



Harrisburg Area Community College

Request for Proposal (RFP)

Architectural Services

Senator John J. Shumaker - Public Safety Center  
Implementation of Master Plan – Phase 1

HACC Solicitation No. 10-19

December 11, 2009

Thomas J. Fogarty  
Executive Director – Procurement and Business Services  
One HACC Drive  
Harrisburg, PA 17110

## **Request for Proposal**

Architectural Services

Harrisburg Area Community College (HACC)

Senator John J. Shumaker Public Safety Center (PSC)

Implementation of Master Plan – Phase 1  
Law Enforcement Center and Indoor Firing Range

HACC Solicitation No. 10-19

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### **Section I – Administrative**

#### **I. Introduction**

Harrisburg Area Community College seeks proposals from qualified firms to provide architectural design services related to the construction of the Law Enforcement Complex (LEC) included in the first phase of the recently completed Master Plan for the John J. Shumaker Public Safety Center (PSC) located at HACC's Harrisburg Campus.

The services are comprehensive and shall include all architectural and engineering design services required to complete the design and preparation of the construction documents for the Law Enforcement Complex building (47,000 sf +/-) that will include an indoor firing range (rifle and pistol) and supporting administrative, training and classroom space.

The preparation of the Land Development Plan (LDP) and related Construction/Bid documents to support the construction of the Law Enforcement Center, including securing all permits related to the LDP, is EXCLUDED from this requirement. This service will be procured independently through a separate RFP.

The following criteria are to be considered when preparing a response to this Request for Proposal:

- A. The design services to be provided are full service – architectural, structural, mechanical, electrical, plumbing, fire protection and any other design discipline required to complete the project as determined by the architect.
- B. The Law Enforcement Complex (LEC) is to be designed to achieve LEED Silver Certification
- C. The design of the LEC will be limited to the building footprint and the area five (5) feet outside the footprint.
- D. The Master Plan included certain options for consideration. The college has opted to construct **OPTION - 1B**. Please refer to the attachments for the scope and budget for the work included under this option. Items in the Potential Construction Cost column of the Construction – Potential Costs Tabulation Sheet noted as (“\$0.00”) are not included in Option 1B.
- E. The architect will be required to coordinate the building, and other design components under Option 1B, with the engineer selected to prepare the Land Development Plan.
- F. The design of the Site Training Elements will be the responsibility of the Architect. The design of the site improvements to support the Site Training Elements is the responsibility of the Land Development Engineer under a separate contract
- G. HACC’s Program & Construction Manager, Eastern pcm, LLC will be contracted with the college to provide construction management services on the project in accordance with the AIA - B801 CM/a Agreement.
- H. The Architect will provide services consistent with the AIA B141 CM/a - Agreement Between Owner and Architect. (to be provided).
- I. Division 0 and 1 of the Project Manual will be provided by HACC. The architect will provide all technical specifications to HACC/Eastern PCM in Microsoft “Word” format and all drawings in .dwg format for incorporation into the Bid Documents by Eastern pcm.
- J. Plans and specifications for construction are to be prepared for use in a “Public Bid – Multiple Prime, Design-Bid-Build” project delivery system.

The components of the Phase 1 Master Plan – Option 1B, relevant to this RFP include:

1. New Law Enforcement Complex Building, incld'g indoor firing range (47,000 sf)
2. Existing building renovations; general finishes upgrades
3. Six Story Training Tower Renovations
4. Specialty construction within Firing Range
5. Site Training elements - exclusive of Burn Building Upgrades

## **II. Profile and Background Information**

HACC is a public, not-for-profit, educational institution with an enrollment of approximately 28,500 credit students across five campuses: Harrisburg, Gettysburg, York, Lancaster and Lebanon. The PSC serves these five campuses and provides training to other entities throughout the state and the Mid-Atlantic Region.

The John J. Shumaker, Public Safety Center is located on a 12 acre site in the north-west corner of HACC's Harrisburg Campus. The PSC provides specialized training for police, fire, healthcare and emergency response personnel as well as customized educational and functional training courses at off-site locations.

