

Harrisburg Area Community College  
Harrisburg Campus  
**Request for Proposal**  
**Professional Design Services for Repairs to the Evans Gym Pool**  
Solicitation #10-02

**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:	<b>We will*</b>	<input type="checkbox"/>	<b>Will Not</b>	<input type="checkbox"/>	be responding to this RFP.
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If not responding, please explain briefly:	

**Dates:**

Date of Issue: July 29, 2009  
Notice of Intent to Submit Proposals: August 5, 2009  
Pre-Proposal Meeting and Site Visit: August 7, 2009 at 10:00am, Non-Mandatory  
Proposals Due: August 20, 2009 at 2:00pm  
Trustees Meeting: October 6, 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  
Harrisburg Area Community College  
One HACC Drive  
Harrisburg PA 17110-2999

Attention: Garry Crider, Director of Purchasing

Phone: (717) 780-1164

\* If responding to this RFP, please complete and return page 15 of this RFP as instructed.

Request For Proposal  
Professional Design Services for Repairs to the Evans Gym Pool

Solicitation #10-02

**Harrisburg Area Community College  
Harrisburg Campus  
Harrisburg, PA**

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DEADLINE TO SUBMIT PROPOSALS: August 20, 2009 at 2:00pm

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

DIRECT QUESTIONS TO: Eastern pcm, LLC  
Program and Construction Manager  
212 Locust Street, Suite 604  
Harrisburg, PA 17101  
Phone: (717) 233-3816  
Fax: (717) 233-1666  
Contact: Mark McCammon

BID PACKAGES OBTAINED FROM: Eastern pcm, LLC  
Program and Construction Manager  
212 Locust Street, Suite 604  
Harrisburg, PA 17101  
Phone: (717) 233-3816  
Fax: (717) 233-1666  
Contact: Mark McCammon  
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>

## TABLE OF CONTENTS

1.	KEY DATES .....	4
2.	PROPOSAL SUBMISSION CONTENTS .....	4
3.	DEFINITIONS.....	4
I.	PROGRAM REQUIREMENTS.....	5-6
	A.    PURPOSE	
	B.    PROJECT PRICE CHANGES	
	C.    CONTRACT STANDARDS	
	D.    INVOICES AND STATEMENTS	
	E.    FINAL INSPECTION AND PROJECT ACCEPTANCE	
	F.    PAYMENT	
II.	REQUEST FOR PROPOSAL.....	6-8
	A.    PROJECT DESCRIPTION	
	B.    SCOPE OF SERVICES	
	C.    SCHEDULE	
	D.    RFP CLARIFICATION	
	E.    ADDENDA TO THE RFP	
	F.    EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT	
	G.    NON-DISCRIMINATION	
	H.    ACCEPTANCE OF PROPOSALS	
III.	GENERAL CONTRACT REQUIREMENTS .....	8-10
	A.    EXAMINATION OF CONTRACT CONDITIONS	
	B.    ASSIGNMENT OR TRANSFER	
	C.    INDEPENDENT CONTRACTOR	
	D.    INSURANCE	
	E.    INDEMNIFICATION	
	F.    CONTRACT MANAGER	
	G.    TERM OF CONTRACT AND INSTALLATION	
IV.	RIGHTS AND REMEDIES .....	10-11
	A.    ARBITRATION	
	B.    LITIGATION	
	C.    VENUE AND JURISDICTION	
	D.    RIGHT TO AUDIT	
	E.    FORCE MAJEURE	
V.	PROPOSAL SUBMISSION .....	11-12
	A.    ECONOMY OF PREPARATION	
	B.    INCURRED COST	
	C.    SIGNATORIES	
	D.    MULTIPLE PROPOSALS	
	E.    PROPOSAL DEADLINE	
	F.    NUMBER OF COPIES AND MAILING OF PROPOSAL	
VI.	FORMAT FOR PROPOSAL .....	12-13
	A.    INTRODUCTION	
	B.    COVER LETTER	
	C.    DESCRIPTION OF QUALIFICATIONS	
	D.    FIRM HISTORY	
	E.    COST PROPOSAL	
VII.	EVALUATION.....	13-14
	A.    PROPOSAL PROCESS	
	B.    EVALUATION CRITERIA	
VIII.	AWARD .....	14
IX.	NOTIFICATION OF INTENT TO SUBMIT PROPOSAL .....	15
X.	FEE PROPOSAL.....	16

1. KEY DATES

Important dates including proposal deadlines are shown below. Formal addendum to this RFP will be issued to the Bidders 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 Bidders and/or additional information requested after the Proposal Opening.

