

Pennsylvania State System of Higher Education



Request for Proposals

RFP PASSHE-PROF-2010-1

Centrally Held, Open End Contract for Professional Architectural And Engineering Services

- | | |
|-------------|---|
| Category A. | Full-Service Architectural And Engineering Services |
| Category B. | Miscellaneous Architectural Services |
| Category C. | Miscellaneous Engineering Services |
| Category D. | Specialty Services, Categorized |
| Category E. | Specialty Services, Uncategorized |
-

Utilizing

Contract Form PASSHE-PROF-2010
(to be developed)

Centrally Held, Open End Contract
for
Professional Architectural And Engineering Services

ISSUING OFFICE

Pennsylvania State System of Higher Education
Office of the Chancellor
Dixon University Center
Office of Administration and Finance
Construction Support Office

CONTRACTING OFFICER

Steven R. Dupes
Assistant Vice Chancellor for Facilities

ISSUING OFFICER

Robert F. Unger
Director of Construction Management

JULY 2010

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REQUEST FOR PROPOSALS FOR Centrally Held, Open End Contracts For Various Professional Services
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**REQUEST FOR PROPOSALS
FOR
Centrally Held, Open End Contracts For Various Professional Services**

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PART I

GENERAL INFORMATION FOR PROFESSIONALS

I-1. PURPOSE AND SCOPE OF REQUEST FOR PROPOSALS (RFP)

A. CENTRAL CONTRACTS FOR VARIOUS PROFESSIONAL SERVICES

The Pennsylvania State System of Higher Education (System or PASSHE), through the Office of the Chancellor, intends to centrally contract with numerous Professional Firms in order to have Professionals available to perform various Professional Services for

- (i) the System,
- (ii) the System's institutions, or
- (iii) other Commonwealth entities at the System's sole discretion.

The System will select a number of firms deemed necessary by the System with a goal to cover each University with a sufficient number of firms for each Category of Service in each region of Pennsylvania – Western PA, Central PA, and Eastern PA - under Open End Agreements to have Professionals available to perform various Professional Services throughout the entire System.

For the System and its institutions, a request for services will come either from the University or from the Office of the Chancellor.

For other Commonwealth entities, a request for services may come from the specific Commonwealth entity that requires the services and arranges with the System for acquisition of those services.

University locations and Regions of the System are shown in *Appendix 1 – Qualification Matrix & Map Of Universities*.

The System encourages all firms, including small firms, minority business enterprises, and women business enterprises, capable of performing the work solicited by this RFP to submit Proposals. The System will consider joint ventures and subcontract arrangements that will enable firms to participate.

B. INTENT OF PROF 2010 CONTRACTS

Contracts that result from this RFP are intended to

- replace the current Centrally Held, Open End Contracts For Various Professional Services that are due to expire in 2011.
- modify the current Contract Form PROF 2005
 - to include new services in PROF 2010 that have been recently developed and are being developed in the profession
 - to exclude existing services that are in PROF 2005 but not used, not needed, or not expected to be used under PROF 2010
 - to include contract language revised since the execution of PROF 2005 Contracts.
- make readily available a broad range of available Professional Services to assist PASSHE's Universities in the fulfillment of their mission in facilities, whether design, studies, programming, or other similar professional services, through central contracting.

As was the intention of PROF 2005, with this solicitation, PASSHE desires to have scopes of work to available to cover all types of architectural and engineering services, without imposing unnecessary limitations on scope and costs.

C. REPLACEMENT OF PROF 2005 CONTRACTS TO EXPIRE

PROF-2005 Contracts were awarded to 42 firms as follows:

5 Firms	capable to perform Categories A, B, & C
6 Firms	capable to perform Categories A & B
1 Firm	capable to perform Category A Services
1 Firm	capable to perform Category B Services
13 Firms	capable to perform Category C Services
<u>16 Firms</u>	<u>capable to perform Category D Services (8 listed Specialties)</u>
42 Firms	Total Firms Selected

PROF-2005 Contracts (2nd Renewals) are due to expire in 2011. The 2nd and last renewal of contracts includes 34 firms. Those contracts include the following services:

Category A	Full-Service Architectural And Engineering Services
Category B	Miscellaneous Architectural Services
Category C	Miscellaneous Engineering Services
Category D	Specialty Services

D. CONTENTS OF THIS RFP

This RFP provides interested Professionals with sufficient information to enable them to prepare and submit Proposals for the System's consideration concerning the need for *Centrally Held, Open End Contracts For Professional Architectural And Engineering Services*.

This RFP contains

- Instructions governing the Proposals to be submitted and the materials to be included.
- A description of the services to be provided.
- Requirements that shall be met to be eligible for consideration.
- General evaluation criteria.
- Other requirements to be met by each Proposal.

E. PRIME PROPOSERS AND SUBCONSULTANTS

A firm can propose as a Prime Proposer and as a Subconsultant with another Primer Proposer.

A Proposer should submit the entire team necessary to perform the Category of Service.

The team proposed is intended to be the team used for Individual Work Orders throughout the life of the Contracts. Changes will be permitted as business relationships change and/or as additional special capabilities are required.

The System does not intend to contract with "brokers" who put together an entirely new team for an Individual Work Order.

Also see Appendix 5 - SUBCONSULTANTS: Use Of, Replacing, And Acquiring New

I-2. PROBLEM STATEMENT

The Pennsylvania State System of Higher Education (PASSHE), through the Office of the Chancellor, desires to centrally contract with a sufficient number of professional firms (a number deemed necessary by PASSHE) with a goal to cover each University with a sufficient number of firms for each Category of Service in each region of Pennsylvania – Western PA, Central PA, and Eastern PA - under Open End Agreements in order to have Professionals available to perform various Professional Services throughout the entire System.

A. PROJECT SIZE AND GOVERNING THRESHOLDS

The various services will include a full range of architectural and engineering services for projects and studies that are governed according to thresholds discussed below.

Thresholds are set forth as guidelines regulated by the Contracting Officer and the Construction Support Office.

Thresholds are related to work ordered against the contract and shall not be applied to the Professional's hourly and overhead rates negotiated under a Contract resulting from this RFP. The Professional's hourly and overhead rates are governed as stated in the Contract's Rider C.

Thresholds may be exceeded for individual circumstances when deemed justifiable, ethical, in accordance with legislative mandates and System policies, and in the System's best interest. Thresholds may be exceeded only upon approval by the Contracting Officer.

(1) Threshold For Individual Projects – NONE for this RFP

For PROF-2005 Contracts, there was a Threshold for Individual Projects below which Professionals could provide services at a negotiated fee. The threshold for a single project was an *Estimated Construction Cost Threshold* of \$5,000,000.

For PROF-2010 Contracts, PASSHE has elected not to have the Threshold For Individual Projects, but to only have the IWO Thresholds.

(2) Threshold For Services in an Individual Work Order **\$495,000 Negotiated Fee Threshold**

For any IWO issued under a PROF-2010 Contract, Professionals may provide services that are within the Scope Of Work of this RFP. Negotiated fees for services for an IWO shall be limited to the *\$495,000 Negotiated Fee Threshold*.

(3) Threshold For Non-Competitive Solicitation for an Individual Work Order **\$150,000 Negotiated Fee Threshold**

For work with Negotiated Fees less than or equal to \$150,000, a Professional can be selected solely and directly from those available for the services required.

For work with Negotiated Fees greater than \$150,000, a limited competitive solicitation process, as described in this RFP in 1.2.D THE PROCESS) will be used to select the Professional.

(4) Thresholds For Accumulated And Active Work **Threshold For Active Work - \$1,500,000.**

The amount of a firm's active work that is

- (i) awarded under a Contract resulting from this RFP, and
- (ii) open at any one time, being the sum of total costs for all open Individual Work Orders, will be limited by the ***\$1,500,000 Active Work Threshold***.

