

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
GETTYSBURG CAMPUS
Request for Proposal
Engineering Services for Repair and Resurfacing of Drives and Parking Lot
Solicitation #09-51

Acknowledgement: Please acknowledge receipt of this RFP by completing the information requested below and faxing to (717) 780-2325 and (717) 233-1666 upon receipt. **Please also include this page with your response.**

Bidder Name:		Contact Name:	
Address (include city, state, zip):			
Phone:		Fax:	
			Email:

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

Dates:

Date of Issue: May 11, 2009
 Notice of Intent to Submit Proposals: May 15, 2009
 Pre-bid Meeting and Site Visit: N/A
 Proposals Due: May 22, 2009 at 2:00pm
 Trustees Meeting: June 2, 2009
 (Please note: Final official bid results will be released after this date. All bidders who respond to the RFP will receive an award notification letter in the mail within one week of this date.)

Proposals are to be delivered to:

Address: Purchasing and Business Services Office – Whitaker Hall, Room 130
 HACC, Central Pennsylvania’s Community College
 One HACC Drive
 Harrisburg PA 17110-2999

 Attention: Garry Crider, Director of Purchasing

 Phone: (717) 780-1164

Request For Proposal
Engineering Services for Repair and Resurfacing of Drives and Parking Lot
#09-51

**HACC, Central Pennsylvania's Community College
GETTYSBURG CAMPUS
GETTYSBURG, PA**

DEADLINE TO SUBMIT PROPOSALS: May 22, 2009 at 2:00pm

DELIVER PROPOSALS TO: Purchasing Office, Whitaker Hall, Room 130
HACC, Central Pennsylvania's Community College
One HACC Drive
Harrisburg, PA 17110
Phone: (717) 780-1164

DIRECT QUESTIONS TO: Eastern pcm, LLC
Construction/Project Manager
212 Locust Street, Suite 604
Harrisburg, PA 17101
Phone: (717) 233-3816
Fax: (717) 233-1666
Contact: William P. Morgan

BID PACKAGES OBTAINED FROM: Eastern pcm, LLC
Construction/Project Manager
212 Locust Street, Suite 604
Harrisburg, PA 17101
Phone: (717) 233-3816
Fax: (717) 233-1666
Contact: William P. Morgan
Visit the Purchasing page of the HACC website at
www.hacc.edu or copy the following link into your browser:

<http://www.hacc.edu/index.cfm?fuseaction=purchasing.Request%20for%20Proposals&id=2111>

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1. KEY DATES

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

ACTIVITY	DATE & TIME
Advertisement	May 11, 2009
Notice of Intent to Submit:	May 15, 2009
Pre-bid Meeting and Site Visit	N/A
Proposals Due – Delivered to HACC, Harrisburg Campus	May 22, 2009 at 2:00pm
Award of Contract by HACC Board of Trustees	June 2, 2009

2. PROPOSAL SUBMISSION CONTENTS

Proposals must include all information required by the following sections:
(Reference Section VI)

- a. Cover Letter
- b. Description of Qualifications
- c. Firm History
- d. Cost Proposal

3. DEFINITIONS

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

Campus- HACC, Central Pennsylvania’s Community College – Harrisburg Campus, Harrisburg, PA

Contract-shall be used herein to refer to the purchase order(s) generated by the final award.

Engineer shall be used herein to refer to the Bidder receiving the final award.

Purchaser-HACC, Central Pennsylvania’s Community College

Response or Proposal-as used herein shall be understood to mean the written proposal to provide services.

RFP-Request for Proposal

College- HACC, Central Pennsylvania’s Community College – Harrisburg Campus, Harrisburg, PA

Bidder, Engineer, Proposer, Supplier-as used herein shall be understood to mean the company, firm or corporation formally submitting a response to this RFP.

I. PROGRAM REQUIREMENTS

A. PURPOSE

HACC, Central Pennsylvania’s Community College formally invites responses to provide information to be used in the decision to contract Engineering Services for the repair and resurfacing of the drives and parking lot at the Gettysburg Campus. The College reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities in any proposal(s) and to award the contract in the best interests of the College.