ACTIVITY	DATE & TIME
Advertisement	July 29, 2009
Notice of Intent to Submit:	August 5, 2009
Pre-bid Meeting and Site Visit (Non-Mandatory)	August 7, 2009 at 10:00am
Proposals Due – <b>Delivered to HACC, Harrisburg Campus</b>	August 20, 2009 at 2:00pm
Award of Contract by HACC Board of Trustees	October 6, 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. Fee Proposal

3. DEFINITIONS

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

**Campus-** Harrisburg Area Community College – Harrisburg Campus, Harrisburg, PA

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

**Professional Design Firm** 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-** Harrisburg Area Community College – Harrisburg Campus, Harrisburg, PA

**Professional Design Firm, Bidder, 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

Harrisburg Area Community College formally invites responses to provide information to be used in the decision to contract Professional Design Services for the repair of the competition pool, diving tank, and associated equipment at the Evans Physical Education Center, located at the HACC, Harrisburg 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 Bidder’s 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 Bidder's 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.

Harrisburg Area 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 Professional Design Firm'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.

Invoices are to be billed to Harrisburg Area Community College, but sent to the Program & Construction Manager, Eastern pcm, LLC, for approval.

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 Professional Design Firm's employees, subcontractors, or subcontractor's employees.

The Project Manager for this project shall be Mark McCammon, Program/Construction Manager, Eastern pcm, LLC, Telephone No. (717) 233-3816.

The HACC Harrisburg Campus Facilities Contact shall be Joe Wojtysiak, Harrisburg Campus Senior Facilities Director, Telephone No. (717) 780-2520.

F. PAYMENT

The College will make payment to the Professional Design Firm from the approved invoice. Payment will be made within thirty (30) days of invoicing if the project is as specified and statements are in proper form.

Bidders 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

Harrisburg Area Community College formally invites responses to this Request for Proposal to provide information to be used in the acquisition to contract Professional Design Services as required for the repair of the competition pool and diving tank at the Harrisburg Campus.

Interested parties are invited to submit proposals to Harrisburg Area 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 August 20, 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 of the competition pool, diving tank, and associated equipment at the Evans Physical Education Center, located at the HACC, Harrisburg Campus.

### B. SCOPE OF SERVICES

Provide full service Professional Design Services as required to complete the following tasks at the Evans Physical Education Center at the HACC, Harrisburg Campus:

1. Remove and replace all tile surfaces in the pools and decks
2. Replace vacuum pump system
3. Patch and paint all walls in the pool area
4. Replace acoustical wall tiles
5. Replace HVAC system
6. Relocate pool fill tank to basement
7. Refurbish or replace pool benches
8. Relocate lighting, life safety and all other equipment from above the pools for ease of maintenance
9. Provide access hatch for balance tank for ease of maintenance
10. Retrofit pool lighting
11. Provide automated pool management system to provide chemical monitoring, filter status, water level management
12. Ensure compliance with all applicable ADA regulations
13. Ensure compliance with the Virginia Graeme Baker Act

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

1. The services to be provided are full service Professional Design Services, as required.

2. The College's Program & 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 Professional Design Firm 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 Professional Design Firm will be responsible for ensuring that all required federal, state, county, and local permits are identified under these services.
6. HACC will provide the Professional Design Firm with current as-built plans for use in preparing the construction documents.
7. The College's Program & Construction Manager (CM), will administer the bid process. The Professional Design Firm will provide the CM with all technical specifications in Microsoft Word format and plans in AutoCAD/.dwg format.
8. Plans and specifications will be distributed by the CM.

C. SCHEDULE

Notice of Intent to Award:	October 7, 2009*
Award of Contract	October 15, 2009
Bid Documents	December 18, 2009
Bids Received	January 28, 2010

**\*Proceed with design**

D. RFP CLARIFICATION

Bidders 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 Bidder as to the meaning of the RFP shall be binding on the College unless repeated in writing or distributed as an addendum by the Construction Manager.

Failure of the Bidder to make appropriate inquiries, evaluate any special conditions, or to verify requirements of this RFP shall not relieve the Professional Design Firm 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 Mark McCammon Project/Construction Manager, Eastern pcm, LLC (717) 233-3816 or mmccammon@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 Bidder's proposal void.**

The college will evaluate a Bidder's "confidence in its own ability to perform" based on a given Bidder'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, Bidders 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 Program/Construction Manager, will provide addenda in writing to the Bidders. All Bidders must return the "Notice of Intent to Submit Proposal" form, Section XI, as instructed. Addenda will also be posted on HACC's Purchasing Website. 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

Harrisburg Area Community College is committed to affirmative action in accordance with state and federal laws and regulations providing for equal employment opportunity. Harrisburg Area Community College will not contract with any firm that is not an equal opportunity employer.