B. SYSTEM-WIDE COVERAGE

Projects may occur at any location within the System that is defined as follows:

The System's operations that are owned by the Commonwealth of Pennsylvania include 14 Universities, associated branch campuses and education centers, and the Office of the Chancellor (Dixon University Center, Harrisburg).

The 14 Universities are located at Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock, and West Chester.

See *Attachment 1* for a map showing and listing the institutions and Part II of this RFP for a more detailed description of the Pennsylvania State System of Higher Education.

Proposers are not required to provide services at all System Universities. However, a goal of the Selection Board is to obtain a sufficient number and adequate mix of Professionals that will provide competitive coverage across the System.

C. CATEGORIES OF SERVICES

By this RFP, the System is requesting Proposals from firms that can provide services in one or more of the following categories. :

Category A. Full-Service Architectural And Engineering Services

Projects may include new construction, maintenance, repairs, renovations, alterations, studies, and other Professional Services related to this RFP's Scope Of Work and may be performed in any or all of the necessary phases of a project, whether preliminary, final, bidding, or construction. Services may be provided entirely in-house or in association with other subcontracted firms. Subcontracted firms shall be ones stated in a firm's Proposal submitted in response to this RFP or as substituted or added with the approval of the Contracting Office and Construction Support Office.

Category B. Miscellaneous Architectural Services

Services may include the performance of various Professional & Technical Services that are designs, studies, investigations, and other services, within the ability of an Architect, to be performed in a timely manner, providing quick response to the System's needs.

Category C. Miscellaneous Engineering Services

Services may include the performance of various Professional & Technical Services that are related to civil, mechanical, electrical, plumbing, fire-alarm, and other engineering aspects of projects, within the ability of an Engineer, to be performed in a timely manner, providing quick response to the System's needs.

Category D. Specialty Services, Categorized (See Appendix 1 for lists of Services)

- D 1. Special Civil Engineering Services
- D 2. Environmental Engineering Services
- D 3. Utilities & Energy Services
- D 4. Environmental Health & Safety Services
- D 5. Survey & Inspection Services
- D 6. Other Special Services

Category E. Specialty Services, Uncategorized

Services may include any specialty not listed in this RFP, but is related to the Scope of Services described in this RFP, whether a currently developed service or one that is newly developed to meet current needs in the performance of various Professional & Technical Services, within the ability of an Architect or Engineer, to be performed in a timely manner, providing quick response to the System's needs.

D. THE PROCESS

1. Contracts will be held and administered by the Issuing Office (Construction Support Office/CSO) for this RFP. CSO is located within the Facilities Management Office of the Office of Administration and Finance, a part of the Office of the Chancellor at the Dixon University Center in Harrisburg, PA.
2. Requests For Proposals (RFPs) and Requests For Letters Of Interest (LOIs) will be issued, on an as-needed basis, against contracts resulting from this RFP, by the Universities and the Office of the Chancellor in two ways, depending on the anticipated value of the IWO.

Professional Selection and Negotiation will be accomplished in accordance with standard methods adopted by the System in procedures and policies established by the System's Board Of Governors.

a. *More Than One Professional Considered:*

For an IWO with **Negotiated Fees anticipated to be greater than \$150,000**, a solicitation process described below, or similar, shall be used to select a firm.

Request for Letters Of Interest (LOI). The Issuing Office for the project will issue a Request For LOI to ascertain the interest and skills of firms for a project.

Requests for LOIs will be issued to at least 3 firms who are qualified at the location where the project will occur, whether the project occurs at a University or the project is System-wide.

- i. Selection. Based on the review of the LOIs, the Issuing Office for the project will select a firm using the standard methods of Professional Selection and Negotiation as adopted by the System in policies established by the System's Board Of Governors.
- ii. Negotiation. The Issuing Office will conduct negotiations with a selected firm, and if necessary with subsequent firms, using the standard methods of Professional Selection and Negotiation as adopted by the System in policies established by the System's Board Of Governors.

If a project occurs that is expected to exceed that threshold and is suited to the consideration of only one Professional, the University shall submit written justification to the Issuing Office for this RFP, for review and approval before proceeding.

b. *One Professional Considered*

For an IWO that is not expected to exceed the **\$150,000 Negotiated Fee Threshold** the following may occur:

- i. Selection. The Issuing Office for the project may select any firm qualified at the location where the project will occur. Alternatively, the Issuing Office for the project may use the LOI process per D.2.a above to select a firm.
- ii. Negotiation. The Issuing Office will conduct negotiations with the selected firm. If negotiations are not successful, the Issuing Office may select another firm and repeat the process.

3. An Individual Work Order will be issued as a result of successful negotiations between the System and the Professional for Scope of Work and fees. A detailed scope of potential services that could be requested by an IWO is provided in this RFP's Part III – Work Statement.
4. Usage Of Contracts. Based on past experience with similar open end contracts, the System anticipates that these contracts will be sufficiently utilized. *(See this RFP's Part III. Historical And Anticipated Volumes Of Work)* However, even if a Contract is entered into, there is no guarantee that any particular Professional will be awarded an Individual Work Order for any particular project or for any particular amount of services for the term of the Contract.

I-3. ISSUING OFFICE, CONTRACTING OFFICER, & ISSUING OFFICERS

- A. This RFP is issued by the Office of the Chancellor of the Pennsylvania State System of Higher Education, under the direction of the Contracting Officer and the Director of Construction Management.
- B. The specific Issuing Office within the Office of the Chancellor is the Construction Support Office. The Construction Support Office is the sole point of contact for this RFP.
- C. The Contracting Officer will be responsible for administering the Contract that will be awarded from this solicitation.
- D. The Director of Construction Management will be responsible for the execution of all Individual Work Orders to be issued under the Contracts.
- E. The Issuing Officer will be the point of contact for responses to questions regarding this RFP. All technical questions or requests for clarification shall be directed to the Issuing Officer by the date stated in the cover letter transmitting this RFP.
- F. The Contact Person may be contacted to request information or copies of the RFP. The Contact Person may also accept questions for response by the Construction Support Office and answer administrative questions regarding information in this RFP until the date stated in the cover letter transmitting this RFP.
- G. Administration.

The Construction Support Office (CSO) will maintain an accounting of all issued IWOs.

CSO will monitor the number of IWOs, IWO amounts, amounts issued to each Professional, and types of projects served.

CSO reserves the right to participate in and direct procedures related to the issuance of solicitations (LOIs, RFPs, and IWOs), selection of firms, negotiations, distribution of work, and any factors affecting the award and conduct of work.

ISSUING OFFICE:

Pennsylvania State System of Higher Education
Office of the Chancellor
Dixon University Center
Office of Administration and Finance
Construction Support Office (CSO)

MAILING ADDRESS:

PA State System of Higher Education
Dixon University Center
2986 North Second Street
Harrisburg, PA 17110

CONTRACTING OFFICER

Steven R. Dupes
Assistant Vice Chancellor for Facilities
Office of the Chancellor
Dixon University Center
Office of Administration and Finance

DIRECTOR OF CSO

Robert F. Unger
Director of Construction Management
Construction Support Office
Dixon University Center
Office of Administration and Finance

1st ISSUING OFFICER

Robert F. Unger
Director of Constr. Mgmt.
Construction Support Office
Phone: 717-720-4131
Fax: 717-720-4111
E-mail: runger@passhe.edu

2nd ISSUING OFFICER

James E. Barbush
Facilities Contracts Mgr.
Construction Support Office
717-720-4119
717-720-4111
jbarbush@passhe.edu

CONTACT PERSON

Dorethe D. Latin
Construction Support Secretary
Construction Support Office
Phone: 717-720-4113
Fax: 717-720-4111
E-mail: dlatin@passhe.edu

I-4. TYPE OF CONTRACT

A. MULTIPLE AWARDS

The System expects to select multiple Professionals for prospective contracts.

