

3/29/18

LUZERNE COUNTY COMMUNITY COLLEGE



Request for Proposals
For
Professional Architectural and Engineering Services
For
Miscellaneous Projects on an As-Needed Basis

April 6, 2018

Request for Proposals are hereby solicited by Luzerne County Community College (“LCCC”) for professional architectural and engineering services for miscellaneous, small projects for the College on an as needed basis for the period of time commencing July 1, 2018 and continuing through June 30, 2021. An option, upon satisfactory performance and mutual agreement, to renew for a period of two (2) additional years to June 30, 2023 will be included.

Background Information

College Mission

Luzerne County Community College is a public learning institution primarily serving the residents of Luzerne and surrounding counties in Northeastern Pennsylvania. Our mission is to provide excellence in education, foster student success in achievement of goals and positively impact Luzerne County and the surrounding Northeastern Pennsylvania region. Our Institutional Goals include: •Provide a foundation of core knowledge and skills •Develop contributing and culturally competent members of society •Guide the learner in pursuit of educational and career goals •Design a quality educational experience accessible for all learners •Develop partnerships within the community to contribute to the economic, technological and social advancement of the region.

History of the College

On August 17, 1966, the Luzerne County Board of commissioners requested the Pennsylvania State Board of Education for permission to establish and operate a community college. Such permission was granted by the State Board of Education on September 15, 1966. The college opened its doors for the first time on October 2, 1967 and the first class, numbering 210, graduated in June of 1969. The College’s permanent campus facilities in Nanticoke, Pa were occupied at the beginning of the Spring Semester, 1974. As of May 2011, the College had graduated over 26,000 students who are currently employed locally in public and private businesses and institutions or who have transferred to more than 60 four-year colleges and universities for further study.

College Location and Facilities

The permanent campus of Luzerne County Community College is situated on a 167-acre site at 1333 South Prospect Street in Nanticoke, PA. In addition, seven (7) dedicated sites are located in surrounding counties. These sites include permanent educational facilities in Berwick, Hazleton, Wilkes-Barre, Pittston, Scranton, Kulpmont and Northumberland. Enrollment at the College stands at approximately 5,400 full and part-time students. Continuing Education, workforce development training, professional development, public safety and certification programs raise the number of people learning through LCCC to approximately 7,500 per year.

Scope of Work

LCCC needs a professional Architectural and/or Engineering person or firm (“Professional”) for small repair/renovation of existing buildings and site projects such as investigations, studies, reports, design of small projects, and related services. The proposed scope includes, but would not be limited to, providing services common to an educational institution including preparation of Pennsylvania Department of Education (PDE) construction/renovation application; public safety training institutes; and general architectural and civil and/or structural engineering design. The scope will likely also include, but not be limited to, such services as conducting mechanical, plumbing, electrical, structural and architectural analysis;

cost estimating; creating project specifications and bid documents; and any other types of professional services of a nature consistent with the intent of the Request for Proposals (RFP). The Scope of work does NOT include new construction or the preparation of a Facilities Master Plan. Reasonable timely responses regarding meetings, drawings, bid documents, etc. are expected.

The purpose and intent of this RFP is to contract with a Professional(s) who will agree to be available to provide these services on an "as needed" basis, in a timely manner, thereby reducing the College's cost and time for advertising and developing numerous RFP's, and generally to increase the College's efficiency in obtaining professional services.

Compensation

Individual task orders will be completed by the Professional for each project as they are requested by the College. Each task order shall have the scope defined by the College. Initial design and budget preparation work will be compensated based upon an hourly rate. If the College decides to proceed with the project, any additional Architectural/Engineering fees will be determined by the approved schedule of values based upon project size and complexity of the request. The fee may be based on time and materials (hourly rate), flat fee, cost not to exceed or a percentage of project costs dependent on the proposal awarded. No delay damages charged to the College will be permissible in the construction, design or renovation of any College building.

Term of Agreement

The initial term of agreement shall commence July 1, 2018 and continue through June 30, 2021. An option, upon satisfactory performance and mutual agreement, to renew for a period of two (2) additional years to June 30, 2023 is also included. At any time during the term (initial or renewal), either party may terminate the agreement with thirty (30) days written notice to the other.