In accordance with federal and state laws, the Professional Design Firm 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 Professional Design Firm will comply with the Americans with Disabilities Act of 1990.

G. NON-DISCRIMINATION

Harrisburg Area Community College is committed to non-discrimination and equal employment opportunity. Harrisburg Area 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 Bidder, 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 Bidder's response to this RFP.

The Owner, Harrisburg Area Community College, reserves the right to waive any irregularities, omissions, errors, mistakes, or defects in any bid or to reject any or all proposals at their sole discretion.

**III GENERAL CONTRACTUAL REQUIREMENTS**

A. EXAMINATION OF CONTRACT CONDITIONS

It is the intent of Harrisburg Area 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 Proposals.

Before submitting a proposal, the Professional Design Firm 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 Professional Design Firm'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 Professional Design Firm represents that:

- 1) The Professional Design Firm has read and understands the Contract specifications and conditions.
- 2) The Professional Design Firm 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 Harrisburg Area 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 Professional Design Firm is an independent contractor providing services for Harrisburg Area Community College.

**D. INSURANCE**

The Professional Design Firm shall provide insurance coverage as required by this section. Certificates of insurance coverage shall be filed with Harrisburg Area 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 Harrisburg Area Community College Purchasing and Business Services has received the certificates.

The Professional Design Firm 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
5. Professional Liability – Errors & Omissions Insurance \$3,000,000 per occurrence  
\$3,000,000 aggregate

The Professional Design Firm shall name as Additional Insured, on all insurance policies, the following:

1. Harrisburg Area Community College
2. Eastern pcm, LLC

E. INDEMNIFICATION

The Professional Design Firm shall hold Harrisburg Area 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 Professional Design Firm for performance of this agreement and will indemnify the College for any costs of defense paid because of actions of the Professional Design Firm 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 Professional Design Firm's employees, subcontractors, or subcontractor's employees.

G. TERM OF CONTRACT

All design work must be started on October 7, 2009 and completed by December 18, 2009.

**IV RIGHTS AND REMEDIES**

A. ARBITRATION

All claims, disputes, and other matters in question between the Professional Design Firm 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 Professional Design Firm 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 Professional Design Firm, 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 Bidder'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 Bidder 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 Harrisburg Area Community College Purchasing and Business Services Office, Whitaker Hall, Room 130, One HACC Drive, Harrisburg, PA, 17110, on or before 2:00pm on August 20, 2009. Proposals must be submitted in duplicate in a sealed envelope, clearly marked "Proposal for Professional Design Services for Repairs to the Evans Gym Pool, #10-02"**

The mailing of proposals shall allow for normal mail delivery time to ensure timely receipt of their proposals by Harrisburg Area 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 Bidder and labeled "Proposal RFP for Professional Design Services for Repairs to the Evans Gym Pool, #10-02"

Address the Proposal as follows:

Proposal for Professional Design Services for Repairs  
to the Evans Gym Pool #10-02

Harrisburg Area 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 Professional Design Firm unless specifically objected to by the Professional Design Firm. The College may accept or reject Professional Design Firm'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 Professional Design Firm's ability to provide the services specified in the RFP.
2. A Statement that the Professional Design Firm is willing to perform the work described in the RFP and to enter into a contract with Harrisburg Area Community College to perform the work. The Cover Letter must be signed by a person having the authority to commit the Professional Design Firm 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 Professional Design Firm (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 Professional Design Firm.
5. Acknowledgment and/or exceptions taken to the proposed terms and conditions.

C. DESCRIPTION OF QUALIFICATIONS

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

**D. FIRM HISTORY**

Professional Design Firm 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 Professional Design Firm 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 Bidder. 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 Bidders to:
  - (a) Promote understanding of the College's requirements and the Bidders' 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. Bidders 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 Professional Design Firm.
  - (d) Bidders must be prepared to send qualified personnel to discuss technical and contractual aspects of the proposal.
  - (e) One or more Bidders may be provided an opportunity to submit a "best and final" offer.
5. References and the credit and financial responsibility of the Bidders may be verified as appropriate.

**B. EVALUATION CRITERIA**

The selection of the Professional Design Firm 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 Professional Design Firm.

The College intends to execute a contract with the Professional Design Firm (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 Professional Design Firm 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, Harrisburg Area 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 Professional Design Firm(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**

**Proposal for Professional Design Services for Repairs to the Evans Gym Pool #10-02**

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, Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110 by August 5, 2009 or fax this document to (717) 780-2325 or e-mail this document to [cgcrider@hacc.edu](mailto:cgcrider@hacc.edu). Please also mail or fax a copy of this form to HACC's Owner's Representative, Mr. Mark McCammon 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)

Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Officer)

\_\_\_\_\_  
(Printed name and Title of Authorized Officer)