B. NEGOTIATIONS

Prior to entering into a Contract, negotiations regarding fees (billable rates and overhead rates) will be undertaken with Professionals (i) whose Proposals show them to be qualified, responsible, and capable of performing the work, and (ii) who, in the judgment of the Selection Board, scored high enough against defined selection criteria to warrant this effort.

If negotiations are entered into, the System will request financial information from the Professional in order to evaluate billable rates and overhead rates.

C. CONTRACT AWARD

After successful negotiations, the selected Professionals will be expected to enter into a standard System contract (*Standard Form Of Agreement For Centrally Held, Open End Professional Architectural And Engineering Services, PASSHE-PROF-2010*) with the System.

The Contract will be an open end contract (indefinite delivery, indefinite quantity contract) that will allow the System and its Universities to acquire specific Professional Services during the contract period through the issuance of Individual Work Orders.

A sample of the Contract Form is provided in Appendix 4.

D. INDIVIDUAL WORK ORDERS

Under the Contract, the System, either through the Office of the Chancellor or the Universities, will provide opportunities for Professionals to provide specific Professional Services for specific projects. Opportunities will be provided either as Requests for Letters of Interest (competitive) or as direct selection (non-competitive). A Requests for Proposal will be issued to the Professional selected for those specific Professional services. The Office of the Chancellor or the Universities will negotiate the scope or work and fee for those specific Professional services, utilizing the billable rates and overhead rates in that Professional's contract. Upon successful negotiations, an *Individual Work Order* will then be issued to the Professionals for those specific Professional services.

E. CONTENTS OF THE CONTRACT

A Contract between the System and a Professional that results from this RFP shall contain all the terms and conditions agreed to by the parties, including the following:

- a) This RFP
- b) A successful proposal (response to this RFP)
- c) Successfully-negotiated fees (billable rates and overhead rates)
- d) A fully-executed Contract approved and delivered with appropriate System and Commonwealth attorneys' signatures. (*Sample Contract Form in Appendix 4*)
- e) All exhibits incorporated in fact or by reference
- f) All Individual Work Orders, including all reference documents for those Individual Work Orders, that will be issued in accordance with the provisions of this RFP and the Contract

F. CONTRACT PERIOD

The term of the Contract will be 2 initial years, plus 2 optional renewal terms of 2 years each, for a maximum of 6 years. Any offer of renewals or extensions to the Contract will be as determined by the System.

G. RENEWAL YEARS – ESCALATION

As the basis for any increase in the Direct Labor (and billable) Hourly Rates for any subsequent renewals of the Contract, the Professional and the System both agree to use

The Consumer Price Index For All Urban Consumers (CPI-U)

US City Average

as published by

United States Department of Labor, Bureau of Labor Statistics.

<http://www.bls.gov/>

<http://www.bls.gov/cpi/#tables>

<ftp://ftp.bls.gov/pub/special.requests/cpi/cpi.ai.txt>

The CPI-U Index for the month in which Proposals are due shall be used as the basis for computation of all increases for subsequent renewals.

This CPI-U Index shall be compared to the most recently available CPI-U Index when the Contract is renewed.

I-5. REGISTRATION FOR RFP

Registration is not mandatory, but it strongly recommended.

Each firm who expects to submit a Proposal should register as a Responder and provide all requested Registration Information.

Registration will help the System to manage the RFP Process and provide contact information for the System to communicate with the Proposers.

The Responder shall provide correct information. **The System is not obligated** to search for correct information if an error is discovered. An error in providing information could result in the Proposer not receiving critical information and updates from the System.

During the conduct of the RFP Process, communications from the System will be predominantly by e-mail. **The Responder shall** provide correct e-mail addresses. If an e-mail bounces (is returned undelivered), the System shall not be obligated to search for a correct e-mail address or determine why the e-mail was undelivered.

The System will post notices on its website and send the same notices to a maximum of 2 e-mail addresses for each Responder.

1.5.1 PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will be held prior to Proposal submission.

Attendance at the Pre-Proposal Conference is not mandatory.

The Pre-Proposal Conference is for information only, to clarify any points in the RFP that may not be clearly understood.

Registration for Pre-Proposal Conference. Due to the expected high response to this RFP, the Pre-Proposal Conference will necessitate pre-registration, and if necessary, 2 sessions will be held to accommodate all interested Responders. Both sessions will be identical in their conduct to assure that the same information is provided to all attendees. In view of the limited facilities available for the conference, the System requests that the Responder's representation be limited to 2 individuals per Responder (including any subconsultants).

QUESTIONS may be forwarded to the Issuing Office prior to the conference to ensure sufficient analysis can be made before an answer is supplied. All questions shall be submitted, in writing, to the Issuing Officer as stated in the cover letter for this RFP.

ANSWERS furnished during the Pre-Proposal Conference will not be official until written verification is issued by the Issuing Office. All answers will be officially provided in an addendum. A copy of the Addendum will be available at the Issuing Office and on the web page indicated in the cover letter transmitting this RFP.

1.5.2 OTHER INSTRUCTIONS

Refer to the cover letter of this RFP for other instructions on the following:

1. RFP Registration
2. Pre-Proposal Conference Registration
3. Date, Time, and Location of Pre-Proposal Conference
4. Submittal of Questions to be addressed during Pre-Proposal Conference
5. Due Date and Time for submission of Proposal
6. Other instructions as necessary

I-6. AMENDMENT TO THE RFP

For any necessary revisions to any part of this RFP, addenda will be issued.

The Issuing Office will endeavor to e-mail addenda to all firms that registered for the RFP and provided the System with an accurate e-mail address.

Addenda will be available at the Issuing Office and posted on the System's website at an address to be indicated in the cover letter transmitting this RFP. The Proposer may request the web address from the Issuing Office.

In any case, the Proposer is obligated to obtain any issued addenda from the web site.

If required by an Addendum, receipt of that Addendum shall be acknowledged in the Proposal. The System may elect to require acknowledgement of an Addendum if the System deems the information to be critical to the preparation of the Proposal.

I-7. RESPONSE DATE

To be considered, sealed Proposals shall arrive at the Issuing Office on or before the time and date specified in the cover letter for this RFP.

Professionals that mail Proposals shall allow sufficient mail delivery time to ensure the timely receipt of Proposals. Proposals received after the Proposal Due Date will not be evaluated.

I-8. PROPOSALS

To be considered,

- Professionals shall submit a complete response to this RFP.
- Proposals shall be in the format described in Part IV.
- Proposals shall only be submitted to the Issuing Office.
- The required number of copies of each Proposal shall be submitted to the Issuing Office. The Professional shall make no other distribution of Proposals.
- Proposals shall be signed by an official authorized to bind the Professional to the provisions of this RFP and a potential Contract.

For this RFP, **the Proposal shall remain valid for at least 180 days.**

The contents of a selected Professional's Proposal will become contractual obligations if a Contract is entered into. Clauses within the Professional's Proposal that are in conflict with the intent of this RFP or in conflict with the potential Contract will not be valid.

I-9. REJECTION OF PROPOSALS

The System, at its own discretion, reserves the right to reject any and all Proposals received as a result of this RFP, or to negotiate separately with competing Professionals.

The System, at its own discretion, reserves the right to cancel the RFP any time prior to a fully executed Contract, and if desired, reissue the RFP

I-10. INCURRING COSTS

The System is not liable for any costs incurred by Professionals prior to issuance of an Individual Work Order awarded under the Open End Contract.

