

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
10-17: ARCHITECTURAL SERVICES - LEBANON CAMPUS

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

Vendor 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	
Issued:	October 8, 2009
Pre-Proposal Meeting:	October 16, 2009 by 10:00AM
Notification of Intent to Submit Proposal:	October 27, 2009 by 10:00AM
Proposal due:	October 29, 2009 by 2:00PM
Proposal opening:	October 29, 2009 by 2:00PM
Board meeting:	December 1, 2009
All consultants who respond to the RFP will receive a notification letter in the mail within one week of the Board meeting.	

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

Terms

- All proposals must be mailed or hand delivered in a **sealed, clearly marked** envelope 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 the property of the College.

**Request For Proposal
HACC, Central Pennsylvania Community College
#10-17**

for

ARCHITECTURAL SERVICES - LEBANON CAMPUS

for

HACC, CENTRAL PENNSYLVANIA COMMUNITY COLLEGE
Harrisburg, PA

DEADLINE TO SUBMIT PROPOSALS:

October 29, 2009 – 2:00PM

PROPOSALS MUST BE DELIVERED TO:

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

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

Garry Crider, Purchasing Manager
HACC, Central Pennsylvania Community College
Central Administration Procurement Department
Harrisburg PA 17110
Telephone: 717-780-1164

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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.

Reference Plans

1. 1st Schematic Floor Plan: A-1; dated , October 30, 2008:
2. 2nd Schematic Floor Plan & Section; dated, October 30, 2008.

Project Schedule

1. Pre-Proposal Meeting	October 16, 2009 - 10:00AM
2. Notification of Intent to Submit Proposal	October 27, 2009 - 10:00AM
3. Responses due to HACC	October 29, 2009 - 2:00PM
4. Architect Selected and Notified	December 1, 2009
5. Bid Documents Complete	February 10, 2010
6. Bids Received	March 10, 2010
7. Project Awarded	April 6, 2010
8. Construction Start	April 15, 2010
9. Construction Complete	October 15, 2010

2. PROPOSAL SUBMISSION CONTENTS

Proposals must include all information required by the following sections:
(Reference Section VIII: Proposal Requirements)

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

3. DEFINITIONS

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

- Campus: HACC, Central Pennsylvania’s Community College Campuses, Harrisburg, PA
- College: HACC - Central Pennsylvania’s Community College
- 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
- Request for Proposal (RFP): The written proposal to provide services

I REQUEST FOR PROPOSAL

HACC, Central Pennsylvania Community College formally invites responses to this Request for Proposal to provide Architectural Services at HACC's Lebanon Campus as further described herein.

Interested parties are invited to submit proposals to HACC, Central Pennsylvania Community College, Central Administration Procurement Department, One HACC Drive, Harrisburg PA 17110. Proposals will be accepted until October 29, 2009 by 2:00PM.

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. WORKSCOPE

The Workscope for this Request for Proposal is defined in detail in section Section VII: Exhibits / Specifications and drawings in attached PDF file 10-17Exhibits Arch Svcs.

B. 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 the College Central Administration Procurement Department. Official written responses to all relevant written questions will be mailed or faxed by HACC, Central Pennsylvania Community College Central Administration Procurement Department.

A Pre-Proposal Meeting is planned for October 16, 2009 @ 10:00AM at HACC, Central Pennsylvania Community College, Front Lobby of the Lebanon Campus, located at 735 Cumberland Street, Lebanon, PA 17042.

Failure of the Proposer to make appropriate inquiries, evaluate any special conditions, or to verify requirements of this RFP shall not relieve the Contractor 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 Garry Crider, Purchasing Manager (717-780-1164 or cgcrider@hacc.edu). Oral communication with any other College employee, unit, department, or organization concerning their 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.