The PSC is approved by the Office of the State Fire Commissioner/State Fire Academy as a Field Test Site for the National Board on Fire Service Professional Qualifications, and is a recognized training site for both the State and Federal Urban Search and Rescue System for Structural Collapse, Medical Specialist, and Canine Search and Rescue training through PA Task Force 1 Urban Search and Rescue team.

The PSC is also a certified training academy for both Act 120 and Act 180 training through the MPOETC (Municipal Police Officers' Education & Training Commission and a certified school for Lethal Weapons (Act 235) training through the Pennsylvania State Police. We are one of five schools in the Commonwealth contracted to provide Constable training (Act 49) through the Pennsylvania Commission on Crime & Delinquency.

Effective December 2008, the Fire Training Unit will be able to offer 18 different levels of professional certification testing, which has grown from the initial 3 levels offered in 2000. Growth of the fire unit certifications increased from 70 candidates per year in 2000 to 600 candidates per year in 2008

The following structures currently support the training efforts on the site:

- a. Class A combustible 2 1/2 story burn building
- b. Five story training tower w/standpipe system
- c. Two story smoke chamber/training maze
- d. Fire extinguisher/flammable liquids suppression training area
- e. Natural gas firefighting props
- f. Vehicle fire training area
- g. Hazardous materials training area
- h. Pump pad/drafting pit w/self contained water system
- i. Canine agility training area
- j. Pavilion/bathroom complex w/outside class area
- k. Driving pad
- l. Structural collapse and confined space training props
- m. Rubble pile for Urban Search and Rescue Training (canine, technical search, and structural collapse)
- n. Police tactical training building
- o. Small arms firing range

### **III. Mission : Senator John J. Shumaker – PSC**

The mission of the Shumaker Public Safety Center is to provide world class public safety training in a responsive, efficient, economical and professional manner. The Center combines a wide variety of training programs for police, fire, health care and emergency service personnel as well as response and safety training for private industry and other organizations. The Center delivers customized educational and training programs for most course offerings at off-site locations. For on-site instruction, the Center utilizes the Public Safety Training Center, a 12 –acre complex of training facilities located just north of HACC’s Harrisburg Campus.

### **IV. Evaluation of Proposals**

An evaluation committee will review all proposals and provide recommendation to the Foundation Board as to the selection of the Planning Professional. Proposals will be evaluated based upon experience, qualifications and fee.

The Scoring Matrix being utilized with this Request for Proposal will be posted to HACC’s website for Bidder’s review.

## V. Questions

All questions related to this request for proposal are to be submitted in writing via fax or e-mail to:

Garry Crider, Director of Purchasing  
Fax: (717) 780-2325  
E-Mail: [cgcrider@hacc.edu](mailto:cgcrider@hacc.edu)

General and Technical questions will be answered by addendum issued by the purchasing department. The last day for questions is January 6, 2010 by 11:00AM

## VI. RFP Schedule

- |                              |                                   |
|------------------------------|-----------------------------------|
| • Advertise RFP              | December 11, 2009                 |
| • Pre-Proposal Meeting**     | December 21, 2009; 9:00 – 11:00AM |
| • Deadline for Questions Due | January 6, 2010 by 11:00AM        |
| • Answers to Questions Due   | January 8, 2010 by 4:30PM         |
| • Submit Response Proposal   | January 12, 2010; 2:00PM          |
| • Interviews                 | January 28 - 29, 2010             |
| • Approval by Board          | By March 2, 2010                  |
| • Contract Issued            | March 28, 2010                    |

**\*\* The meeting will be held in North Hall at the Public Safety Center, Harrisburg Campus.**

## VII. Project Schedule

Responses to the RFP will incorporate a schedule for the design and construction of the project that will include, at a minimum, the following milestone dates:

1. Contract Award
2. Commence design of Law Enforcement Complex building (LEC)
3. Commence design of repairs to the smoke and new props
4. Completion of construction documents for LEC, smoke buildings & props
5. Submit for Building Permit
6. Building Permit issued for the LEC – allow 30 days.
7. Bid period (administered by HACC); allow four weeks; to run concurrent with plan review for permit.
8. Construction complete
9. Occupancy

