

HACC — Central Pennsylvania's Community College
Request for Proposal, #09-35
Professional Master Planning Services for HACC's York Campus

Acknowledgement: Please acknowledge receipt and interest in this RFP by completing the information requested below and faxing it to (717)780-2325. Acknowledgement due date is March 19, 2009

Also, please include this page with your proposal.

Consultant Name: _____ Contact Name: _____

Address (include city, state, zip): _____

Phone: _____ Fax: _____ Email: _____

Check One: We will _____ will not _____ be responding to this RFP.
 If not responding, please explain briefly: _____

Dates	
Issued:	March 4, 2009
Meeting:	March 20, 2009 1:30 p.m.
Acknowledgement due:	March 19, 2009, 4:00 p.m.
Proposal due:	March 31, 2009, 10:30 a.m.
Proposal opening:	March 31, 2009, 10:30 a.m.
Board meeting:	May 5, 2009
All Consultants who respond to the RFP will receive a notification letter in the mail within one week of the Board meeting.	

<p>HACC Contact Information Tom Fogarty, Executive Director, Procurement and Business Services or Garry Crider, Purchasing Manager Purchasing Office/W130 One HACC Drive, Harrisburg PA 17110-2999 Phone: (717) 780-1930 Fax: (717) 780-2325</p>
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Terms

- All proposals must be mailed or hand delivered in a **sealed** envelope clearly marked with company name and proposal number. **Faxes are not acceptable.**
- All proposals must be signed by an authorized representative of the company.
- The College reserves the right to select all or any items on the RFP or to reject all proposals.
- Proposals must include all costs and shipping/handling/freight charges. HACC is tax exempt.
- Do not include a copy of this entire RFP document with your response. Only include this page.
- Budgets must be clearly subtotaled and totaled, with one "bottom line dollar amount."
- The copyright of all renderings made for this project shall be property of the College.

**HACC — Central Pennsylvania's Community College
Harrisburg, PA**

**Request for Proposal, #09-35
for
Professional Master Planning Services for HACC's York Campus**

Deadline to Submit Proposals:	March 31, 2009 @ 10:00, a.m.
Sealed Proposals Must Be Delivered to:	HACC, Procurement and Business Services Room 130 One HACC Drive Harrisburg, Pa 17110

For information concerning the RFP process, required format and the schedule of activities,
Please direct questions to:

Thomas J. Fogarty, Executive Director
HACC — Central Pennsylvania's Community College
Procurement and Business Services
Harrisburg PA 17110
Telephone: (717) 780-1930
Email: tjfogart@hacc.edu

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	e. Cyber Center Floor Plan 11-06-08	Acrobat Reader
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Key Dates

Important dates including Proposal deadlines are shown below. Dates indicated are tentative and may be changed during the RFP process due to revision of any part of the Request for Proposal because of questions from Proposers and/or additional information requested after the Proposal Opening. A formal addendum to this RFP will be issued to the Proposers notifying of any changes to these dates.

Activity	Date & Time
Advertisement	March 4, 2009
Acknowledgment due	March 19, 2009
Deadline for questions	March 24, 2009 4:00 p.m.
Deadline to submit proposals	March 31, 2009 10:00 a.m.
Proposal opening	March 31, 2009, 10:30 a.m.
Award of contract	After May 5, 2009 BOT Meeting

Proposal Submission Contents

Proposals must include all information required by the following sections (See *Section VI, Format for Proposals*):

- a. Cover Letter
- b. Consultant Qualifications Exhibit A
- c. Consultant History
- d. Project Plan
- e. Project Bid Form (**sealed separately**)

Definitions

The following terminology shall be used throughout this Request for Proposal.

Campus: HACC's York Campuses

College: HACC - Central Pennsylvania's Community College, Harrisburg, PA

Consultant, Proposer, Vendor: the company, firm or corporation formally submitting a response to this RFP

Contract: The purchase order generated by the final award

Purchaser: HACC - Central Pennsylvania's Community College

Response for Proposal (RFP): The written Proposal to provide services

I. Planning Requirements

A. Purpose

The College desires qualifications-based proposals for Professional Services to prepare a comprehensive Master Plan for our York, Pennsylvania Campus. The Master Plan will establish a framework for the orderly development of all capital improvements to support the role, mission, and educational plans of the College. This project will examine internal and external factors that will provide the framework for the way the York Campus will address growth in the future. The Master Plan will include a **Comprehensive Environmental Scan**, an **Academic Plan**, a **Comprehensive Facilities Assessment**, and **Strategic Facilities Implementation Plan**.

This is the most critical project the York Campus will undertake in the next decade. The community's needs are not being met by the current resource capabilities of the York Campus and the Commonwealth of Pennsylvania. This plan is about ultimate creativity and should not be limited in anything we identify or state to you in interviews, etc. It is a creative opportunity for the successful consultant to guide and develop the future direction of the Campus. This project will create the "facilities' blueprint" to guide the York Campus in developing annual financial budgets, negotiating with the Commonwealth for capital dollars, and leveraging the financial capabilities of the York Campus to develop current or leased properties.

