

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
#10-17
ARCHITECTURAL SERVICES – LEBANON CAMPUS
ADDENDUM # 3
ANSWERS TO QUESTIONS**

October 26, 2009

Question 1: Can you please let me know whether or not you can provide a list of those who attended the pre-bid meeting?

Answer 1: You may access the attendee list for the Pre-Bid Meeting at: www.hacc.edu - Business & Community – Purchasing – Request for Proposal – Current RFPs FY10 - RFP 10-17 Architectural Services, Lebanon Campus – Attendee List

Question 2: Are you planning to send out the list of attendees? Quickly?

Answer 2: You may access the attendee list for the Pre-Bid Meeting at: www.hacc.edu - Business & Community – Purchasing – Request for Proposal – Current RFPs FY10 - RFP 10-17 Architectural Services, Lebanon Campus – Attendee List

Question 3: I was wondering about the “Contractor History” that is requested for this RFP. Does this mean an overview of our project history or our history as a general contractor or what?

Answer 3: The Contractor shall provide a narrative demonstrating an established, successful track record of past performance in providing services closely related to the requirements specified in this RFP.

Question 4: At the pre-proposal meeting, the construction manager indicated that an in-depth program had been developed for the project. Will that program be made available prior the submission of proposals?

Answer 4: No. It will be provided to the successful firm.

Question 5: Based on the above, are the design teams to assume that programming has been completed?

Answer 5: Yes

Question 6: Did the programming address only architectural issues, or were building systems addressed also?

Answer 6: Generally, architectural issues only.

Question 7: Are we to assume that the existing building systems (mechanical, electrical plumbing) have capacity to handle the changes to the building without major equipment replacement?

Answer 7: Yes

Question 8: At the pre-proposal meeting, it was stated that the Community Room was designed to allow for a second floor. Was that allowance strictly based on the height of the space or were building HVAC and structural systems also sized to allow for expansion?

Answer 8: **The height of the room will allow for a second floor. The architect will need to verify the structural capacity of the columns as well as the capacity of the HVAC system to accommodate the second floor.**

Question 9: Is there a basement under the spaces involved?

Answer 9: **There is no basement.**

Question 10: Is the existing HVAC system a VAV system?

Answer 10: **Yes**

Question 11: How is heating accomplished in the existing system?

Answer 11: **Hot water is supplied to the VAV system controlled by a thermostat.**

Question 12: Is there information on the existing air units that provide the ventilation rates?

Answer 12: **Yes**

Question 13: It was indicated that .pdfs of the existing building and building systems plans would be available to the winning team. Just to clarify, CAD drawings are not available, correct?

Answer 13: **CAD drawings are not available.**

Question 14: *Which is the acceptable way to clearly mark our submission?*

Packages marked with:

(page 1) Company name and proposal number

(page 10 IV.E) "Proposal RFP #10-17 – Architectural Services – Lebanon Campus"

(page 10 IV.F) "GENERAL PROPOSAL – RFP #10-17"

Answer 14: "Proposal RFP #10-17 – Architectural Services – Lebanon Campus"

Question 15: *Should we include one (1) original and five (5) copies OR six (6) originals?*

Number and type of copies:

(page 10 IV.F) "Six (6) copies.... One (1) of the copies shall be marked "Master Copy" and will contain original signatures..."

(page 14) "Six (6) Original Documents are to be submitted"

Answer 15: **One (1) original and six (6) copies. YOUR PRICING MUST BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE - PLEASE NOTE THIS CHANGE**

Question 16: *How should our package be addressed?*

Addressed to:

(page 2)

HACC, CENTRAL PENNSYLVANIA COMMUNITY COLLEGE
CENTRAL ADMINISTRATION PROCUREMENT DEPARTMENT
ONE HACC DR
HARRISBURG, PA 17110

(page 10 IV.E)

HACC, Central Pennsylvania Community College

Central Administration Procurement Department
Room W130A
One HACC Drive
Harrisburg, PA 17110

(page 10 IV.F)
Proposal RFP #10-17
HACC Central Pennsylvania Community College
Central Administration Procurement Department
ATTN: Garry Crider, Purchasing Manager
One HACC Drive
Harrisburg, PA 17110

(page 13)
Mr. Garry Crider, Purchasing Manager
Whitaker HALL – Room 130
HACC
One HACC Drive
Harrisburg, PA 17110

Answer 16:

**HACC, Central Pennsylvania Community College
One HACC Drive
Harrisburg, PA 17110
Central Administration Procurement Department
Room W130A**

Question 17: Who will be issuing addenda during the bidding period – the design team or the construction management firm?

Answer 17: The Construction Manager

Question 18: It was not expressly stated, but are we correct in that the final project will be advertised for public bidding?

Answer 18: Public Bid (See RFP, pg. 13 “G”)

Question 19: Will there be a selected group of bidding General Contractors?

Answer 19: No. It is open to the “public”

Question 20: Will Contractors be pre-qualified?

Answer 20: No.

Question 21: Will the project involve separate prime contracts? If so, please define the number of separate primes.

Answer 21: Multiple Prime (See RFP, pg. 13 “G”); minimum Demolition, General Trades, Mechanical / Plumbing, Electrical, Security (by HACC)

Question 22: It was indicated that the College will locate voice and data outlets. Does the design team have a role in the voice and data system (i.e., does the college have a provider who will prepare drawings locating these items, or will the locations be provided to the design to document)?

Answer 22: Architect will locate all voice and data outlets on the drawings; locations provided by HACC. HACC's voice-data specification will be provided and incorporated into the documents by the Architect.

Question 23: Are biweekly job meetings anticipated during construction?

Answer 23: Yes

Question 24: Is an additional pre-construction meeting required?

Answer 24: Yes

Question 25: Is a pre-bid meeting required?

Answer 25: Yes

Question 26: Are we correct in that there is no site/civil component to the project?

Answer 26: Not anticipated – however, if egress from the building is required, the A/E must design the exterior improvements to accommodate exiting.

Question 27: Could you define more fully the groups that will be using the Student Life area? Are these offices for student organizations?

Answer 27: Student club offices and possible lounge area.

Question 28: It was stated that the design team is required to indicate furniture layouts. Will the design team design casework for bookstore or will the shelves be movable and considered furniture?

Answer 28: The shelves will be movable and considered furniture.

Question 29: Will color boards be required to be submitted indicating finishes as part of Construction Documents?

Answer 29: Yes

Question 30 : The RFP indicates that Eastern PCM will administer the bid process. What is the expected role of the design team in the bidding process? Issuing addenda? Answering RFPs? Attendance at a pre-bid conference?

Answer 30: Epcm will perform the following tasks related to the bid process:

- a) **Assemble plans, specifications and project manual from the electronic files provided by the Architect.**
- b) **Distribute plans, specs and project manual**
- c) **Issue the Addenda**
- d) **Attend bid opening**

Architect will answer all bid RFI's related to their work and attend pre-bid meeting(s)

Question 31: Will the design team be responsible for the printing of bid documents for contractors, or will the printing be done by Eastern PCM/HACC?

Answer 31: All bid documents will be printed by Epcm. Most documents will be provided to the bidders on a "disc" CD

Question 32: Will the evaluation matrix be made available?

Answer 32: Yes – A copy of the Evaluation Matrix is on our website.