I-11. ECONOMY OF PREPARATION

Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the Professional's ability to meet the requirements of the RFP.

I-12. ORAL PRESENTATION

A Professional who submits a Proposal may be required to make an oral presentation of the Proposal to the System. A presentation is intended to provide an opportunity for the Professional to clarify the Proposal to ensure thorough and mutual understanding. The Issuing Office will schedule a presentation if such are deemed necessary.

I-13. PRIME PROFESSIONAL RESPONSIBILITIES

A selected Professional is considered to be the "Prime Professional" and will be required to assume responsibility for all services offered in the Proposal whether or not they are produced directly by the Prime Professional's firm.

The System will consider the selected Prime Professional to be sole point of contact with regard to all contractual matters.

I-14. DISCLOSURE OF PROPOSAL CONTENTS

All responses to this procurement opportunity are subject to the Pennsylvania Right-to-Know Law, 65 P.S. §66.1 et seq., effective January 1, 2009 (Act 3 of 2008).

The Right-to-Know Law permits any requestor to inspect and/or copy any record prepared and maintained or received in the course of the operation of a public office or agency that is not subject to the exceptions enumerated in the law.

If the Professional submits a Proposal that becomes the subject of a Pennsylvania Right-to-Know Law request, the Professional will be asked by the System to identify all financial, privileged, confidential, and proprietary information that is included in the Proposal. This information may be exempt from disclosure in responses to a request.

All submitted materials become the property of the Commonwealth of Pennsylvania and may be returned only at the Commonwealth's option.

The Commonwealth has the right to use any or all ideas presented in any reply to this RFP. Selection or rejection of the responses does not affect this right.

I-15. DEBRIEFING CONFERENCES

The Announcement of Selections is expected within 180 days from the RFP's closing date. If an Announcement of Selections is not received within 180 days of the RFP's closing date (or any written extension thereof) the Proposer may assume that they were not selected for the work.

All Professionals, whether selected or not, will be notified of the names of selected Professionals and may be given the opportunity to be debriefed.

Upon written request, a Proposer may be orally debriefed as to the basis for non-selection. The purpose of a debriefing is not to compare Proposals, but to provide information that may assist the individual Proposer in understanding why the firm's Proposal was eliminated from the competition and how the firm might prepare better proposals in the future.

Requests for oral debriefing shall be made in writing to the attention of the Issuing Officer within **14 days** after the System publishes the Announcement of Selections. The Issuing Office will set the time and location of the debriefing.

The System is not legally required to debrief proposers. However, the System elects to provide opportunity for debriefings as a professional courtesy. Since this RFP is expected to draw a very large number of proposals, the System reserves the right to determine if and how debriefs will be conducted. Debriefings will be scheduled at the System's discretion and may occur over many weeks depending on the number of requests.

I-16. NEWS RELEASES

News releases pertaining to this RFP may not be made without prior System approval, and then only in coordination with the Issuing Office.

No name or likeness of the System or any of its Universities may be used without the expressed written permission of the System or University.

I-17. SYSTEM PARTICIPATION

Generally, the System's staff will not participate with the Professional in the performance of work. However, there may be circumstances where the System and the Professional will work together jointly.

Examples of joint effort could be the development of administrative manuals or contracts forms that require the System's input as well as a Professional's expertise. For a project that requires joint effort, the responsibilities of both parties Projects will be explained in the Individual Work Order and cooperation of the Professional is expected.

I-18. COST DATA – NEGOTIATION OF FEES

DO NOT SUBMIT ANY COST AND PRICING INFORMATION WITH THE PROPOSAL.

The negotiation of fees and the submission of cost data will only be required from firms selected for contracts in accordance with the selection criteria and processes cited in this RFP. If negotiations of overhead rates, hourly rates, and fees fail with a selected firm, the System may move to the next highest scoring but otherwise not selected firm.

For cost principles that will be applied in negotiations of a contract,

See APPENDIX 6 - PROFESSIONAL FEE COST PRINCIPLES

I-19. NOTICE AS TO FILING A PROTEST

A. PROTEST SUBMITTAL

A Proposer, Prospective Proposer, or Prospective Professional that is aggrieved in connection with the solicitation or award of a Contract under the *Commonwealth Procurement Code*, except as provided in 62 Pa.C.S.A. § 521 (relating to cancellation of invitations for bids or requests for proposals) may file a Protest with the Office of the Chancellor at the following address:

Office of the Chancellor
Pennsylvania State System of Higher Education
2986 North Second Street
Harrisburg, Pennsylvania 17110

Copy Of Protest Submittal. A copy of any Protest shall be simultaneously mailed to the Contracting Officer for this RFP, the name and address as stated previously in this RFP.

B. TIME FOR FILING OF PROTEST

If the Protestant is a Prospective Proposer, a Protest shall be filed with the Office of the Chancellor at the aforementioned address prior to the Proposal's due date.

*If the Protestant is a Proposer or Prospective Professional, the Protest shall be filed with the Office of the Chancellor at the aforementioned address within **7 days** after the aggrieved Proposer or a Prospective Professional knew or should have known of the facts giving rise to the protest.*

In no event may a Protest be filed later than **7 days after the date on which the System announces the selection of firms for contract negotiations**.

If a Proposer, Prospective Proposer, or Prospective Professional fails to file a Protest, or files an untimely Protest, the Proposer, Prospective Proposer, or Prospective Professional will have waived the right to Protest the solicitation or award of the Contract in any forum.

The System will disregard Protests that are untimely filed.

C. GROUNDS FOR PROTEST

A Protest shall state all grounds upon which the Protestor asserts that the solicitation or award of the Contract was improper. The Protestor should submit with the Protest any documents or information deemed relevant to the protest.

D. DECISION BY OFFICE OF THE CHANCELLOR

Upon receipt of the Protest, the Office of the Chancellor will render a decision in accordance with the procedures outlines within the *Commonwealth Procurement Code*, 62 Pa.C.S.A. §1711.1 et seq.

End of Part I

PART II

DESCRIPTION OF THE ORGANIZATION AND BACKGROUND



II-1. PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

A. CURRENT COMPOSITION

The Pennsylvania State System of Higher Education in Pennsylvania is composed of:

- 14 State-Owned Universities
- 4 Branch Campuses
- Several Regional Centers
- The McKeever Environmental Learning Center

The scope of facilities owned and operated by the System, briefly stated and estimated, includes the following:

- 4,887 Acres of land occupied by campuses
- 906 Buildings with over 27 Million Sq. Ft.
for classrooms, residences, administration, and student support

The 14 Universities, each having an approx. enrollment of 1,400 to 15,000 students, have a total enrollment of over 117,500 undergraduate and graduate, part-time and full-time students.

The System employs approximately 12,000 people.

*This information is from
the System's profile information as posted in the System's web site.*

B. AUTHORIZATION

The State System of Higher Education was established by the Commonwealth of Pennsylvania through Act 188 of 1982 (24 P.S. §§ 20-2001A, et seq.). The System has become commonly known as the Pennsylvania State System of Higher Education (PASSHE).