The College is seeking a multidisciplinary team to provide Master Planning services incorporating the full range of professional disciplines normally associated with planning of this type, including assistance in seeking partnerships and grant funding to finance this project. The College encourages participation by Woman and/or Minority owned Business Enterprises (WMBEs).

The College intends to award a single prime contract to the consultant who proposes and assembles the team having the best experience working with a community college and having a history of achieving previous successful comprehensive college Master Plans. Proposals that include subcontracting of various components of the RFP must include the subcontractor's information and area(s) of responsibility. The prime consultant will be expected to retain the services of all necessary sub-consultants as required. The copyright of all renderings made for this project shall be property of the College.

The period of time to be covered by the Master Plan is ten years for the York Campus. It is anticipated that the College will update the Master Plan in year five.

The College is committed to making sure this plan is done well. Support will be given from the Office of Institutional Research and from the College leadership. The commitment in energy and time has been well communicated throughout the institution by the Board of Trustees (BOT) and the President to the Vice Presidents, Academic Deans, Department Heads, Facilities Staff, and Office of Institutional Research.

Project Timetable	
2009	
Week of May 5	Contract signed
May 11 – June 5	Initiate project development and meetings with key York Campus personnel
May 11 – July 3	Environmental scan, academic plan assessment
August 18, 2009	Progress report I
June 30 – September 17	Facilities assessments
October 20, 2009	Progress Report II, First draft of Master Plan to Board of Trustees (Nov 09) (First year immediate needs identified)
October 1, 2009 – December 14	All deliverables are satisfied
2010	
February 2	Presentation to the HACC Board of Trustees

B. Proposal Pricing Method

In sealed envelope separate from the general proposal, cost proposals must include all costs associated with the professional services, including any travel, lodging, and meals. The total cost is to be proposed as a “not to exceed” amount. Project bid form must be completed and made part of the contents of the sealed envelope. The top four (4) rated proposals (See *VII B, Evaluation Criteria*) along with ties will then have the sealed cost envelopes opened and scored accordingly.

C. Project Price Changes

Any changes in project workscope that alters costs must have prior approval from the Vice President for Finance and College Resources. HACC’s Executive Director of Procurement and Business Services will be the authorized representative of the College for purposes of interpretation of contract requirements.

D. Contract Standards

After the contract is awarded, it will be the consultant’s responsibility to confirm, with the College’s authorized representatives, that sufficient funds are available for the project through the issuance of a purchase order by the College (see *VIII. Award of Contract*).

The terms of this RFP will take precedence over all contracts signed with respect to this project. Exceptions noted in contractor responses must be accepted in writing by both parties as being incorporated into the terms of this RFP.

E. Invoices and Statements

Invoices must be descriptively itemized and must clearly indicate the applicable College purchase order number, including the project name, location, and HACC account number. Invoices must be submitted in duplicate before payment can be authorized. Monthly statements may be submitted for engagements that exceed 45 days up to 75% of total contract amount. The remaining balance is to be invoiced at time of project completion.

A copy of the invoice statement is to be submitted to the “Bill to. . .” location identified on the Purchase Order.

Any invoice submitted without an approved College purchase order reference is subject to being classified as a gift to the College.

F. Payment

The College will make payment to the consultant from the approved invoice. Payment will be accomplished within thirty (30) days of project acceptance or invoicing, whichever is later, if the project is as specified and the invoice statements are in proper form.

II. Request for Proposal

HACC formally invites responses to this Request for Proposal to provide professional services to prepare the York Campus Master Plan for the College.

Proposers are advised to examine and investigate existing site conditions before submitting a proposal. The York Campus is an open-access facility and proposers are free to tour the Campus on weekdays between 8:00 a.m. to 4:30 p.m. A formal non mandatory tour will be scheduled for March 20, 2009 at 1:30 beginning in the lobby of the York Campus as part of this RFP. The tour will be conducted by Chris Seitz Vice President Coldwell Banker Commercial - Bennett Williams Real Estate and Keith Rufalo Campus Facilities Director. Classes will be in session and proposers should be careful not to disrupt instructional or administrative activities during the visit.

A. Scope of Work

The College desires the preparation of a series of comprehensive planning initiatives that will culminate with a world class Master Plan. The York Campus is seeking master planning services that will require the full range of professional disciplines normally associated with planning of this type. The College intends to award a single prime contract to the consultant who proposes and assembles the team with the best experience working with a community college and having a history of achieving previous successful comprehensive college Master Plans. The prime consultant will be expected to retain the services of all necessary sub-consultants as required.

Although the College has an active and current Strategic Plan, it is focused primarily on enrollment, program, and organizational growth. The Strategic Plan is a specific and unified approach in relation to growth, but it does not examine the full impact of the environment on academic programming, academic plans, image, or the future growth and development of the College infrastructure.