C. ADDENDA TO THE RFP

In the event that it becomes necessary to revise any part of this RFP, HACC, Central Pennsylvania Community College Central Administration Procurement Department will Post addenda on its website attached to this RFP up to the end of the answer period identified herein. No oral statements, explanations, or commitments by whomsoever made shall be of any effect except as the same are confirmed in writing by the College Central Administration Procurement Department.

D. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

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

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

E. NON DISCRIMINATION

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

F. 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.

The College also reserves the right to allow a Bidder to correct a defect in its Bid provided that correction of the defect does not alter the amount of the Bid or the scope of work required under the Bid.

II GENERAL CONTRACTUAL REQUIREMENTS

A. EXAMINATION OF CONTRACT CONDITIONS

It is the intent of HACC, Central Pennsylvania 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 Contractor 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 Contractor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

By submitting a response to this RFP contractor represents that:

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

B. INDEMNIFICATION

The Contractor shall hold HACC, Central Pennsylvania 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 Contractor for performance of this agreement and will indemnify the College for any costs of defense paid because of actions of the Contractor or its employees in the performance of this agreement.

C. CONTRACT MANAGER

HACC, Central Pennsylvania Community College Central Administration Procurement Department 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 Contractor's employees, subcontractors, or subcontractor's employees.

D. TERM OF CONTRACT AND INSTALLATION

All work must be started on April 15, 2010 and completed by October 15, 2010.

III 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, then 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 Contractor.

In responding to a claim brought by a Contractor, 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 State 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 Contractor, 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.

IV 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. ALTERNATE PROPOSALS

A Contractor may submit an Alternate Proposal(s). The Alternate Proposal(s) may be submitted, showing in detail, where the Alternate Proposal differs from the requested specifications.

E. PROPOSAL DEADLINE

To be considered for selection, proposals shall arrive at HACC, Central Pennsylvania Community College Central Administration Procurement Department, Room W130A, One HACC Drive, Harrisburg, PA, 17110, by 2:00PM on or before October 29, 2009. Proposals must be in a sealed container, clearly marked "Proposal RFP #10-17 – Architectural Services – Lebanon Campus".

The mailing of proposals shall allow for normal mail delivery time to ensure timely receipt of their proposals by HACC, Central Pennsylvania Community College Central Administration Procurement Department. 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

Six (6) copies of the General Proposal will be submitted in a sealed container clearly marked with the name of the Proposer and labeled "GENERAL PROPOSAL - RFP #10-17". One (1) of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring a Contractor signature. The remaining copies do not require original signatures.

The proposals must be addressed as follows:

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

V. FORMAT FOR PROPOSAL:

A. INTRODUCTION

Any term or condition stated in this RFP document shall be considered accepted by the Contractor unless specifically objected to by the Contractor. The College may accept or reject Vendor'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 Contractor's ability to provide the services specified in the RFP.
2. A Statement that the Contractor 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 Contractor 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 Contractor (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 Contractor.

5. Acknowledgment and/or exceptions taken to the proposed terms and conditions.

C. DESCRIPTION OF QUALIFICATIONS

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

D. CONTRACTOR HISTORY

Contractor 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 contact or agreement under which the Contractor 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. PROPOSAL REQUIREMENTS

See Section: VIII: Proposal Requirements

VI 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. The College may make such investigations as are deemed necessary to determine the ability of a firm to provide the work as specified herein. 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 Contractor.

- (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.

- 4. A College evaluation team will utilize the information submitted to evaluate Proposals. Award will be based upon factors in addition to price. The firm that is judged to be best qualified to render the services, price and other factors considered, will be selected. The firm may be invited to make an oral presentation so that the College may gather more definitive information on the firm’s work proposal and clarify any questions it may have on the firm’s Proposal. It is the College’s intent to award the contract to the firm which, based upon the criteria for evaluation, is the most responsive and responsible firm for the provision of the work.
- 5. References credit and financial responsibility of the Proposers may be verified as appropriate.

B. EVALUATION CRITERIA

The College will review all responses received and evaluate a matrix established by the evaluation team set forth on the information requested in this Request for Proposal.