Act 188 of 1982 (24 P.S. §§ 20-2001A, et seq.) established the System as:

a body corporate and politic constituting a public corporation and government instrumentality which shall be known as the State System of Higher Education, independent of the Department of Education, hereinafter referred to as the System, which shall consist of the following institutions, and such other institutions, presently existing or newly created, as may hereafter be admitted by the Board in concurrence with other agencies as required by law:

- | | |
|---------------------------------------|-------------------------------------|
| (1) Bloomsburg University of PA | (8) Kutztown University of PA |
| (2) California University of PA | (9) Lock Haven University of PA |
| (3) Cheyney University of PA | (10) Mansfield University of PA |
| (4) Clarion University of PA | (11) Millersville University of PA |
| (5) East Stroudsburg University of PA | (12) Shippensburg University of PA |
| (6) Edinboro University of PA | (13) Slippery Rock University of PA |
| (7) Indiana University of PA | (14) West Chester University of PA |

Act 188 established the primary mission of System as follows:

- To provide instruction to undergraduate and graduate students, to and beyond the master's degree, in the liberal arts and sciences, and in the applied fields, including the teaching profession. While the Universities share this common mission, each also embraces specific missions in business, human services, public administration, and/or technology.
- The Pennsylvania State System of Higher Education is committed to providing high quality education at the lowest possible cost to the students. This commitment is maintained in every effort that the System undertakes.

C. GOVERNANCE

Act 188 established the administrative structure of System as follows:

- *The Board of Governors* – The primary policy and control authority for the System.

The Board of Governors has overall responsibility for planning and coordinating the development and operation of the System, is the approval authority for all System facilities projects, and consists of the following 20 members:

- The Governor or designee
- The Secretary of Education or designee
- 2 Senators
- 2 House Representatives
- 6 Citizens
- 3 Students
- 5 University Trustees

The Board of Governor's Policies, as published on the System's web site (<http://www.passhe.edu/governors/Pages/Policies.aspx>), govern the operation of the System, including the conduct of construction and Professional Services.

- *The Chancellor* – The Chief Executive Officer appointed by the Board of Governors and responsible for the overall administration of the System.
- *University President* – The Chief Executive Officer at the University level.
- *Council of Trustees* for each University – the governing board at the University level.
- *Council Of Presidents* – A group consisting of the 14 University Presidents and the 4 Vice Chancellors in the Office of the Chancellor. Advises the Chancellor and proposes System-wide policy.

See *Appendix 1* for a map showing and listing the institutions.

End of Part II

PART III

WORK STATEMENT

III-1. OBJECTIVES

The Pennsylvania State System of Higher Education (the System), through the Office of the Chancellor, expects to centrally contract with a sufficient number of Professional firms in order to have a body of Professionals available to perform various Professional Architectural and Engineering Services throughout the entire System. The System will contract with the firms under PASSHE-PROF-2010, a Centrally Held, Open End Contract for Professional Architectural And Engineering Services Agreement.

The various services will include a full range of architectural and engineering services for projects that may occur at any location and facility within the System.

A *Scope of Professional Services* is provided below in Paragraphs III-3. Those services can be performed under the appropriate *Categories of Services*, as follows:

***Category A.* Full-Service Architectural And Engineering Services**

***Category B.* Miscellaneous Architectural Services**

***Category C.* Miscellaneous Engineering Services**

***Category D.* Specialty Services, Categorized**

***Category E.* Specialty Services, Uncategorized**

III-2. CLASSIFICATION OF PROFESSIONAL SERVICES

By this RFP, the System is requesting Proposals from firms that can provide Professional Services in one or more of the following categories. :

Category A. Full-Service Architectural And Engineering Services

Projects may include new construction, maintenance, repairs, renovations, alterations, studies, and other Professional Services related to this RFP's Scope Of Work and may be performed in any or all of the necessary phases of a project, whether preliminary, final, bidding, or construction. Services may be provided entirely in-house or in association with other subcontracted firms. Subcontracted firms shall be ones stated in a firm's Proposal submitted in response to this RFP or as substituted or added with the approval of the Contracting Office and Construction Support Office.

Category B. Miscellaneous Architectural Services

Services may include the performance of various Professional & Technical Services that are designs, studies, investigations, and other services, within the ability of an Architect, to be performed in a timely manner, providing quick response to the System's needs.

Category C. Miscellaneous Engineering Services

Services may include the performance of various Professional & Technical Services that are related to civil, mechanical, electrical, plumbing, fire-alarm, and other engineering aspects of projects, within the ability of an Engineer, to be performed in a timely manner, providing quick response to the System's needs.

Category D. Specialty Services, Categorized (See Appendix 1 for lists of Services)

- D 1. Special Civil Engineering Services
- D 2. Environmental Engineering Services
- D 3. Utilities & Energy Services
- D 4. Environmental Health & Safety Services
- D 5. Survey & Inspection Services
- D 6. Other Special Services

Category E. Specialty Services, Uncategorized

Services may include any specialty not listed in this RFP, but is related to the Scope of Services described in this RFP, whether a currently developed service or one that is newly developed to meet current needs in the performance of various Professional & Technical Services, within the ability of an Architect or Engineer, to be performed in a timely manner, providing quick response to the System's needs.

III-3. SCOPE OF PROFESSIONAL SERVICES

The resulting Open End Contracts are intended to provide the System with access to a full range of architectural and engineering services, fitting within the described categories of work, and related to any aspect of *Planning, Design, Maintenance, Renovation, and Construction For Facilities Projects* where Professional Services are needed.

The Universities and the Office of the Chancellor will be able to issue Individual Work Orders under the Open End Contracts on an as-needed basis. A scope of potential Professional Services could include, but is not limited to, any of the following:

- Architectural & Engineering Services
- Services For Construction, Renovation, Alteration, Maintenance, & Repair Of Facilities
- Preliminary Design and Final Design Phase Services
- Bidding Phase Services
- Construction Phase Services (Not formal Construction Management or PAQA)
- Preparation & Review Of Designs, Specifications, & Drawings
- Preparation & Review Of Construction Cost Estimates & Construction Schedules
- Various Services in the Disciplines of Architecture, Civil, Structural, Geotechnical, Mechanical, Piping, Electrical, and other disciplines related to facilities design, construction, renovation, and maintenance
- Various Investigations, Inspections, Studies, Surveys, Testing, and Reporting
- Any Other Professional Services related to this RFP's intent, including but not limited to:
 1. Electrical Specialties
 2. Energy & Utilities Planning & Studies
 3. Environmental & Water Designs & Studies
 4. Facilities Assessments & Studies
 5. Facilities Planning & Maintenance Programming
 6. Feasibility Studies
 7. Forensic Studies
 8. Geologic Investigations
 9. Geothermal Designs & Studies
 10. Hazardous Materials
 11. Hydraulic Studies
 12. Inspection – Construction, Condition, Safety
 13. Management
 14. Manual Preparation
 15. Master Planning
 16. Materials Testing
 17. Move Management Specialty
 18. Noise Specialties
 19. Photographic Mapping
 20. Preliminary Design Services
 21. Roofing Design, Consulting, & Studies
 22. Safety Planning
 23. Signage & Wayfinding Specialty
 24. Surveying and Aerial Photography
 25. Sustainability
 26. Traffic Studies
 27. Value Engineering
 28. Water and Wastewater Treatment

III-4. HISTORICAL AND ANTICIPATED VOLUMES OF WORK

An anticipated volume of work has not been estimated, but the need for centrally held open end contracts is obvious based on past experience.

Usage Of Contracts. (See this RFP's Part I, Section I-2 Problem Statement, Paragraph D - The Process, regarding no guarantees for any work.)

TYPES OF PROJECTS AWARDED UNDER PROF-2005

The following is a list of project titles that were issued under IWOs for PROF-2005 through April 2010. Each record represents one IWO.