The following is the proposed scope of services:

Comprehensive Environmental Scan

The first step in this process will be to document and analyze all external forces that have and will influence the operations and offerings of the York Campus—the Comprehensive Environmental Scan. This scan should include a look at the neighborhoods and communities serviced by the Campus from a geopolitical and physical environment in relation to the College's Mission, Vision, and Strategic Plan. These external forces include but are not limited to:

1. National, regional and local economic development trends and projections
2. Changes in workforce characteristics, including supply/demand, skill requirements, etc.
3. Demographic trends and projections
4. Population trends and projections
5. Immigration rates and projections
6. Transportation initiatives
7. K-12 trends
8. High school graduation trends and projections
9. Educational delivery methods, trends, and projections
10. Post-high school educational needs of the marketplace

11. Higher education trends
12. Academic preparedness (needs, trends, and projections)
13. Trends in inter-regional cooperation/partnerships between educational institutions
14. State and local government fiscal constraints
15. Changes in societal priorities, values, etc.
16. Federal/state/local policy changes regarding education
17. Technological trends and projections
18. Market penetration rate trends and projections
19. Competitive factors trends and projection
20. Security (personal, property, crime, law enforcement, etc.)
21. Neighborhood & Community Survey (image the College projects)

Academic Plan. An Academic Plan that identifies the palette of educational programs required to meet current and future community education and workforce needs. The Academic Plan will be heavily influenced by the results of the *Comprehensive Environmental Scan*. In turn, it will heavily influence the Facilities Assessment.

Using data from the *Comprehensive Environmental Scan*, key questions to consider include the following:

What is the image the College desires to project?

What does the public expect from the York Campus?

Is the York Campus offering the right programs and services for the greater York community?

What should the York Campus be offering in the future?

An analysis of building uses, program space needs, expansion progression should be part of the Academic Plan. Anticipated inclusions in the Academic Plan are:

1. Current programming strengths and weaknesses, including programs that may be obsolete, and/or relevant to the student of the 21st century
2. Opportunities, constraints, and threats
3. Mission, values, and priorities of our constituents
4. Projected changes in student body composition
5. Assessment of enrollment projection systems
6. Assessment of resources – financial, human, physical, and programmatic
7. Options for building and space utilization by program
8. Projected technological advancements and their impact (Web & Distance Learning)
9. Assessment of national, regional, and international economic development initiatives
10. Assessment of management and administrative systems' ability to meet current and future needs
11. Peer institutions and their impact
12. Recommendations by program

Comprehensive Facilities Assessment

The Master Plan will also require a Comprehensive Facility Assessment of all HACC owned and leased buildings in the York County area to ascertain the extent of deferred maintenance, remaining facility life, and renovations needed. It should also evaluate transportation and parking issues and identify systemic strategies for facility improvements. As a part of this assessment, the following analysis is expected: future land uses, including outlying properties, with respect to academic facilities, support facilities, sports and recreation facilities, athletic fields, open space, landscaping, parking, general infrastructure, utilities, intergovernmental coordination, and capital improvements.

Anticipated inclusions in the Facilities Assessment include the following:

1. Analysis, by location: future land uses, including outlying properties, with respect to academic facilities, support facilities, open space, landscaping, parking, sidewalks, pedestrian crosswalks, traffic considerations, general infrastructure, utilities, intergovernmental coordination, and capital improvements;
 - a. Distribution of space by use
 - b. Adequacy of current space
 - c. Forecast needs
2. Documentation of deficiencies and the extent of deferred maintenance
3. Documentation of life cycle of the existing facilities and identify projected renovations
4. Identification space needs for academic and administrative departments and student activities, including food services
5. Identification of options for space allocation, relocation, and new space, and to meet needs and areas of potential growth
6. Identification of utility infrastructure needs associated with current and future building and space use
7. Identification of options for energy conservation, (green technologies)
8. Analysis of current data and anticipated needs for transit access to and movement within the Campus
9. Evaluation of the quantity and locations for adequate parking
10. Evaluation road walkway systems, traffic impacts, and options for improvements, and ways to minimize traffic impacts for planned growth
11. Identification of net useable land areas, appropriate densities, and highest and best use for the York Campus
12. Identification of retail opportunities as alternate revenue generation

Strategic Facilities Implementation Plan

Drawing from the *Environmental Scan*, *Academic Plan*, and *Comprehensive Facility Assessment*, the consultant will build a *Strategic Facility Implementation Plan* that establishes the framework for implementing what the York Campus needs to do to meet the needs of South Central PA in the future. This will include identifying project priorities, sequence, relationships, and costs, and preparation of an updated Master Plan for the York Campus. The Strategic Facilities Assessment shall include the following:

1. An executive summary
2. A statement of the College's role and mission. This statement shall describe the most significant characteristics of the College that impact upon the York Campus's facilities requirements and shall be consistent with the College's approved role and mission statement. The statement shall, at a minimum, address the characteristics noted below.
 - a. Enrollment information of the current student population, including:
 - i. Overall size and composition of the current student population
 - ii. Enrollment by level and division and other significant characteristics, such as part-time population, and
 - b. Enrollment projections, which shall be for the life of the plan:
 - i. As developed from the data generated in this series of studies and
 - ii. Based upon the enrollment projections approved by the Office of Institutional Research
 - c. York Campus's historic growth component of faculty, students and staff
 - d. Current and projected number of faculty and staff supporting the implementation of the York Campus's role and mission