Incurring Costs

The College will not be liable for any costs incurred by Professionals in the preparation or presentation of their proposals. Proposals should be concise, straightforward and prepared simply. However, there is no intent within these instructions to limit a proposal's content or exclude any relevant or essential data.

Addendum to RFP

In the event that it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all Professionals on record as having received this RFP.

Authorized Professional Representatives

The proposal will list the name, title, office address, telephone number, and fax number of the person(s) authorized to represent the Professional regarding this RFP.

Assignment

The successful Professional shall not assign or subcontract any portion of its obligations under the contract without the prior written consent of the College. Assignment or subcontracting shall in no way relieve the successful Professional of any of its obligations.

Purchasing and Conflict of Interest Policies

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a “Provider”) to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider’s business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney’s fees.

Copies of these policies and procedures are available from LCCC upon request.

Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, contact the Human Resources Office at 800-377-5222, extension 7235. Inquiries may be directed to the Title IX Coordinator, John Sedlak, Dean of Human Resources, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7234 (jsedlak@luzerne.edu). Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, Vice President of Enrollment Management & Student Development, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7423 (rreyes@luzerne.edu).

Right to Know

Under the Right to Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

Proposal Requirements

Professionals are required to submit one (1) original and two (2) copies of their proposal. Failure to comply with this format will be grounds for rejecting the proposal.

All proposals must be organized and tabbed to comply with the following sections:

- A. **LETTER OF INTEREST:** The letter of interest should include an introduction about the Professional including the name, address, telephone number, fax number and E-mail address of the person(s) to be contacted along with others who are authorized to represent the Professional in dealing with this RFP.

- B. **EXECUTIVE SUMMARY:** An executive summary will briefly describe the Professionals approach in providing services to the College. It should also indicate any major requirements that cannot be met by the Professional.
- C. **DETAILED DISCUSSION:** This section should constitute the major portion of the proposal. Describe the Professional's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results. We also require a statement as to how the Professional will generally staff a project including their resumes and qualifications. If you intend to hire additional staff, a job description must be included.
1. Statement of design philosophy and approach to project requests.
 2. Listing of any professionals not under full-time direct employ with the Professional (including consulting engineers) to be used as consultants on the project, their qualifications and contribution to this project.
 3. A description of the current level of the Professional's activity and the resulting resources available for projects including references from projects with various sizes and scope with a college setting.
 4. A complete description of relevant project experience during the last three to five years, including building types and locations. Include any projects and or experience related to educational institutions to include preparation of PDE construction/renovation applications and public safety training institutes.
 5. Indicate the Professional's present work load: projects in construction and new projects that have not started.
 6. Consistency of performance on past projects, including record of completion of projects within budget and on schedule.
- D. **COST PROPOSAL:** Submit a proposed compensation schedule for services based upon project size and complexity. Please include the Professional's hourly rate schedule by employee title for services that might be required on the attached schedule.
- E. **FINANCIAL REPORTS:** The Professional should furnish a current financial report for the company's most recent calendar year.
- F. **CERTIFICATION AND INSURANCE:** Provide copies of licensing/certification documents and a copy of the most recent annual certificate of professional liability insurance coverage, including automobile insurance, from your insurance carrier.

The Professional shall effect and maintain insurance to protect them from claims arising under Worker's Compensation Acts; claims for damages because of bodily injury, including personal injury, sickness of disease, or death of any of his or her employees or of any person other than his or her employees; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom. The Professional shall further agree to indemnify and hold LCCC harmless from and against any and all claims, demands or causes of action of whatsoever nature, resulting from or arising out of any act or omission on the part of the Professional, its agents, servants or employees in connection with the Project. The Professional shall effect and maintain "Architects and

Engineers Professional Liability Insurance” in the amount not less than one million (\$1,000,000) dollars protecting them from claims arising out of the performance of professional services caused by any of the Professional’s errors, omissions or negligent acts. The Professional shall effect and maintain comprehensive general liability insurance in an amount not less than one million (\$1,000,000) dollars and a three million (\$3,000,000) dollar umbrella insurance coverage.

The Professional must be registered in the State of Pennsylvania.

- G. **REFERENCES:** Include a list of at least three (3) clients, including contact information (name, address, and telephone number), which can be used as references for work performed on similar projects within the last five (5) years. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.
- H. **MISCELLANEOUS:** Additional information and attachments, if any, may be submitted by the Professional.