1.00 ADA	2.50 Renovation And Addition
1.01 ADA Upgrade	2.51 Renovation, Room 130
1.02 Wheelchair Lift Installation	2.52 Renovations
	2.53 Repair
2.00 CONSTRUCTION, RENOVATIONS, ADDITIONS	2.54 Repair Roof Deck
2.01 Addition	2.55 Replacement
2.02 Art Kiln	2.56 Residence Hall Entrance
2.03 Breidenstine Hall	2.57 Room Renovation
2.04 Building	2.58 Site Work
2.05 Building Renovation	2.59 Smart Classroom Renovation
2.06 Café For F.H. Green Library	2.60 Student Union
2.07 Capital Project	2.61 Upgrades
2.08 Closets	2.62 Visual Performing Arts Center
2.09 Cooler And Elevator Replacement	
2.10 Dean's Suite	3.00 ENVIRONMENTAL
2.11 Design & Construction Services	3.01 Asbestos Management Program Devel. & Training
2.12 Dining Hall Expansion And Renovation	3.02 Electrical Distribution System Study
2.13 Dish Machine Replacement Project	3.03 Environmental Hazards Testing
2.14 Elevator Upgrades	3.04 Wetland Delineation
2.15 Entrance	
2.16 Entrance Stairs, Curbs, And Window Replacement	4.00 FACILITY ASSESSMENTS
2.17 Entry	4.01 Condition Assessment
2.18 Exterior Masonry Cleaning, Sealing	4.02 Facilities Assessment
2.19 Fire Alarm Replace/Notification System Design	4.03 Facility Assessment
2.20 Foreign Language Lab	
2.21 Garage Sketch Phase Design	4.05 HVAC
2.22 Health Clinic	4.06 AC Upgrade Plan
2.23 House Renovations	4.07 HVAC Modification
2.24 Improvements	4.08 HVAC Screening
2.25 Infrastructure Improvements	4.09 HVAC Unit Replacement
2.26 Intersection Upgrades	4.10 Printmaking Exhaust
2.27 Landscape Improvements	
2.28 Landscaping	5.00 INFRASTRUCTURE
2.29 LEED Certification	5.01 Road Extension
2.30 Library Connector	5.02 Walkway
2.31 Library Renovation	5.03 Walkways
2.32 Marine Science Consortium Facility	
2.33 Masonry Repair Mi-956	6.00 MEP
2.34 Math Zone Lab	6.01 MEP System Renovation
2.35 Modifications	6.02 MEP Feasibility
2.36 New Student Housing	6.03 MEP Upgrade
2.37 Office Fit-Up	
2.38 Office Relocation	7.00 NOISE
2.39 Office Suite Remodeling	7.01 Noise Study
2.40 Pavilion Design & Construction Services	7.02 Sound Levels
2.41 Pool Piping In Replacement	
2.42 Pool Pump Electric	8.00 PARKING
2.43 Pool Upgrades	8.01 Parking & Transportation Implementation Services
2.44 Poplar House	8.02 Parking Lot
2.45 Quad	8.03 Parking Lot & Utility Relocation
2.46 Quad & Vacate E. Frederick Street	8.04 Parking Lot Renovation
2.47 Recreation Center	8.05 Parking Lot Survey
2.48 Refurbishment	8.06 Parking Management Plan
2.49 Renewal	8.07 Parking Study

9.00 ROOF

- 9.01 Equipment Roof Screens
- 9.02 Roof
- 9.03 Roof Inspection Report
- 9.04 Roof Repairs
- 9.05 Roof Repairs 63-0283
- 9.06 Roof Replacement

10.00 SIGNAGE

- 10.01 Directional Signage
- 10.02 Information Commons
- 10.03 Main Entrance Display
- 10.04 Marquee & Signage
- 10.05 Monument Sign
- 10.06 Signage Manual
- 10.07 Statue Competition

11.00 SPORTS FACILITIES

- 11.01 Artificial Turf
- 11.02 Baseball Field
- 11.03 Baseball Field Design
- 11.04 Court Conversion
- 11.05 Field Extension
- 11.06 Field Lighting
- 11.07 Field Press Box
- 11.08 Field Renovation
- 11.09 Field house Bathroom
- 11.10 Gym Floor Refinishing
- 11.11 Locker Room Building
- 11.12 Schematic Design For Field House
- 11.13 Soccer Field Project
- 11.14 Sports Courts
- 11.15 Sports Education Center
- 11.16 Stadium Concession Stand
- 11.17 Stadium Elevator Addition
- 11.18 Stadium Press Box
- 11.19 Stadium Wave Cam Installation
- 11.20 Tennis Courts

12.00 STUDY

- 12.01 Acoustical Improvements
- 12.02 Arts Consolidation Plan
- 12.03 Auditorium Study
- 12.04 Classroom Mix Study
- 12.05 Classroom Utilization Study
- 12.06 Concept Study
- 12.07 Enhancement Plan
- 12.08 Evaluations And Recommendations
- 12.09 Facilities Master Plan Update
- 12.10 Feasibility Study
- 12.11 Feasibility Study For Building Envelope
- 12.12 Feasibility Study Student Housing
- 12.13 Food Service Masterplan
- 12.14 Forensic Study Of Cooling System
- 12.15 Inventory And Strategic Plan
- 12.16 Master Plan For Athletic & Rec. Facilities
- 12.17 Master Plan For Housing

- 12.18 Master Plan For Roadman Park
- 12.19 Master Plan Model
- 12.20 Master Plan Update
- 12.21 Master Plan Update Alumni Village
- 12.22 Master Plan Update Services (Continuation)
- 12.23 Master Plan Updates @ Roadman Park
- 12.24 Nursing Department Plan
- 12.25 Program Review
- 12.26 Programming And Design Concept Study
- 12.27 Programming/Conceptual Design
- 12.28 Site Design Services
- 12.29 Site Evaluation
- 12.30 Site Evaluation/Expanded Review
- 12.31 Site Feasibility Study
- 12.32 Space Allocation Analysis
- 12.33 Space Planning & Relocation
- 12.34 Space Planning Sketches
- 12.35 Space Program
- 12.36 Student Housing Plan
- 12.37 Studies Relocation
- 12.38 Study

13.00 TESTING

- 13.01 Core Borings And Lab Analysis

14.00 CHILLER & ELECTRICAL SERVICE SYSTEM

- 14.01 Chiller Replacement
- 14.02 Cooling Tower Enclosure
- 14.03 Gas System
- 14.04 Geothermal
- 14.05 Geothermal Loop Design
- 14.06 Utility And Roadway Project
- 14.07 Utility Equipment
- 14.08 Water Main Extension

5.00 OTHER

- 5.01 Blackboard Card System
- 5.02 Campus Moves
- 5.03 Communication Alert System
- 5.04 Conversion
- 5.05 Data Center Upgrade
- 5.06 Digital Drawing Storage Phase I
- 5.07 Dinosaur
- 5.08 Directory
- 5.09 Exterior Security Improvements
- 5.10 Flood Control Grant
- 5.11 Furniture Package
- 5.12 Mass Notification System Master Plan Phase 2
- 5.13 Occupancy Permit Process
- 5.14 Relocation
- 5.15 Scup Awards Submission
- 5.16 Solariums
- 5.17 The Anchor @ Gordinier
- 5.18 Title V Permit Renewal
- 5.19 Trailer Relocation