- e. Current and projected student/faculty ratios and class sizes
 - f. Current and projected array of academic programs projected during the life of the plan
 - g. Unique institutional characteristics, including public service activities
 - h. Regional, national and international trends; and
 - i. Significant and new academic initiatives that have facilities implications
3. An assessment and analysis of existing land, facilities and planning assumptions. The physical characteristics of each location should be described and the changes that are required to meet the objectives in the Campus' stated role and mission should be identified. At a minimum, the assessment and analysis required in this section shall include the following elements:
- a. A description of existing facilities and acreage, including leased facilities
 - b. An assessment of the physical condition of buildings or an independent verification of condition assessments
 - c. A description of and need for renovations to meet programmatic standards, to provide more appropriate support for proposed uses or to provide access for persons with disability
 - d. An assessment of the functional adequacy of buildings, including appropriateness of space and parking to support the activities of the faculty, students, staff, and community using the facilities. With regard to libraries, an assessment of new technologies in the areas of electronic information management, storage, and retrieval; library automation; and new forms of book storage such as compact shelving
 - e. Assessment of the physical condition and functional adequacy of the infrastructure including public transportation
 - f. Assessment of adequacy of existing land, land use, acquisition, and divestiture plans
 - g. Identification of vehicular and pedestrian circulation
 - h. A description of capacity for future development
 - i. Assessment of environmental compliance
 - j. Space guidelines calculation to provide one estimate of space needed by type; and
 - k. Identification of specific activities that need to be accommodated over at least the next 10 years
4. An implementation strategy, including:
- a. A summary of capital projects with title, brief description, and projected cost in dollars escalated to the implementation year(s) value
 - b. Identification of each project's funding source(s)
 - c. Delineation of the relationship between projects that must be done in series and recommend sequencing of projects, including relative urgency of need and constraints which require that certain projects other projects
 - d. The impact of implementation and consequences of non-implementation on educational programs, enrollments, and operating costs
 - e. An approach for updating York Campus Master Plan

B. Methodology

The College will make available to the Consultant the relevant information in its files that may pertain to the scope of services required by this project. The College's information will include:

1. College Background Information
 - a. Mission and Vision Statements

- b. Regional impact
 - c. Institutional priorities
 - d. Existing Strategic Plan
 - e. Enrollment & personnel projections
2. Facilities Information
- a. Current Site Plan (site C1)
 - b. Aerial view of properties
 - c. 2130 PA Ave Existing Floor Plan
 - d. 2161 Floor Plan Drawing
 - e. Cyber Center Floor Plan 11-06-08
 - f. Cyber Cytex Site Plan BL

The York Campus will arrange all meetings between the consultant and the College's departments and offices for the development of and review of this project.

The following procedures are expected of the consultant:

1. Meet as necessary with York Campus faculty, staff, administrators, and students during the course of this project to prepare an approach to the master planning process to be used that should include the following:
 - campus briefings;
 - identification and confirmation of goals and objectives;
 - preparation of appropriate meeting minutes,
 - evaluations, and reviews;
 - preparation of draft plans and alternates;
 - completion of final revisions;
 - and preparation of final documentation.
2. Meet with government and community leaders to develop *Comprehensive Environmental Scan*.
3. Confer periodically with College Master Plan Steering Committee to discuss master plan issues and the impact of alternate plans and approaches.
4. Produce two progress reports before the final master plan is completed:
 - a. Progress Report I – A general critique of the existing building and renovation program, York Campus growth and program projections and access and traffic patterns (Due date: 8/18/09).
 - b. Progress Report II – Comprehensive draft Master Plan prior to submittal of final Plan (Due date: 10/20/09). Including first year immediate needs projection
5. Make a presentation to the College Administration and the Board of Trustees of the draft and final Master Plan.
6. Prepare a final Master Plan that incorporates comments from the York Campus administration
7. Provide the following items as a part of the project price proposal:

- a. Progress Report I – 12 copies and an electronic copy
 - b. Progress Report II – 30 copies and an electronic copy
 - c. Final Report – 30 copies and electronic copy for College reproduction
8. The final Master Plan shall be prepared in a loose-leaf report with an appropriate mechanism for dating each report page for ease of updating. The report shall also be provided to the College in MS Word format and all report drawings shall be provided in both AUTOCAD and PDF format.
9. The documents and drawings prepared by the consultant as a part of this project are and shall remain the property of the College.

C. RFP Clarification

Proposers may request an explanation of the intent or content of this RFP and clarification of procedures used for this procurement. No interpretation made to any proposer as to the meaning of the RFP shall be binding on the College unless repeated in writing and distributed as an addendum by College Procurement and Business Services Office. Official written responses to all relevant written questions will be mailed or faxed by HACC's College Procurement and Business Services Office.