All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions and other documents as part of an Bidders response will be waived and have no effect either on this RFP or any contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a Bidder may be grounds for rejection of the Bidders proposal. Bidder specifically agrees to the conditions set forth in the above paragraph by the signature of its authorized representative on the execution of proposal page contained herein.

B. PROJECT PRICE CHANGES

Any changes in project scope of work that alters costs must have prior approval from the Vice President for Finance and College Resources.

HACC, Central Pennsylvania's Community College Director of Purchasing and Business Services shall be the authorized representative of the College for purposes of interpretation of contract requirements.

C. CONTRACT STANDARDS

After the Contract(s) are awarded (see award of Contract below) it will be the Engineer's representative's responsibility to confirm with the College's authorized representatives, whether or not there is correct and sufficient funds available for the project through the issuance of a Purchase Order.

D. INVOICES AND STATEMENTS

Invoices must be descriptively itemized and must clearly indicate the applicable College Purchase Order number, including the Project Name and Location as well as the HACC account number, and must be submitted in duplicate at time of project completion before payment can be authorized.

A copy of the invoice statement is to be submitted to the "Bill to. . ." location identified per the Purchase Order.

Any invoices submitted without an approved college Purchase Order referenced is subject to being classified as a gift to the College.

E. FINAL INSPECTION AND PROJECT ACCEPTANCE

Determination of adequacy of performance project completion shall be the responsibility of the Project Manager. Neither the College nor the Project Manager nor any agent thereof on behalf of the College will supervise or be responsible for the actions of the Engineer's employees, subcontractors, or subcontractor's employees.

The Project Manager for this project shall be William P. Morgan, Project/Construction Manager, Eastern pcm, LLC, Telephone No. (717) 233-3816.

The HACC Gettysburg Campus Facilities Contact shall be Ronald Cline, Gettysburg Campus Facilities Director, Telephone No. (717) 337-3855, extension 3011.

F. PAYMENT

The College will make payment to the Engineer 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 statements are in proper form.

Proposers may include in their response their ability to accept credit card payments and any additional costs related to providing this capability.

II REQUEST FOR PROPOSAL

HACC, Central Pennsylvania's Community College formally invites responses to this Request for Proposal to provide information to be used in the acquisition to contract Engineering Services for the repair and resurfacing of drives and the parking at the Gettysburg Campus.

Interested parties are invited to submit proposals to HACC, Central Pennsylvania's Community College, Purchasing and Business Services Office, Whitaker Hall, Room 130, One HACC Drive, Harrisburg PA 17110. Proposals will be accepted until 2:00pm on May 22, 2009.

This Request for Proposal contains the instructions governing the proposals to be submitted the materials to be included therein, requirements that must be met to be eligible for consideration, and general guidelines for submission of proposals.

A. PROJECT DESCRIPTION

The Project consists of the repair and resurfacing of approximately 7 acres of paved drive and parking lot at the HACC Gettysburg Campus. The area to be repaired/resurfaced lies to the west and south of the existing building.

The recent renovations included the installation of a geothermal well field in the rear/east paved area. This area is not to be considered under this project as it has been repaved after the installation of the well field (see attached site plan).

B. SCOPE OF SERVICES

Provide full service civil and geotechnical (as/if needed) engineering services to repair and resurface the existing entrance and exit drives and parking lot at the HACC Gettysburg Campus.

The following is to be considered when preparing a response to this proposal request:

1. The services to be provided are full service civil engineering and geotechnical services, if required.
2. The College's Construction Manager, Eastern pcm, LLC, will be contracted with the College to provide construction management services in accordance with the AIA B801/CMa Agreement Between Owner and Construction Manager.
3. Division 0 and 1 of the project manual/specifications will be provided by HACC to the Engineer for incorporation into the project manual by HACC.
4. Plans and specifications are to be prepared for use in a "Public Bid – Single Prime, Design-Bid-Build" project delivery.

