



Harrisburg Area Community College

Request for Proposal  
(RFP)

Civil Engineering Services  
Land Development Plan & Construction/Bid Documents

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

HACC Solicitation No. 10 - 22

December 14, 2009

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

## **Request for Proposal**

Civil Engineering Services  
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## **Section I – Administrative**

### **I. Introduction**

Harrisburg Area Community College seeks proposals from qualified firms to provide Engineering design services related to the construction of the Law Enforcement Complex (LEC) included in the first phase of the Master Plan dated September 15, 2009 for the John J. Shumaker Public Safety Center (PSC) located at HACC's Harrisburg Campus.

The services are comprehensive and shall include all engineering design services required to complete the design and preparation of the Land Development Plan and Construction/Bid Documents for the Law Enforcement Complex as described under Option 1B in the Master Plan dated September 15, 2009. Services will also include securing all permits required to commence construction of the proposed improvements.

Responses will also include an Alternate Proposal to provide services to design and prepare Construction/Bid documents for the construction of the Pedestrian Bridge over the Paxton Creek connecting the Evans Gym site to the Public Safety Center.

## I – A. Criteria

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 – civil, structural, geotechnical, traffic and any other design discipline required to provide a fully approved Land Development Plan [LDP] and permit ready Construction/Bid Plans and Specifications, as determined by the engineer.
- B. The design of the Law Enforcement Complex Building will be contracted for independently and be limited to the building footprint and the area five (5) feet outside the footprint. The architectural firm selected for this design will be required to coordinate the building design with the design of the LDP.
- C. 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.
- D. The design of the Site Training Elements will be the responsibility of the Architect under a separate contract. The design of the site improvements to support the Site Training Elements is the responsibility of the Land Development Engineer.
- E. The engineer will be required to coordinate the site design, with the architect selected to design the Law Enforcement Building.
- F. The engineer will incorporate the rerouting/extension of the Capital Area Green Belt into the design of the LDP.
- 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 Engineer will provide services consistent with the AIA B141 CM/a - Agreement Between Owner and Architect [Engineer]; (to be provided).
- I. Division 0 and 1 of the Project Manual will be provided by HACC. The engineer will provide all technical specifications to Eastern PCM in Microsoft “Word” format and all drawings in .dwg format.
- J. HACC/Eastern PCM, LLC will assemble all project manuals, distribute plans and administer the entire bid process.

- K. 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. Land Development & Site Improvements to support the construction of a New Law Enforcement Complex Building
2. New Driving Track / Skid Pad
3. Re-routing of the Capital Area Green Belt
4. New parking areas
5. Expanded wetlands
6. Site Training Elements/Props
7. **Alternate:** Pedestrian Bridge across Paxton Creek [see **Option 1C**] including walk paths from Evans Gym to the PSC.

## **I – B. Scope**

The following items are to be included in the Scope of Services under this RFP. This list is not to be considered all inclusive. It is the responsibility of the Engineer to ensure that all items required for the complete approval and permitting of the LDP and permit ready, Construction / Bid Plans and Specifications are included in the response to this RFP and corresponding fee.

### **Survey & Mapping**

HACC will provide the perimeter boundary and topographic survey to the Engineer for their use [see attachment]. All other survey information required for the LDP will be the responsibility of the Engineer.

### **Wetlands Presence/Absence Determination**

Confirm the presence or absence of any regulatory wetland areas, as/if required, in accordance with the 1987 U.S. Army Corps of Engineers (USACOE) Wetland Delineation Manual criteria. Incorporate any relocation required into the design of the LDP and Construction/Bid Documents. All delineation reports are to be included as necessary for final LDP approval and subsequent environmental permits.

## **Site Planning**

Conduct a review of the zoning ordinance, subdivision and land development ordinance and other applicable regulations of the Authority Having Jurisdiction [AHJ] to determine general project compliance regarding the proposed layout. If there are areas of potential non-compliance, prepare design waivers, variances or other similar relief from the regulations.

Conduct a detailed site inspection to observe site conditions, opportunities and any constraints that may affect the design and construction of site improvements.

In coordination with the architect, prepare a site adapted concept plan for review and approval by the owner prior to proceeding with the design.

## **Utility Investigation**

Conduct an investigation of required utility services for the project, including; public water, sanitary sewer, gas, and electric services and indicate the size, location and length on the final site plan.

Contact applicable utility companies, authorities or other utility providers and investigate the location, size and present or planned capacity and the availability of required utilities to serve the project. Determine general construction requirements to incorporate into our planning process as well as the general procedures for requesting connections, extensions or securing capacity including estimated time frames for the same.

If required, obtain “will-serve” letters to demonstrate the availability of service and capacity during the regulatory review process and obtain all necessary permits and approvals required to serve the site and the building.

## **Traffic Impact Study**

Provide a Traffic Impact Study (TIS), if required, as part of the Preliminary or Final Land Development Plan submission process.

Assume that three (3) offsite intersections and all site driveways accessing public roads will be studied.