Requests for written explanation or clarification shall be made in writing and submitted in an envelope marked "Questions Related to RFP #09-35" to HACC, Procurement and Business Services Office, ATTN: Thomas J. Fogarty Director, One HACC Drive, Room Whitaker 130, Harrisburg PA 17110, or by Fax (717) 780-2325. Email questions are acceptable if they are directed to tjfogart@hacc.edu. Such requests must be received no later than March 24, 2009 @ 4:00 PM.

Failure of the proposer to make appropriate inquiries, to evaluate any special conditions, or to verify requirements of this RFP shall not relieve the consultant of responsibility for fulfilling the contract in accordance with the terms of this RFP.

Oral communication with any College employee, unit, department, or organization concerning this RFP is not binding on the College and shall in no way modify the RFP or the obligation of the College or the Consultant.

D. Addenda to the RFP

In the event that it becomes necessary to revise any part of this RFP, HACC's Procurement and Business Services Office will provide addenda in writing to the proposers who indicate that they are interested by returning the acknowledgement and intent to bid page of this document (page 1). No oral statements, explanations, or commitments by whosoever made shall be of any effect except as the College's Procurement and Business Services Office has confirmed the same in writing.

E. Acceptance of Proposals

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the proposer, as well as the services to be provided. The College further reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any proposal's response to this RFP.

III. General Contract Provisions

A. Examination of Contract Conditions

It is HACC's intent through this Request for Proposal and contract conditions contained herein to establish to the greatest possible extent clarity about the requirements of both parties to the contract resulting from the RFP.

Before submitting a proposal, the Consultant shall be thoroughly familiar with all contract conditions referred to in this document, and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the consultant's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

By submitting a response to this RFP, the proposer represents that the proposer has read and understands the contract specifications and conditions.

B. Contract Manager

HACC's Procurement and Business Services shall be the authorized representative of the College for purposes of interpretation of the contract requirements. Determination of adequacy of performance shall be the responsibility of the HACC Project Manager. Neither the College, nor the HACC Project Manager, nor any agent thereof, on behalf of the College, will supervise or be responsible for the actions of the Consultant's employees, sub Consultants, or sub Consultant's employees. The Project Manager shall be George Franklin Vice President Finance and College Resources (717)780-2361.

IV. Rights And Remedies

A. Arbitration

All disputes between the parties to this agreement arising out of or in connection with the contract documents shall be submitted for arbitration. If arbitration is selected by the College, the College shall also select the number of arbitrators and the manner of arbitration, which shall be either: (1) arbitration according to the rules of the American Arbitration Association; or (2) referral to one of more arbitrators mutually agreed upon by the parties.

When a written decision of the College states that (1) the decision is final but subject to arbitration and (2) a demand for arbitration of a claim covered by such decision must be made within thirty (30) days after the date on which the party making the demand received the final written decision. Failure to demand arbitration within said thirty (30) days' period shall result in the College's decision becoming final and binding upon the College and consultant.

In responding to a claim brought by a consultant, the College shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

B. Litigation

In the event that any term of this contract is the subject of litigation, it is hereby agreed that the parties in that litigation shall pay their own attorney's fees and court costs incurred, including court costs and attorney's fees incurred in appellate proceedings.

C. Venue and Jurisdiction

The terms and conditions herein constitute the sole and entire agreement among parties and the laws of the Commonwealth of Pennsylvania shall govern any disputes. In the event of litigation concerning this agreement, venue shall be in the County of Dauphin Courts, Harrisburg, PA.

D. Right to Audit

The College and appropriate designated representatives reserve the right to audit the College account records and other financial records of the consultant, as they pertain to the College. Auditors selected by the College, if deemed necessary by the College shall, perform such audits.

E. Force Majeure

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official governmental and judicial action not the fault of the party failing or delaying in performance.

V. Proposal Submission

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

To receive consideration, proposals shall be made in agreement with the instructions as stated in this RFP, and such proposals and awards made therein shall be subject to all of the terms and conditions hereof:

A. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

B. Incurred Cost

The College is not liable for any costs incurred by the proposer in the preparation and presentation of their proposals.

C. Signatories

The proposal shall include information as requested throughout the RFP. The signature of all persons authenticating the proposal shall be printed and written in longhand in any designated area on page one (1) of the Master Copy. The proposal shall be signed with blue ink.

D. Proposal Deadline

To be considered for selection, proposals shall arrive at HACC's Procurement and Business Services Office, One HACC Drive, Room Whitaker 130, Harrisburg, PA, 17110, by 10:00 a.m. on or before March 31, 2009. Proposals must be in a sealed container, clearly marked "Proposal RFP #09-35, York Campus Master Plan." Allow time for normal mail delivery to ensure timely receipt of proposals by HACC's Procurement and Business Services Office. Proposals arriving after the deadline will not be considered. All proposals become the property of the College.

E. Number of Copies and Mailing of Proposal

Ten (10) Copies of the general proposal will be submitted in a sealed container clearly marked with the name of the Proposal and labeled "Proposal RFP #09-35, York Campus Master Plan." One (1) of the copies shall be marked "Master Copy" and will contain original signatures. The remaining copies do not require original signatures. No cost information is to be contained in the general proposal.