## **VIII. Submission of Responses**

**Nine (9) copies** of the response to the RFP are to be submitted to HACC by **2:00PM, January 12, 2010**, addressed as follows:

Thomas Fogarty, Exec. Director Procurement and Business Services  
HACC, Central Pennsylvania's Community College  
Whitaker Hall, Room 130A  
One HACC Drive  
Harrisburg, PA 17110

**Please note that responses must be limited to 30 single sided pages (15 double sided pages) exclusive of front and back covers and tabs/dividers. HACC reserves the right to reject any response that does not conform to this requirement .**

## **IX. Attachments**

- a. Boundary & Topographic survey of Harrisburg Campus
- b. Site plan of John J. Shumaker Public Safety Center
- c. Public Safety Center Master Plan - 2009

End of Section I

## **Section II – Response Criteria**

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

Information and data for scoring will come from information supplied with the A/E proposal, from three references and any clarification information requested by the College. Points will be tallied for four areas: Consultant Qualifications, Project Approach, Interview and Total Cost of the proposal. The maximum possible points for the combined areas will be 100 points.

Responses to the Request for Proposals to provide Implementation of Master Plan – Phase 1, Architectural and Engineering Services for the Senator John J. Shumaker Public Safety Center must include the following information:

### ***Consultant Qualifications (33 points maximum)***

Information provided in the general proposal and by quality of references will be evaluated and awarded a maximum of 33 points. Particular attention will be given to prior experience with projects of similar size and scope as well as the qualifications and work experience of specific staff who will be assigned to the project.

#### **I. General Information to be provided**

- a. Proposer Name, main address and all branch office addresses.
- b. Describe the nature of your organization (e.g. business, corporation, not-for-profit corporation, proprietorship, etc). If applicable, identify all principals and the ownership interest of each.
- c. Year in which the Proposer was founded and a brief history.
- d. Total number of employees and total number of licensed professionals. Include an organization chart as relevant to this project.
- e. Location(s) from which services will be performed.
- f. Specific specialties, expertise and overall resources.

## II. Experience and Qualifications

- a. Describe your experience in providing services similar to those requested in the RFP, particularly, any projects for colleges or universities. Each description must contain the client name and address, and a contact name with title and telephone number. HACC reserves the right to contact any client listed.
- b. Discuss your firms qualifications for this project, specifically related to the design of LEED - Silver Certified, Law Enforcement Complexes or Firing Ranges.
- c. Describe the qualifications and background of your staff as they relate to this project. Proposed should demonstrate that they have specific experience related to the planning and design of projects of this type.
- d. Provide the title and role of each team member, including principals. Provide a resume for each team member.
- e. Identify all sub consultants to be employed on this assignment. HACC encourages participation of design professionals located in the Central Pennsylvania Region.
- f. Reference projects **ONLY THREE** which closely match the scope of Phase 1- Option B, of the 2009 Master Plan, Senator John J. Shumaker Public Safety Center

## III. Project Approach (37 points maximum)

The project approach will be evaluated for feasibility, completeness, and thoroughness in addressing the Scope of Work.

### Project Approach:

- a. Briefly elaborate on your project approach for the design of this project.
- b. This project is to be designed to a LEED Silver Certification. Discuss your approach to this LEED design and **INCLUDE** the LEED Project Checklist that that is appropriate to this project and identifies all points that you believe are achievable in order to receive this Silver Certification.
- c. The project architect will be required to be onsite a minimum of once a month during construction to review progress and attend meetings. The

architectural firm's construction administrator will be required to attend all project meetings (bi-weekly). The construction administrator must be empowered to make decisions on behalf of the project architect or resolve issues expeditiously while onsite.