5. The Engineer will inspect the parking lot and drives and determine the extent of the removal and replacement of the deteriorated pavement.
6. After all repairs are made, the entire lot will be resurfaced with a bituminous concrete wearing course.
7. The current parking lot consists of 650 parking spaces.
8. The Engineer will be responsible for ensuring that all required federal, state, county, and local permits are identified and secured under these services. The fees for the permits will be considered a reimbursable cost at the direct cost of the permit.
9. HACC will provide the Engineer with a current as-built site plan and boundary survey for use in preparing the construction documents.
10. The Engineer will provide, to the extent necessary, all geotechnical engineering services. Geotechnical fees are to be included under the Engineer's total fee.
11. Repairs/resurfacing will not extend beyond the PennDOT R.O.W. As such, there will not be a need for a Highway Occupancy Permit.
12. Repairs, if necessary, to the existing manholes and inlets are to be included in the design.
13. The College's Construction Manager (CM), will administer the bid process. The Engineer will provide all technical specifications in Microsoft Word format and plans in AutoCAD/.dwg format.

Plans and specifications will be distributed by the CM.

C. SCHEDULE

Notice of Intent to Award:	May 26, 2009*
Award of Contract	June 2, 2009
Construction Documents	June 18, 2009
Bids Received	July 9, 2009
Project Completion	August 20, 2009

***Proceed with design/engineering**

D. 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, discussed at the Mandatory Bidders Conference, or distributed as an addendum by the College Purchasing Office.

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

Communication concerning the Request for Proposal can only be with William P. Morgan, Project/Construction Manager, Eastern pcm, LLC (717) 233-3816 or bmorgan@easternpcm.com. 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 Vendor, and may deem the Proposer's proposal void.

The college will evaluate a Proposer's "confidence in its own ability to perform" based on a given Proposer's willingness to provide the College with meaningful contractual assurances and remedies.

In summation of the College's general objectives regarding this Request for Proposal, the College has a sincere desire to award the transaction based on reliable information. In other words, Proposers to this RFP will have demonstrated their agreement that whether verbal or written, the company can perform to the requirements of this Proposal.

E. ADDENDA TO THE RFP

In the event that it becomes necessary to revise any part of this RFP, Eastern pcm, LLC, the Project/Construction Manager, will provide addenda in writing to the Proposers. All Proposers must return the "Notice of Intent to Submit Proposal" form, Section XI, as instructed. Addenda will also be posted on HACC's Purchasing Website. Refer to Bid Advertisement. No oral statements, explanations, or commitments by whosoever made shall be of any effect except as the same are confirmed in writing by the College Purchasing and Business Services Office.

F. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

HACC, Central Pennsylvania's Community College is committed to affirmative action in accordance with state and federal laws and regulations providing for equal employment opportunity. HACC, Central Pennsylvania's Community College will not contract with any firm that is not an equal opportunity employer.

In accordance with federal and state laws, the Engineer agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, color, national origin, sex, age, marital status, religion, creed, political belief, mental or physical disability, or status as Vietnam era or disabled veteran. The Engineer will comply with the Americans with Disabilities Act of 1990.

G. NON-DISCRIMINATION

HACC, Central Pennsylvania's Community College is committed to non-discrimination and equal employment opportunity. HACC, Central Pennsylvania's Community College will not contract with any firm that is not an equal opportunity employer.

H. 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 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 Proposer's response to this RFP.

III GENERAL CONTRACTUAL REQUIREMENTS

A. EXAMINATION OF CONTRACT CONDITIONS

It is the intent of HACC, Central Pennsylvania's Community College through this Request for Proposal and contract conditions contained herein, to establish to the greatest possible extent, complete clarity regarding the requirements of both parties to the contract resulting from the Request For Proposal.

Before submitting a proposal, the Engineer 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 Engineer'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 Engineer represents that:

- 1) The Engineer has read and understands the Contract specifications and conditions.
- 2) The Engineer will perform the work in compliance with Commonwealth of Pennsylvania, Federal and Local Laws, Regulations, Standards, Ordinances and Codes.