In a separate sealed envelope please submit proposal bid form. The Proposals must be addressed as follows:

Proposal RFP # 09-35
HACC
Procurement and Business Services
ATTN: Thomas J. Fogarty
One HACC Drive, Room Whitaker 130
Harrisburg PA 17110

VI. Format for Proposal

The proposal shall be clear, concise and limited to no more than 30 pages. Use a table of contents for ease in finding necessary information. The title page accompanying the proposal shall be signed by the person or persons required and authorized to legally bind the firm to the proposal and shall specifically state that the firm shall complete all services set forth in the proposal within the proposed time limits to the satisfaction of the College. Proposal shall be on 8 ½ x 11 paper only.

A. Cover Letter

The cover letter shall contain a brief introduction of the Consultant and proposed Proposal. The letter shall be concise and need not repeat any of the detailed information set forth in the proposal; however, any terms or conditions of this RFP to which the Consultant objects and/or does not accept shall be clearly stated in the cover letter along with any alternatives or further explanation. At a minimum, the cover letter page shall be on company letterhead and shall include the name and working address of the firm submitting a proposal, the name and telephone number of the primary company representative to be contacted with reference to the proposal, and the date of submission.

B. Consultant Qualifications

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. The College reserves all rights as to the evaluation of any and all responses to the general proposal submitted by each consultant and to the College's determination of the consultant's qualifications for the College Master Plan.

C. Consultant History

Each proposal must include a brief (one page) profile demonstrating an established, successful track record of past performance in providing services closely related to the requirements specified in this RFP. Explain the firm's management structure, number of years in business, and history of the firm.

In addition, provide one page containing data regarding college and/or university projects the firm has been Master Plan consultant for during the past ten years. This description of previous projects shall include overall size of facility, value of projects, owner's name, address and telephone number, and contractor's name, address and telephone number.

D. Project Plan

Each proposal must include a general project plan that includes a list of specific tasks, timeline for their completion, and expected outcomes. The plan should identify consultant staff who will be involved in executing the plan. All milestones should be indicated for activities and tasks. It is assumed that the project will include routine updates to identified College personnel. The project plan should explain any processes for communicating progress and processes for resolving any misunderstandings about project deliverables. The project plan should include a general outline of the final document that will be reviewed with and presented to College personnel at the end of the project. It is assumed that there will

be a mutually agreed upon, final document outline developed during the project that will be the basis for the final report.

Provide a project chart, by phase, for each project the firm is providing a proposal for. Include a one page resume for each project manager by discipline (excluded from 20 page maximum) highlighting relevant experience. List only those individuals who will be assigned to the project. Complete the workscope Matrix.

E. Project Cost

An itemized fee breakdown by task and personnel for all consultative costs must be provided as part of the proposal (see Bid form). The total cost, is to be proposed as a "not to exceed" amount. Travel, Lodging, Materials, and Telecommunications, etc., must be reflected as a capped percentage of the "not to exceed figure." Consultants may add additional items to fit their proposal after each section.

VII. Evaluation

A. Proposal Process

1. After the date established for receipt of proposals, a register of proposals shall be prepared which shall include the name of each proposal. The register of proposals shall be open to public inspection only after proposal opening. No additional proposals will be accepted after the opening date.
2. The evaluation shall be based on the evaluation factors set forth in this RFP. Factors not specified in the RFP shall not be considered.
3. For the purpose of conducting discussions, proposals shall be initially classified as:
 - a. responsive; or
 - b. non-responsive
4. Discussions may be held with one or more proposers to:
 - a. Promote understanding of the College's requirements and the consultant proposals; and
 - b. Facilitate arriving at a contract that will be most advantageous to the College taking into consideration all factors set forth in the request for proposals
 - c. Discussions may include oral presentations, interviews, demonstrations, responses to specific questions, modifications, and negotiations. Proposers shall not be informed of their rank at the time of discussions. The College reserves the right to visit and inspect other sites of the potential consultant
 - d. Proposers must be prepared to send qualified personnel to discuss technical and contractual aspects of the Proposal
 - e. One or more Proposers may be provided an opportunity to submit a "best and final" offer
5. References and the credit and financial responsibility of the proposals may be verified as appropriate.

B. Evaluation Criteria

All proposals must meet or exceed mandatory requirements outlined in this RFP in order to be reviewed. Those proposals meeting the minimum mandatory requirements will be considered based upon a point scoring evaluation system described in this section.

Information and data for scoring will come from information supplied with the Consultant's proposal, from the three references and any clarification information requested by the College. Points will be

tallied for three areas: *Consultant Qualifications, Project Plan, and Total Cost* of the proposal. The maximum possible points for the combined areas will be 100 points.

Consultant Qualifications & History (25 points maximum)

Information provided by references and in the general proposal will be evaluated and awarded a maximum of 25 points. Particular attention will be given to prior experience with projects of similar size and scope as well as the qualifications and work experience of specific staff who will be assigned to the project. It is highly recommended that Consultants provide the names and qualifications and work experience of staff who would conduct the project.