Explain how your firm will fulfill this requirement

- d. Indicate your understanding of the project requirements and demonstrate a thorough recognition of the issues to be addressed.
- e. Describe the level of continual two-way communications you will maintain with the College, including a timeframe for the completion of the various aspects of the Proposal.
- f. Incorporate a schedule for the design and construction of the project that will include, at a minimum, the following milestone dates:
  1. Contract Award
  2. Commence design of Law Enforcement Complex building (LEC)
  3. Commence design of repairs to the smoke and new props
  4. Completion of construction documents for LEC, smoke buildings & props
  5. Submit for Building Permit
  6. Building Permit issued for the LEC – allow 30 days.
  7. Bid period (administered by HACC); allow four weeks; to run concurrent with plan review for permit.
  8. Construction complete
  9. Occupancy

#### **IV. Quality Control**

- a. Operational Plan: Describe how you will ensure performance through adequate management, supervision, review and control.
- b. Schedule: Describe your system for self-monitoring progress and meeting scheduled milestones.

**V. On Site Interview (20 points maximum)**

After evaluation of *Consultant Qualifications*, and *Project Approach*, the evaluation committee will invite a number of top proposers to interviews on site at the Harrisburg Campus on January 28- 29, 2010. The purpose of the interviews is to promote understanding of the College’s requirements and the consultant proposals as well as ascertain the communications skills and chemistry between the consultants and primary stake holder at the college. Invited consultants are encouraged to bring a representative from all sub consultants identified in their proposals.

**VI. Total Cost (10 points maximum)**

**SUBMITTED IN SEALED SEPARATE ENVELOPE**

An itemized fee breakdown by task and personnel for all costs must be provided as part of the fee proposal (see Section III – Fee Proposal). The total cost, is to be proposed as a “not to exceed” amount. Reimbursable expenses must be stated as a “capped” percentage of the “not to exceed cost.” Additional categories can be added to the table to fit your firm’s fee calculation criteria.

The cost envelope of the short listed proposals, based on the criteria listed above (along with ties), will be opened and will receive points according to the following formula:

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

Proposal being evaluated

The remaining proposals will not receive points for cost.

**NOTE: Proposer’s Fee must be submitted in a separate sealed envelope. Only ONE (1) COPY need be included in the separate sealed envelop. Refer to Section IV – Fee Proposal.**

End of Section II

### **Section III - Fee Proposal**

Fee proposals must be submitted with the Response to the RFP in a **SEPARATE SEALED ENVELOPE.**

The total fee indicated below covers all items and deliverables listed in Section III, Scope of Work.

Proposer should provide all information it deems necessary to explain or clarify the fee Proposal, including the following schedule of professional fees and expenses. The format outlined below may be modified by the Proposer if necessary.

Position / Item	Hours	Quoted Hourly Rates	Total
Partners			
Managers			
Supervisory Staff			
Staff			
Other (specify)			
Sub-consultants			
Subtotal			
Reimbursable expenses			
Meals and lodging			
Transportation			
Other (specify)			
Total all-inclusive maximum cost			

End of Section III

## **Section IV - Proposer Warranties**

The Proposer warrants as follows:

- a. That it is willing and able to comply with the laws of the Commonwealth of Pennsylvania
- b. That it is willing and able to obtain an errors and omissions insurance policy providing a minimum of \$1,000,000.00 of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- c. That it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the College.
- d. That all information provided by it in connection with the Proposal is true and accurate.

The Proposer affirms as true, under the penalties of perjury, as follows:

- a. The prices in this Proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices, with any other contractor or with any competitor;
- b. The prices which have been quoted in this Proposal have not been disclosed knowingly by the Proposer, and will not be disclosed knowingly by the Proposer, directly or indirectly, to any other Proposer or to any competitor, prior to the opening;
- c. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit a Proposal for the purpose of restricting competition;
- d. Neither the undersigned, nor any partner, principal, officer, director, employee, stockholder, or any other person authorized by the undersigned or any of the foregoing persons, has offered or given any gratuity to any official, employee or agent of HACC or the John J. Shumaker, Public Safety Center, with the purpose of intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect to the performance of an agreement.

Signature of Official: \_\_\_\_\_  
Name (typed): \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Date: \_\_\_\_\_

End of Section V