VII. 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 Contractor.

The College intends to execute a contract with the Contractor(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 Contractor 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 Community College Central Administration Procurement Department will cause a contract/purchase order to be prepared for signatures by both parties. A contract(s) will be issued to the responsible Contractor(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.

VIII: EXHIBITS / SPECIFICATIONS
For
10-17 ARCHITECTURAL SERVICES - LEBANON CAMPUS

General Information

HACC, Central Pennsylvania's Community College (HACC or the college) is a public, not-for-profit educational institution. The college has an enrollment of approximately 21,000 students in both credit and non-credit programs and has five campuses located throughout Central Pennsylvania; Harrisburg, Gettysburg, Lebanon, Lancaster and York.

As part of the continuing growth of the college, HACC is renovating the First Floor of the Lebanon Campus. The area to be renovated consists of approximately 12,000 sf and will include; Campus Administration, Welcome and Registration Center, Security Office, Bookstore and Café and a Second Level Student Life area.

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

- A. The services to be provided are full service – architectural, structural, mechanical, electrical, plumbing, fire protection and civil engineering (if required) services.
- B. 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 CM/a Agreement Between Owner and Construction Manager.
- C. The Architectural Firm will provide services consistent with the AIA B141 CM/a - Agreement Between Owner and Architect.
- D. Division 0 and 1 of the project manual will be provided by HACC/Eastern PCM, LLC
- E. The Architect will provide all technical specifications electronically, in MS Word format, and all plans in AUTOCAD, .dwg format to Eastern PCM, LLC, for incorporation into the Project Manual.
- F. Eastern PCM, LLC will distribute plans and specifications and administer the bid process.
- G. Plans and specifications are to be prepared for a "Public Bid – Multiple Prime, Design-Bid-Build" project delivery.

Responses Due

Responses to this Request for Proposal are due no later than 2:00pm on October 29, 2009 and are to be addressed and delivered to:

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

Six (6) Original Documents are to be submitted.

Questions

All questions regarding this Request for Proposal are to be submitted in writing (e-mail preferred) and directed to:

Mr. Garry Crider, Purchasing Manager
Whitaker HALL – Room 130
HACC
One HACC Drive
Harrisburg, PA 17110
cgcrider@hacc.edu

Project Description

The project consists of the renovation of 12,000 sf., more or less, of the first floor of the existing campus. A plan of the existing conditions is attached for reference along with a schematic plan of the proposed improvements. The campus will be occupied and the project constructed in phased to accommodate ongoing services.

The proposed improvements include:

1. Expanded administration area
2. Expanded Welcome & Registration Area
3. New Security Office Area and Security Counter
4. New Bookstore
5. New Cafe
6. Second Level Student Life Area
7. Modifications to the Existing Locker & Toilet Rooms
8. Modifications to the Existing Community Room & Kitchen
9. Modifications to the Existing HVAC, Electrical, Plumbing Systems to accommodate to planned renovations

The Architect will be responsible for refining the Owner's program and schematic plan through a series of meetings with HACC's Faculty and Staff.

Schedule & Reference Documents

Reference Plans

1. 1st Schematic Floor Plan: A-1; dated , October 30, 2008:
2. 2nd Schematic Floor Plan & Section; dated, October 30, 2008.

Project Schedule

1. Pre-Proposal Meeting	October 15, 2009 - 10:00AM **
2. Responses due to HACC	October 29, 2009 - 2:00PM
3. Architect Selected and Notified	December 1, 2009
4. Bid Documents Complete	February 10, 2010
5. Bids Received	March 10, 2010
6. Project Awarded	April 6, 2010
7. Construction Start	April 15, 2010
8. Construction Complete	October 15, 2010