Project Plan (30 points maximum)

The project plan will be evaluated for feasibility, completeness, and thoroughness in addressing the Scope of Work. Particular attention will be given to feasibility of providing Project Deliverables by the established deadline.

On Site Interview (30 points maximum)

After evaluation of *Consultant Qualifications & History*, and *Project plan* the evaluation committee will invite a number of top proposers to interviews on site at the York campus the week of April 13th, 2009. The purpose of the interviews is to promote understanding of the College's requirements and the consultant proposals as well as ascertain the communications skills and chemistry between the consultants and primary stake holder at the college. Invited consultants are encouraged to bring a representative from all sub consultants identified in their proposals.

Total Cost (15 points maximum)

SUBMITTED IN SEALED SEPARATE ENVELOPE

The cost envelopes of the top four (4) rated proposals in the areas above, along with ties, will be opened and will receive points according to the following formula:

$$\frac{\text{Lowest total cost} - \text{Proposal being evaluated}}{\text{-----}} \times \text{maximum points (10)} = \text{points awarded}$$

The remaining proposals will not receive points for cost. Additional (5) points will be awarded based on in depth analysis of the cost matrix (*Exhibit B*)

VIII. Award

The College will review all proposals. The College reserves the right to cancel the selection process or the negotiations when a selection is made or at anytime prior to entering into a formal written agreement with the Consultant.

The College intends to execute a contract with the consultant submitting the proposal which the College determines to best meet the College's requirements. The College will be the sole judge of the acceptance of any and all proposals.

In awarding the contract, the College may take the following into consideration: the references, experience, responsibility, reputation, financial standing of the respondent, and the ability of the

Consultant to provide an advantageous time schedule for providing service. The inability of any respondent to meet the requirements may be cause for rejection of the proposal.

After selection approval by the College's Board of Trustees, HACC's Procurement and Business Services Office will cause a contract/purchase order to be prepared for signatures by both parties. A contract will be issued to the responsible consultant whose proposal is the most advantageous to the College, taking into consideration all evaluation factors. No other evaluation criteria, other than that outlined in this proposal, will be used.

York Campus Mission & Vision Statements

Mission

In partnership with students, educators, businesses and our diverse communities, Harrisburg Area Community College fosters excellence in the educational, cultural, workforce development and economic growth of the College's service areas.

Vision

Harrisburg Area Community College is an accessible, affordable, high quality, comprehensive community college. The multi-campus college serves as a premier educational and workforce development institution. The presence of quality instruction and cutting edge technology, business and industry collaboration, and a learner-centered environment provides students the necessary knowledge skills and values to compete and excel in a global community.

HACC is nationally recognized as evidenced by:

- Students excelling in achieving their learning goals
- Increased enrollment and retention of disadvantaged students
- Optimum use of current technology in instruction and services
- A climate of personal attention, respect, and inclusion
- High quality faculty and staff
- Collaboration among, staff, faculty, students and the community
- Leadership identifying and responding to changing community needs
- Being a regional resource for cultural and artistic expression

York Campus Institutional Priorities

After six years of operation in York County, HACC has established the York Campus as a significant local resource for students, employers and the community at large. HACC is York's community college and is viewed as a welcome complement to the post secondary institutions in our county by fulfilling a need for a quality education at a truly affordable price. The York Campus is comprised of 150 staff and faculty members serving over 2,200 students. We are HACC's fastest growing campus with enrollment increases of 20-33% for the past several years. Projections place future enrollment at approximately 4,500 students.

The rapid growth of the York Campus has resulted in three expansions since August 2005 and recent and pending property purchases will provide 25,000 s.f. for additional classrooms, a language lab, a music room and community room for fall 2009 and more than 20 acres for future development. Future needs include additional general and specialized classrooms, a fitness center, a student commons, expanded healthcare and science labs, a potential library/learning center building, expansion of parking and food service.

HACC is committed to bringing an Advanced Technology Center (ATC) to York County. An ATC is a collection of programs that operate collaboratively to engage business and supply talented people where they are needed. A successful ATC will attract business and industry to the region. HACC is taking a lead role in developing this new collaborative model between industry, education and government. This facilities will house HACC programs in the trades and technology/engineering areas. It also has the potential to offer green technology and sustainability programs.

The goals will include:

- a. Providing a focus to technologies, products and services emerging from York's business community
- b. Tailoring educational programs around innovation and emerging technologies (nanotechnology, sustainability, bio tech, GIS)
- c. Offering skills-based training in a state of the art facility for both credit and noncredit programs targeted to meet regional needs

York Campus Enrollment Projects

YORK CAMPUS ENROLLMENT PROJECTS 2009-2016								
Fall Projections	2009	2010	2011	2012	2013	2014	2015	2016
Total headcount	2,437	2729	3,001	3362	3698	4068	4393	4745
Total credits	19247	20,471	22,514	25,525	28,105	30,917	33,386	36,062
FTEs	1,604	1,706	1,876	2127	2342	2576	2782	3005

York Campus Personnel Planning

Currently, approximately 32 full time and 14 part time staff are employed by HACC at the York Campus. Each year 8-10 new positions have been added to accommodate the enrollment growth and expanded services. By 2012, the hiring of new staff will be decreased to 3-6 new hires. Full time faculty positions will be added at the rate of 4-6 per year. There are currently 8 faculty members, 4 faculty counselors, and 1 faculty librarian on staff. The York Campus employees 127 adjunct faculty members.