B. ASSIGNMENT OR TRANSFER

This contract may not be assigned or transferred in whole or in part, without the written permission of HACC, Central Pennsylvania's Community College Purchasing and Business Services Office, nor may any rights to any monies due or to become due hereunder be assigned.

C. INDEPENDENT CONTRACTOR

The Engineer is an independent contractor providing services for HACC, Central Pennsylvania's Community College.

D. INSURANCE

The Engineer shall provide insurance coverage as required by this section. Certificates of insurance coverage shall be filed with HACC, Central Pennsylvania's Community College Purchasing and Business Services Office within thirty (30) days of notice of award of contract. In no instance may any work commence prior to receipt of the certificates. A signed contract issued as notice of award shall not be considered valid until HACC, Central Pennsylvania's Community College Purchasing and Business Services has received the certificates.

The Engineer shall maintain the following minimum insurance:

1. Workers' Compensation:
 - (a) State: **Pennsylvania** Statutory
 - (b) Applicable Federal (e.g., Longshoremen, Harbor Work, Work at or outside U.S. Boundaries): Statutory
 - (c) Employer's Liability: Statutory
 - (d) Benefits Required by Union labor contracts: As applicable.

2.	General Liability	
	(a) General Aggregate	\$2,000,000
	(b) Products & Completed Operations Aggregate	\$2,000,000
	(c) Personal & Advertising Injury	\$1,000,000
	(d) Each Occurrence	\$1,000,000
3.	Excess Liability	\$2,000,000
4.	Business Automobile Liability	\$1,000,000 Per Accident

The Engineer shall name as Additional Insured, on all insurance policies, the following:

1. HACC, Central Pennsylvania's Community College
2. Eastern pcm, LLC

E. INDEMNIFICATION

The Engineer shall hold HACC, Central Pennsylvania's Community College harmless from any liability, costs, or penalties in any way resulting from the performance of the services related to this contract or from the conduct or actions of any persons provided by the Engineer for performance of this agreement and will indemnify the College for any costs of defense paid because of actions of the Engineer or its employees in the performance of this agreement.

F. CONTRACT MANAGER

Eastern pcm, LLC, the Project/Construction Manager, shall be the authorized representative of the College for purposes of interpretation of contract requirements. Determination of adequacy of performance shall be the responsibility of the Project Manager. Neither the College nor the Project Manager nor any agent thereof on behalf of the College will supervise or be responsible for the actions of the Engineer's employees, subcontractors, or subcontractor's employees.

G. TERM OF CONTRACT AND INSTALLATION

All work must be started on May 27, 2009 and completed by June 18, 2009.

H. SAMPLE FORM OF CONTRACT

See attached Exhibit 'A'.

IV RIGHTS AND REMEDIES

A. ARBITRATION

All claims, disputes, and other matters in question between the Engineer and the Owner arising out of or relating to this Agreement, the Project, the Work, the Contract Documents or the breach thereof may, at the Owner's sole option, and only upon the exercise of that sole option by the Owner, be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The Engineer may not unilaterally

elect arbitration or cause arbitration to occur. The Owner has the sole discretion to decide whether or not any such claims, disputes or other matters shall be submitted for arbitration.”

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. The Dauphin County Court of Common Pleas shall have exclusive jurisdiction over any and all litigation arising from the terms of this agreement.

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 Engineer, as they pertain to the College. Such audits, shall be performed by auditors selected by the College only if deemed necessary by the College.

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

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 the designated area on page one (1) of the RFP. The proposal shall be signed with ink or indelible pencil.

D. MULTIPLE PROPOSALS – NOT APPLICABLE

E. PROPOSAL DEADLINE

To be considered for selection, proposals shall be delivered to HACC, Central Pennsylvania's Community College Purchasing and Business Services Office, Whitaker Hall, Room 130, One HACC Drive, Harrisburg, PA, 17110, on or before 2:00pm on May 22, 2009. Proposals must be submitted in duplicate in a sealed envelope, clearly marked "Proposal RFP for Engineering Services for Repair and Resurfacing of Drives and Parking Lot – Gettysburg Campus, #09-51"

The mailing of proposals shall allow for normal mail delivery time to ensure timely receipt of their proposals by HACC, Central Pennsylvania's Community College Purchasing and Business Services Office. Proposals arriving after the deadline will not be considered. All proposals become the property of the College.