### **Preliminary Land Development Planning**

Prepare a preliminary land development plan set for submission to the regulatory agencies and HACC. Plans should be prepared in detail for both land development purposes and site construction activities.

Provide engineering reports and project submittals which will be required for and associated with the design and review of the project:

Address all review comments to the review agencies and make all plan revisions and resubmissions required to comply with specific ordinance provisions or other applicable regulations.

Submit design plans to required utility companies to coordinate on-site routing and site construction requirements for utility services.

Provide services for tracking and expediting the permit and approval phase of the project.

### **Final Land Development Planning**

Prepare and submit for approval a final land development plan for the first phase of the project, including:

- A. Process and submit all required plans, permit applications, transmittals, notices, administrative forms and other related items to the AHJ associated with the final plan and administer the same through the review and approval process.
- B. Address all plan review comments received from the AHJ and other reviewing agencies. Make plan revisions and resubmissions as may be reasonably necessary.
- C. Submit final design plans to required utility companies and coordinate with them regarding final requirements for construction.
- D. Provide services for tracking and expediting the permit and approval phase of the project.
- E. Secure all necessary signatures and assist with the recordation of the plan at the Courthouse.

## **Construction / Bid Documents**

Prepare all Construction / Bid Plans and Specifications for a Multiple Prime, Public Bid procurement process. Provide all details and schedules, as required. HACC reserves the right to bid as a single prime contract if it determines that it is in the best interest of the College.

Alternate: Pedestrian Bridge: The Pedestrian Bridge and associated improvements is to be scheduled as an Alternate item. See Cost Proposal.

The basic design of the bridge is to be similar to the existing bridges on the campus that cross Paxton Creek, but is limited to Pedestrian Traffic only. It is not to serve a dual purpose (vehicular and pedestrian).

## **Meeting Attendance**

Attend all required project planning, design, review, and application meetings required by the AHJ, utility companies and other agencies.

Attend all monthly and bi-weekly construction meetings. See Section II, Para. 3(b).

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

HACC is a public, not-for-profit, educational institution with an enrollment of approximately 28,500 students, both credit and non-credit, 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.

#### **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.

#### **VI. RFP Schedule**

- |                            |                                  |
|----------------------------|----------------------------------|
| • Advertise RFP            | December 14, 2009                |
| • Pre-Proposal Meeting**   | December 21, 2009; 1:00 – 3:00PM |
| • Deadline for Questions   | January 6, 2010 by 11:30AM       |
| • Answers to Questions Due | January 8, 2010 by 4:30PM        |
| • Submit Response Proposal | January 12, 2010; 2:30PM         |
| • Interviews               | February 2 - 3, 2010             |
| • Approval by Board        | 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:

- P. Contract Award
- Q. Commence design of LDP
- R. Complete Preliminary LDP
- S. Agency Review
- T. Complete Final LDP
- U. Final Approval of LDP
- V. Completion of Construction / Bid documents
- W. Receipt of all outside agency permits for construction
- X. Record Land Development Plan
- Y. Bid period (administered by HACC); allow four weeks; to run concurrent with plan review for permit.
- Z. Construction complete

## VIII. Submission of Responses

**Nine (9) copies** of the response to the RFP are to be submitted to HACC by **2:30 pm, 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 Plan, Interview and Total Cost of the proposal. The maximum possible points for the combined areas will be 90 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 (35 points maximum)***

Information provided in the general proposal and by quality of references will be evaluated and awarded a maximum of 35 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.
- G. 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.

## 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 firm's qualifications for this project, specifically related to the design approval and permitting of a Land Development Plan of this nature.
- C. Discuss your experience relative to the design of a Pedestrian Bridge as shown on Option 1C.
- D. Discuss your experience with the local agencies having jurisdiction over this project.
- E. 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.
- F. Provide the title and role of each team member, including principals. Provide a resume for each team member.
- G. Identify all sub consultants to be employed on this assignment. HACC encourages participation of design professionals located in the Greater Harrisburg Area.

## III. Project Approach (25 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. The project engineer will be required to be onsite a minimum of once a month during construction to review progress and attend meetings. The engineering 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 Engineer or resolve issues expeditiously while onsite. Explain how your firm will fulfill this requirement

- C. Indicate your understanding of the project requirements and demonstrate a thorough recognition of the issues to be addressed.
- D. 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.
- E. 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 LDP
  - 3. Complete design of LDP
  - 4. Approval of LDP by all agencies
  - 5. Completion of Construction/Bid Documents
  - 6. Bid period (administered by HACC); allow four weeks; to run concurrent with plan review for permit.
  - 7. Construction complete
  - 8. 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 may invite a number of top proposers to interviews on site at the Harrisburg Campus on February 2 – 3, 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 envelopes 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 envelope. Refer to Section III – 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.

### **BUILDING DESIGN**

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			

### **ALTERNATE #1: PEDESTRIAN BRIDGE & WALKWAYS TO Evans Gym**

\$ \_\_\_\_\_

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 IV