HACC Strategic Plan 7/1/2008 – 6/30/2011

Major Goals and Sub-goals (Institutional Priorities)

College Strategic Planning Committee (CSPC), July 31, 2008

Adopted by the HACC Board of Trustees, August 5, 2008

1. **HACC provides learning support services and environments which engage and support all students to ensure their academic, personal, and professional success. (MGE: Winnie Black)**
 - a. Maximize students' access, enrollment and success by implementing a comprehensive Enrollment Management Plan. *(IPGC: Jean Treuthart)*
 - b. Maximize early intervention strategies for at-risk students to ensure their success. *(IPGC: Jackie Bareuther)*
 - c. Ensure universal access to student services through a centralized student technology support system. *(IPGC: Elaine Moran)*
 - d. Develop an Honors Program with select four-year colleges for the best and brightest high school graduates. *(IPGC: Yvonne Milspaw)*
 - e. Create a campus culture that cultivates personal and active engagement through integrated co-curricular and curricular leadership and multicultural activities. *(IPGC: Katie Keough)*
2. **HACC is recognized as a leader in academic programs, instruction, and services. (MGE: Ron Young)**
 - a. Position HACC faculty at the national and international forefront of educational innovation and teaching excellence. *(IPGC: faculty member)*
 - b. Establish a Developmental Education Plan that increases retention of students in developmental courses. *(IPGC: faculty member)*
 - c. Expand International Education course offerings and student participation. *(IPGC: Michael Sandy)*
 - d. Measure HACC's success with an Institutional Effectiveness Report Card. *(IPGC: Cynthia Dougherty)*
 - e. Invigorate curricular offerings based on student needs and regional workforce priorities. *(IPGC: Stuart Savin)*
3. **HACC is a leader in engaging students, faculty and staff along with the general public in telling its story and promoting its products and services. (MGE: Patrick Early)**
 - a. Be at the forefront of 21st Century communication techniques. *(IPGC: Patrick Early)*
 - b. Achieve credit / non-credit seamlessness through strategic administration and marketing. *(IPGC: Cindy Reiner)*
 - c. Implement Banner SEM Module into Enrollment management strategy. *(IPGC: new hire)*

- d. Maximize profitability of auxiliary enterprises through strategic market positioning. *(IPGC: Michael Baker)*
 - e. Reestablish the HACC Magazine as the flagship external communication vehicle. *(IPGC: Pam Saylor)*
 - f. Engage students, faculty, alumni and friends in telling the HACC story. *(IPGC: Ali Lockman)*
- 4. HACC faculty and staff enjoy and foster a collegial, inclusive and continuous learning environment. (MGE: Meredith Tulli)**
- a. Establish a Faculty and Staff Development Institute that prepares employees for HACC's future. *(IPGC: Lisa Sanford)*
 - b. Implement a College Reorganization Plan to fulfill HACC's one-college, multi-campus mission. *(IPGC: Meredith Tulli)*
 - c. Make HACC a shining example of diversity and inclusiveness in all community, learning and work environments. *(IPGC: David Morrison)*
 - d. Maximize faculty and staff involvement in Wellness & Support Programs. *(IPGC: chair of wellness committee)*
- 5. HACC provides the financial strength and planning, technology and facilities appropriate for a world-class institution. (MGE: George Franklin)**
- a. Update the Facilities Master Plan, and re-sequence and implement priorities to address evolving needs of the college and community. *IPGC: George Franklin)*
 - b. Establish and implement a comprehensive, long-term financial plan to assure the college's sustainability and growth. *(IPGC: Barbara Hutchinson)*
 - c. Create and implement a new Technology Master Plan that incorporates input from all stakeholders, provides overall guidance and direction for the use of academic and administrative technology, and seeks to make the most effective use of the College's investment in this technology. *(IPGC: Andrew Morrow)*
 - d. Assess the college's current state of emergency management preparedness, and adopt a plan that can be quickly implemented in the event of an emergency or disaster. *(IPGC: Todd Crawley)*
- 6. HACC stands as a national model for leveraging strategic partnerships (MGE: Nancy Rockey)**
- a. Leverage public- and private-sector partnerships to maximize operating and capital support. *(IPGC: Gretchen Ramsey)*
 - b. Position HACC to meet Central Pennsylvania's workforce development and training needs through strategic planning and alliances. *(IPGC: Zoann Parker)*
 - c. Increase awareness of HACC's importance to the region through strategic branding, communicating, advocacy and interaction among key constituencies, audiences and stakeholders. *(IPGC: Kathleen Kramer)*
 - d. Strategically engage HACC Alumni and Emeriti to further strengthen the College and the communities it serves. *(IPGC: Lynne Dillard)*