F. NUMBER OF COPIES AND MAILING OF PROPOSAL

Two (2) copies of the General Proposal will be submitted in a sealed envelope clearly marked with the name of the Proposer and labeled "Proposal RFP Proposal RFP for Engineering Services for Repair and Resurfacing of Drives and Parking Lot – Gettysburg Campus".

Address the Proposal as follows:

Proposal RFP Proposal RFP for Engineering Services
for Repair and Resurfacing of Drives and Parking Lot
– Gettysburg Campus, #09-51
HACC, Central Pennsylvania's Community College
Purchasing and Business Services Office
Whitaker Hall, Room 130
One HACC Drive
Harrisburg, PA 17110
ATTN: Garry Crider, Director of Purchasing

VI FORMAT FOR PROPOSAL

A. INTRODUCTION

Any term or condition stated in this RFP document shall be considered accepted by the Engineer unless specifically objected to by the Engineer. The College may accept or reject Engineer'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 Engineer's ability to provide the services specified in the RFP.

2. A Statement that the Engineer 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 Engineer 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 Engineer (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 Engineer.
5. Acknowledgment and/or exceptions taken to the proposed terms and conditions.

C. DESCRIPTION OF QUALIFICATIONS

Each proposal must contain a description of the Engineer's qualifications to perform the services specified in this RFP.

D. FIRM HISTORY

Engineer 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 Engineer provided such services.
- 3) The names, address, and telephone number of a contract person for each contract.
- 4) A brief description of the related projects.

E. FEE

See Section: X. Fee Proposal – State the proposed fee as a Stipulated Sum.

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 Proposer. The register of proposals shall be open to public inspection only after award of the contract. No additional proposals will be accepted after the opening date.
2. The evaluation shall be based on the evaluation factors set forth in this request for proposal. Factors not specified in the request for proposal 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 Proposers' 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 Engineer.
 - (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 Proposers may be verified as appropriate.

B. EVALUATION CRITERIA

The selection of the Engineer will be made after evaluating proposals, based upon the responsiveness of the proposals to the goals and objectives of the College's needs.

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 Engineer.

The College intends to execute a contract with the Engineer(s) 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 into consideration: the references, experience, responsibility, reputation, financial standing of the respondent, and the ability of the Engineer to provide an advantageous time schedule for providing service. The inability of any respondent to meet the requirements may be cause for rejection of his/her proposal.

After selection approval by the colleges Board of Trustees, HACC, Central Pennsylvania's Community College Purchasing and Business Services office will cause a contract/purchase order to be prepared for signatures by both parties. A contract(s) will be issued to the responsible Engineer(s) 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.

IX. NOTIFICATION OF INTENT TO SUBMIT PROPOSAL
Engineering Services for Repair and Resurfacing of Drives and Parking Lot
Gettysburg Campus, #09-51

If you are interested in submitting a Proposal, please fill out the information requested below and return this form to Garry Crider, Director of Purchasing, HACC, Central Pennsylvania's Community College, One HACC Drive, Harrisburg, PA 17110 DATE or fax this document to (717) 780-2325 or e-mail this document to cgcrider@hacc.edu. Please also mail or fax a copy of this form to HACC's Owner's Representative, Mr. William P. Morgan of Eastern pcm, LLC, at 212 Locust Street, Suite 604, Harrisburg, PA 17101; fax number (717) 233-1666.

Name of Organization _____

Mailing Address _____

Representative's Name _____

Representative's Title _____

Email Address _____

Phone Number _____

FAX Number _____

Check all that apply:

Will submit a Proposal

Will NOT submit a Proposal

Signed: _____

Printed Name: _____

Date: _____

X. FEE PROPOSAL

State the Proposed Fee for the services as outlined in the Request for Proposal, as a Stipulated Sum:

Stipulated Sum: \$ _____ (In Numerals)

_____ (In Words)