Copy” of the proposal which must be signed by a person authorized legally to bind the firm...

10. Page 16, item C: Page limitation. Most submitters for this project will have teams comprising several firms which represent various professional disciplines necessary to carry out the scope of work. Ten years of key relevant project experience with references included cannot be accommodated on a single page. Will HACC allow submitters discretionary powers for this section as long as the total page limit for the proposal is not exceeded?

Yes as long as the number of pages doesn't exceed 30 for the entire proposal.

11. Page 16, item C: Value of projects. Regarding “value of projects,” are you looking for total estimated value of projects proposed in each of the listed master plans?

The college is primarily interested in the value of the master planning process project.

12. Page 16, item C: Request for contractor contact information. Master plans do not have contractors connected with them and master planners have no way of knowing what projects finally get approval and are built. Could you please clarify this request?

The requirement for contractor information maybe deleted.

13. Page 17, second paragraph, starting with “Provide a project chart, by phase, for each project the firm is providing a proposal for ...” This request does not seem to apply to a master planning engagement but rather appears to be directed towards construction projects. Could you please clarify this request as it relates to this particular engagement?

The master planning process/project is one that takes a considerable amount of time. The RFP has projected time table in it to use as a guide the proposer should submit a plan that meets or beats that projected time frame. There are certain and particular timing issues that are relative to a well thought out approach and the proposer who can communicate a clear well thought out approach will obviously score higher.

14. Page 17, item E. Project Cost. Please clarify what is meant by “task” in this section in relation to the Bid Form. Are we to assume that the “tasks” are: I. General Master Planning Tasks; II., Comprehensive Environmental Scan; III., Academic Plan; IV., Comprehensive Facilities Assessment; and V., Strategic Facilities Implementation Plan, and that the numerous line items under each “task” are for reference only in arriving at a fee? In other words, do you want a fee attached to each and every line item on this form, or just a fee per each of the five major tasks as described above?

The intent is to have a fee for each line item which maybe adjusted and amended by the proposer if particular items are not being addressed or other items not on the task list are being included in your proposal. (Note a blank on a task line will be assumed that you are not providing the task identified)