HISTORICAL DATA FOR PREVIOUS OPEN END CONTRACTS CONTRACT FORM PASSHE-PROF-2005 Centrally Held, Open End Contracts For Various Professional Services				
A	SUMMARY			
	Reporting Period:	4.4 Years	Jan 2006 Thru April 2010	
	Total Of Services For Period	306 IWOS	\$14,250,791	
	Average Assignments Per Year	62 IWOS	\$3,197,827	
	Average Assignments Per Month	5 IWOS	\$266,486	
	Average Fee Per Assignment		\$51,280	
B	VOLUME OF PROFESSIONAL SERVICES	IWOS	%	FEES
	IWOS	269	95%	\$13,568,398
	Amendments to IWOS	37	5%	\$682,393
	Total IWOS+ Amendments	306	100%	\$14,250,791
C	VOLUME BY CATEGORY OF SERVICE	IWOS	%	FEES
	Total Category A	79	38%	\$5,461,501
	Total Category B	90	30%	\$4,308,263
	Total Category C	88	24%	\$3,417,408
	Total Category D	12	3%	\$381,225
	Total Amendments	37	5%	\$682,393
	Total IWOS + Amendments	306	100%	\$14,250,791
D	VOLUME OF SPECIALTY SERVICE	IWOS	%	FEES
	D - Electrical Specialty	1	5%	\$18,700
	D - Facilities Assessment Specialty	1	7%	\$25,000
	D - Facilities Assessment Specialty	1	51%	\$194,319
	D - Forensic Specialty	1	1%	\$5,000
	D - Move Management Specialty	1	3%	\$9,984
	D - Noise Specialty	2	5%	\$20,700
	D - Roof Consulting Specialty	4	16%	\$61,323
	D - Signage & Wayfinding Specialty	1	12%	\$46,200
	D - Steam & Chilled Water	0	0%	0
	Total Specialties	12	100%	\$381,226
E	RANGE OF FEES	IWOS	%	Fee Of
		1	0%	\$435,000
		3	1%	\$300,000
		0	0%	\$260,000
		11	4%	\$200,000
		25	8%	\$100,000
		39	13%	\$50,000
		64	21%	\$25,000
		163	53%	\$1,000
	Total Range Of Fees	306	100%	\$1,000
F	UNIVERSITY USAGE	IWOS	%	FEES
	California	63	28%	\$3,915,026
	Kutztown	62	17%	\$2,403,809
	Slippery Rock	17	15%	\$2,148,722
	West Chester	29	10%	\$1,464,615
	Millersville	34	8%	\$1,069,920
	Edinboro	9	6%	\$881,114
	Bloomsburg	8	4%	\$501,024
	East Stroudsburg	5	3%	\$471,754
	Indiana	14	2%	\$318,436
	DUC	12	2%	\$278,502
	Cheyney	6	1%	\$209,633
	Mansfield	4	1%	\$191,105
	Clarion	3	1%	\$168,000
	Lock Haven	9	1%	\$114,940
	Shippensburg	1	1%	\$99,341
	Note: Amendments Not Included In IWO#	269	100%	\$14,235,940

END OF PART III

PART IV

INFORMATION REQUIRED FROM PROFESSIONALS

IV-1. REQUIRED INFORMATION

- **THE PROPOSER SHALL SUBMIT** one Proposal that includes all the selected Categories of Service. DO NOT SUBMIT SEPARATE PROPOSALS FOR EACH CATEGORY OF SERVICE.
- **THE PROPOSER SHALL SUBMIT 5 COPIES OF THE PROPOSAL**
 - 1 ORIGINAL PAPER COPY
 - 4 PAPER COPIES
 - 1 ELECTRONIC VERSION (CD or DVD)
- **PROPOSALS SHALL BE FORMATTED AND INDEXED with Tabs 1 through 8** as follows:
 - TAB 1 LETTER OF INTEREST
 - TAB 2 UNIVERSITY/REGION MATRIX..... ***See Appendix 1***
 - TAB 3 CATEGORIES OF SERVICE MATRIX..... ***See Appendix 1***
 - TAB 4 PA BUSINESS CERTIFICATION ***See Appendix 2***
 - TAB 5 APPLICATION FOR SPECIFIC PROJECT ***See Appendix 3***
PASSHE FORM 150 ASP
 - TAB 6 MANAGEMENT SUMMARY
 - TAB 7 PERFORMANCE NARRATIVE
 - TAB 8 OTHER INFORMATION
- **NON-RESPONSIVE PROPOSALS WILL NOT BE CONSIDERED.**
A PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE if any of the following occur:
 - (1) The required number of Proposals (original with required copies) is not submitted.
 - (2) The Proposal format is not submitted as required.
 - (3) The Proposal is not submitted to the Issuing Office by the date/time specified.
 - (4) The Proposal is distributed or submitted to other than the Issuing Office.
 - (5) The Proposal does not include all requirements specified in this RFP.
 - (6) An Addendum is not acknowledged in the Proposal, if acknowledgement is required by the Addendum.
 - (7) A Proposal includes other errors and/or omissions that are deemed to be fatal flaws by the Issuing Office or the Selection Board.

The System, at its discretion, can determine if flaws found in the Proposal are fatal or non-fatal flaws.

A fatal flaw is one that provides sufficient cause for the System to determine that the Proposal does not meet critical requirements of the RFP.

A non-fatal flaw is one that does not affect the integrity of the Proposal nor the ability of the System to have the Proposal reviewed by the Selections Committee.

IV-2. DESCRIPTION OF REQUIRED INFORMATION**TAB 1 LETTER OF INTEREST**

The Letter Of Interest shall be a one-page letter that concisely presents and includes, at a minimum, the following information:

- a. **Categories Of Service.** The Proposer shall state the basic Categories of Service (A, B, C, D, or E) that the firm desires to offer to the System.
- b. **Acknowledgement of Addenda.** The Proposer shall list any and all Addenda, identifying them by Addendum number and date.

TAB 2 UNIVERSITY/REGION MATRIX**See Appendix 1**

The University/Region Matrix shall be completed. The Proposer shall select the Universities and/or Regions that they wish to cover with services.

TAB 3 CATEGORIES OF SERVICE MATRIX**See Appendix 1**

The Categories of Service Matrix shall be completed. The Proposer shall select all the Categories of Services for which they desire to contract.

TAB 4 PA BUSINESS CERTIFICATION**See Appendix 2**

The Business Certification Form shall be completed. If an application process has started with the Commonwealth and is not complete on the Proposal Due Date, explain the circumstances in the Proposal. A Contract shall not be issued to a Proposer for signature if a certification is pending. If the System determines that a Proposer without certification is eligible for an award of a Contract, then the Proposer shall submit documented evidence of certification to the Issuing Office no later than the time the System is ready to send contracts to all Proposers for signature. Contracts could be sent to successful Proposers for signature within **180 days** of the Proposal Due Date.

TAB 5 PASSHE FORM 150 ASP – APPLICATION FOR SPECIFIC PROJECT See Appendix 3

The Proposer shall complete and sign *PASSHE Form 150 ASP*. The Proposer does not need to repeat information that is included in the other tabs of the Proposal. If information would be duplicated in the form, cross reference to the other tabs of the Proposal.

TAB 6 MANAGEMENT SUMMARY

- A. **Responsible Contact – This Proposal.** The Proposer shall provide the name, title, address, telephone number, and e-mail address of the individual responsible for preparing the Proposal and responding to questions concerning the Proposal.
- B. **Responsible Contact – Contract Administration and IWOs.** The Proposer shall provide names, titles, addresses, telephone numbers, and e-mail addresses of individuals who will be responsible for receiving Requests For Letters Of Interest and Requests For Proposals for Individual Work Orders.
- C. **Organization Chart.** The Proposer shall provide an organization chart showing the organization of the home office, any branch offices, and any subcontracted services, that the Proposer expects will provide services under the contract.
- D. **Team Organization.** The Proposer shall provide a brief narrative discussing the Proposer's team and organization to provide services under the contract. The narrative should reflect the Organization Chart, and should include:
 - (1) information as to the history of the team members having worked together,
 - (2) how each member will be responsible to the team to perform in the best interest of the System, and
 - (3) how the Professional will provide coordination and control over the team.