**** Pre-Proposal meeting will be held at the Lebanon College, 735 Cumberland Street, Lebanon, PA 17042**

Construction Budget: \$1,500,000 – \$2,000,000

IX. PROPOSAL REQUIREMENTS
For
10-17: ARCHITECTURAL SERVICES - LEBANON CAMPUS

The following information is to be included in your response to this Request for Proposal:

- A. Company profile
- B. Experience in the design of higher education projects of this type; include examples.
- C. Discuss philosophy on green building components and sustainable design and how these components might be incorporated into this project.
- D. Identify project team including;
 - 1. Project Manager
 - 2. Project Architect
 - 3. Sub consultants; mechanical, electrical, plumbing, civil
 - 4. Other specialized consultants used, if any
- E. Provide three (3) references relevant to higher education renovation projects completed within the last 5 years.
- F. Fees:
 - 1. State your Proposed Stipulated Sum fee.
 - 2. Identify reimbursable expenses and mark-up over direct cost.
 - 3. Provide fee schedule of hourly rates for additional services.

Evaluation Process

The College will review all responses received and evaluate a matrix established by the evaluation team set forth on the information requested in the Request for Proposal.

ATTACHMENTS

- A. A-1 First Floor Plan
- B. A-2 First Floor Plan (Program)
- C. A-3 Second Floor Plan & Section Through Student Life

X. Notification of Intent to Submit Proposal

NOTIFICATION OF INTENT TO SUBMIT PROPOSAL

Please refer to the Request for Proposal Package covering the proposal for Architectural Services at HACC's Lebanon Campus for Proposal Number 10-17: ARCHITECTURAL SERVICES - LEBANON CAMPUS for HACC, Central Pennsylvania Community College.

If you are interested in submitting a Proposal, please fill out the information requested below and return this form to Garry Crider, Purchasing Manager, HACC, Central Pennsylvania Community College, One HACC Drive, Harrisburg, PA 17110 no later than 10:00AM October 27, 2009. Or fax this document to 717-780-2325 or e-mail this document to cgcrider@hacc.edu.

Name of Organization _____

Mailing Address _____

Representative's Name _____

Representative's Title _____

Email Address: _____

Phone Number _____

FAX Number _____

We intend on doing the following: (check one)

- 1. () We will submit a Proposal
- 2. () We will NOT submit a Proposal

If number 2 is checked, please give a brief explanation in the spaces provided.

Signed: _____ Date: _____

XI: PROPOSAL CERTIFICATION

(date)

Central Administration Procurement Department
HACC, Central Pennsylvania Community College
One HACC Dr.
Harrisburg, PA 17110

The undersigned certifies that to the best of his/her knowledge: (check one)

- () There is no officer or employee of HACC, Central Pennsylvania Community College who has, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid.
- () The names of any and all public officers or employees of HACC, Central Pennsylvania Community College who have, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) _____ IS or _____ IS NOT currently debarred, suspended, or proposed for debarment by any state or federal entity. The undersigned agrees to notify the College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Proposal No. 10-17 for Comprehensive (Non-Beverage) Vending Services and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

(firm)

(address)

(signature required)

(phone no.)

(print name)

(fax no.)

(title)

(fed. tax id no.)

**HACC, CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
10-17– ARCHITECTURAL SERVICES – LEBANON CAMPUS**

HACC, Central Pennsylvania Community College is requesting proposals to provide ARCHITECTURAL SERVICES AT HACC’S LEBANON CAMPUS. A copy of RFP # 10-17 may be obtained at: www.hacc.edu (click on “Business & Community” – under “Purchasing”, click on “Request for Proposals”) beginning October 8, 2009. Responses due by 2:00PM on October 29, 2009 in Whitaker Hall room W130A. HACC, Central Pennsylvania Community College reserves the right to accept or reject any or all Proposals. HACC is committed to providing opportunities for Minority Business Enterprises (MBE), and Woman Business Enterprises (WBE). HACC encourages MBE and WBE firms to submit a Proposal for the Work and all bidders to proactively solicit MBE and WBE firms in the bidding and subcontracting process.