Criteria for Selection

Proposals shall be evaluated using the following criteria:

- A. Expertise, experience and qualifications of the Professional’s personnel in each discipline that may provide services relevant to the RFP;
- B. Expertise, experience and qualifications of any special consultants proposed.
- C. Experience with higher education clients to include preparation of required PDE paperwork, as well as realistic understanding of current needs and trends in higher education facilities, with an emphasis on Community Colleges.
- D. Expertise, experience and qualifications related to Public Safety Training Institutes.
- E. Geographic location of the architect’s office where work will be performed in relation to the College;
- F. Professional’s plan to respond to requests for services and ability to complete any task orders in a timely manner.
- G. Expertise and past experience of the Professional in providing services on other term contracts or on other projects of similar size, scope and features as those required for the Scope of Services on this RFP.
- H. Professional’s willingness to provide services on the small projects associated with term contracts for a reasonable fee as determined by the College.
- I. Overall suitability to provide the services as outlined in the RFP within the time, budget and operational constraints that may be present and the comments and/or recommendations of the Professional’s previous clients and references.

The College reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers; and its decision will be final.

Luzerne County Community College is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals.

3/29/18

Questions must be addressed in writing to Len Olzinski, Director of Purchasing,
lolzinski@luzerne.edu

Submission of Proposals

Submission of this proposal is due by 12:00 Noon on May 7, 2018. Late submittals will be rejected. All proposals are to be sealed, labeled with the subject of the proposal, and addressed to:

Luzerne County Community College
1333 South Prospect St.
Nanticoke, PA 18634
Attn: Mr. Len Olzinski, Purchasing Director

PROPOSAL FORM

**PROJECT: Professional Architectural and Engineering Services for Miscellaneous Projects on an As-Needed Basis – July 1, 2018- June 30, 2021 with renewal option to June 30, 2023
Luzerne County Community College**

Request for Proposal:

The Professional hereby certifies that they have read this entire document and understand all the terms and instructions stated herein.

The Professional hereby certifies that all of the figures, computations and calculations used in estimating the proposal herein have been carefully checked and are accurate in all respects and no claim for withdrawal will be allowed on the grounds of mathematical error.

The Professional hereby certifies that it is understood that this proposal will not be considered should it arrive after the date/time due and that all forms enclosed in the proposed invitation including this must be properly filled out to be considered.

ANY QUESTIONS REGARDING THIS PROPOSAL SHOULD BE DIRECTED TO:

Name _____ Title _____

Company _____

Address _____

Telephone _____ Fax _____

Signature _____

Date _____

Professional acknowledges receipt of the following Addenda (if applicable):

Addendum No. _____ Addendum No. _____

Luzerne County Community College is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals.

Schedule of Hourly Rates

Title	Hourly Rate
Principals	
Senior Professionals: Architect, Engineers, Designers	
Project Manager	
Professionals: Architect, Engineers, Designers	
Jr. Professionals: Architect, Engineers, Designers.	
Support Staff: Draft Persons, Typists, Clerical	
Junior Staff: Design/Draft Persons in Training, Clerical	
Reimbursable cost rates	<hr style="width: 80%; margin-left: auto; margin-right: 0;"/> @ <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> @ <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> @ <hr style="width: 80%; margin-left: auto; margin-right: 0;"/>

Statement of No Proposal Submittal

If your company does not intend on submitting a Proposal, please complete and return this form prior to the date shown for receipt of proposals to the following:

RFP – Professional Architectural and Engineering Services for Miscellaneous Projects on an As-Needed Basis – July 1, 2018- June 30, 2021 with renewal option to June 30, 2023

Luzerne County Community College

1333 South Prospect Street

Nanticoke, PA 18634

Attn: Len Olzinski

lolzinski@luzerne.edu

We, the undersigned have declined to propose on the above referenced Request for Proposal for the following reasons:

- Scope of Work or Terms and Conditions are too “restrictive.” (Please explain below)
- Unable to meet requirements
- RFP was unclear (Please explain below)
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Current workload would not permit us to perform
- Unable to meet insurance requirements
- Other (Please explain below)

Name _____ Title _____

Company _____

Address _____

Telephone _____ Fax _____

Signature _____

Date _____