E. Utilization of Disadvantaged Businesses. The Proposer shall provide narrative or factual information on utilization of Disadvantaged Businesses, to include the firm's:

- 1) specific approach for the utilization of Disadvantaged Businesses on the team proposed for this contract,
- 2) overall corporate policy or approach for the utilization of Disadvantaged Businesses. Provide information about any corporate supplier diversity, protégé-mentor, or similar programs the firm may have, and
- 3) historic data on the utilization of Disadvantaged Businesses on other contracts and/or projects.

If the Proposer is a Disadvantaged Business, PASSHE Form 150 provides a place where they can so identify themselves. This fact should also be simply stated in this narrative section. Also in that case, the other items under this narrative section do not need to be discussed, unless the Proposer desires to do so.

The System considers Disadvantages Businesses to not only include firms registered under the Commonwealth of Pennsylvania MBE/WBE Program, but also firms registered under other states' programs, municipal programs, and Federal programs, and may include Small Business, Socially-Disadvantaged Businesses, Economically-Disadvantaged Businesses, and other similar protected classes of businesses.

TAB 7 PERFORMANCE NARRATIVE

The Proposer shall provide a narrative that attempts to sell the firm and/or the team. The Proposer should attempt to address those capabilities, experience, or services that they believe allow them to stand out from the other Proposers. Referenced items (samples, reports, etc.) may be provided at Tab 8.

Possible items to be addressed could include items such as descriptions of:

- 1) Proposer's strongest assets and/or services that are related to the types of work that the firm desires to offer to the System.
- 2) Proposer's approach to customer care, and how their approach and performance in this area stand out.
- 3) Proposer's approach to control and adherence to budget and schedule, and how their approach and performance in this area stand out.
- 4) Proposer's approach and methodology for controlling quality of design documents, and how their approach and performance in this area stand out.
- 5) Proposer's software and IT systems (CADD, BIM, etc.) and approach to their use, and how their approach and performance in this area stand out.
- 6) Proposer's capabilities and history in LEED design and/or other similar documentable sustainability standards.
- 7) any other information deemed relevant to the types of work the firm desires to offer to the System, and/or abilities and service that might make the firm stand out.

TAB 8 OTHER INFORMATION

Other Materials. In addition to the information listed above, other materials may be provided to show the applicability of the firm's experience in the Categories of Services that are being proposed.

Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the Proposal.

End of Part IV

PART V

CRITERIA FOR SELECTION

V-1. SELECTION PROCESS

All Proposals submitted are subject to review by one or more Selection Boards. Separate Selection Boards may be used to evaluate proposals and recommend Proposals for selection in separate Categories of Services. The Board Members are free to make judgments concerning any Proposal based on the member's experience, interpretation of information contained in the Proposal, and information known by and available to the System.

All recommendations for selection made by the Board shall be final pursuant to the ***Act 188 of 1982 (24 P.S. §§ 20-2001A, et seq.)***.

A. SELECTION BOARDS

The Selection Boards will:

- Follow policies and procedures established by the Construction Support Office.
- Review qualifications of Proposers and identify Proposers deemed to be the most highly qualified to provide the services required.
- Review form and content of the Proposal.
- Base reviews on the general selection criteria stated in this RFP.
- Utilize an evaluation process and detailed selection criteria specifically developed for this RFP.
- Rank Proposers in priority order by qualifications, and formally transmit the results to the Issuing Officer. The Issuing Officer will recommend to the Contracting Officer the Proposers to be selected.

B. NEGOTIATION BOARD

The System will negotiate billable rates and overhead rates with the selected Proposers.

The System may open negotiations with the Proposer who ranks highest in the priority order of those not selected only if rates cannot be agreed upon with a selected Proposer.

C. LEGISLATED CRITERIA

Act 188 of 1982 (24 P.S. §§ 20-2001A, et seq.)

Act 57 of 1998 (62 Pa.C.S.A. 101 et seq.), Commonwealth Procurement Code,

The System is mandated by the above stated legislation to perform the selection of architects and engineers with consideration given to, but not limited to, the following factors:

1. **Equitable Distribution** of contracts among qualified architects and engineers;
2. **Capability To Perform** the design and construction services for the contract being considered;
3. **Geographic Proximity** of the architect or engineer to the proposed facility;
4. **Ability** of the architect or engineer to furnish the necessary available manpower to perform the services required by the project; and
5. **Any Other Related Circumstances** peculiar to the proposed contract.

V-2. EVALUATION CRITERIA

EVALUATION OF PROPOSALS

For Proposals that have been submitted in accordance with Part IV of this RFP, the following areas will be considered in evaluating Proposals and making selections:

A. THE FIRM'S QUALIFICATIONS

This refers to the Proposer's demonstrated experience, past performance, qualifications, and capabilities relative to providing the service offered and called for in the RFP.

Evaluations will consider:

- The quality and relevance of similar services that have been completed by the Proposer, how recently those similar services have been performed, and how those services relate to the System's needs and objectives.
- The Proposer's ability to provide services for the services proposed, including associations with subcontracted firms.
- Other related criteria established by the Selection Board.

References may be contacted.

This Criteria will have a higher weight.

B. PERSONNEL QUALIFICATIONS

This refers to the experience, qualifications, and performance of personnel on the Proposer's staff and team. Personnel who would actually be assigned to System projects would receive closer scrutiny.

Evaluations will consider:

- The quality and relevance of similar services that have been completed by the personnel, how recently those similar services have been performed, and how those services relate to the System's needs and objectives.
- The education and credentials of the personnel.
- Other related criteria established by the Selection Board.

References may be contacted.

This Criteria will have a higher weight.

C. MANAGEMENT AND TECHNICAL APPROACH

This refers to the Proposer's effective and efficient management of the contract and individual work orders, the Proposer's ability to respond to the System's needs, the Proposer's technical concepts for providing the services, and any unique and/or outstanding aspects of those services that make the Proposer stand out. Only those services related to the Categories of Work selected by the Proposer will be evaluated.

Evaluations will consider primarily those items presented in TABs 6 and 7 of the proposal.

This Criteria will have a lesser weight.

D. UTILIZATION OF DISADVANTAGED BUSINESSES

This refers to the Proposer's approach to the utilization of Disadvantaged Businesses for this contract, as well as, secondarily, the Proposer's utilization of Disadvantaged Businesses in the past and/or on other contracts and the firm's corporate policy and/or approach to such utilization.

This Criteria will have a lesser weight.

Additionally, the importance of this Criteria will vary in relation to the Category of Service. It will be more important for Category of Service A, less important for Categories of Services B and C, and even less important for Category of Service D.

End of Part V

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APPENDICES

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[I N S E R T]

APPENDIX 1

QUALIFICATION MATRICES

QUALIFICATION MATRIX – UNIVERSITY & REGION SELECTIONS

QUALIFICATION MATRIX – CATEGORIES OF SERVICE SELECTIONS

MAP OF UNIVERSITIES

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[I N S E R T]

APPENDIX 2

PA BUSINESS CERTIFICATION FORM

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APPENDIX 3

PASSHE FORM 150 ASP

APPLICATION FOR SPECIFIC PROJECT

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[I N S E R T]

APPENDIX 4

CONTRACT FORM

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[I N S E R T]

APPENDIX 5

SUBCONSULTANTS

USE OF, REPLACING, AND ACQUIRING NEW

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[I N S E R T]

APPENDIX 6

PROFESSIONAL FEE COST PRINCIPLES

VERSION DATED MAY 4, 2009

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[I N S E R T]

APPENDIX 7

CHARTS FROM PROF-2005

**THESE ARE EXAMPLES OF CHARTS THAT WERE USED FOR
MANAGING THE PROF-2005 CONTRACTS.**

**SIMILAR CHARTS MAY BE DEVELOPED FOR THE
PROF-2010 CONTRACT MANUAL**

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