

**Columbia-Montour Area Vocational-Technical School
5050 Sweppenheiser Drive
Bloomsburg, Pennsylvania 17815**

Request for Proposal

Sealed proposals for the design and engineering services for a Comprehensive Career & Technology Center expansion/renovation will be received by the Columbia-Montour Area Vocational-Technical School in the school's Business Office at 5050 Sweppenheiser Drive, Bloomsburg, Pennsylvania, up to 1 p.m., prevailing time on March 1, 2018 following which all bids will be publicly opened and read aloud. Any interested parties and the public may attend the proposal opening. Proposal should be directed to the attention of M. Anthony Lylo, Board Secretary. All potential providers must familiarize themselves with the request for proposals that are available at the school office between the hours of 8:15 a.m. and 3:15 p.m., Monday through Friday. The School reserves the right, and its discretion, to reject any or all proposals.

**Columbia-Montour Area Vocational-Technical School
5050 Sweppenheiser Drive
Bloomsburg, Pennsylvania 17815
570-784-8040**

Fax: 570-784-3565

**Package for RFP Design Engineering Services
AT
Columbia-Montour Area Vocational-Technical School
Final bid submission date: March 1, 2018
Latest time of been submission: 1:00 P.M.**

Proposals must be submitted to

**M. Anthony Lylo, Board Secretary
5050 Sweppenheiser Drive
Bloomsburg, Pennsylvania 17815**

Section I – Introduction

The Columbia-Montour Area Vocational Technical School (herein called CMAVTS) is governed by seven participating school districts (herein called consortium stakeholders). The participating school districts have the power to delegate the operation, administration and management of CMAVTS to a joint committee elected from among the participating school districts boards of school directors. The board of school directors of the participating school districts have appointed a joint committee known as the Joint Operating Committee (herein called the JOC). The JOC is the governing board that will take action at a public meeting to select the architect.

This RFP is being generated to address the collective interest of the sending districts to entertain proposals for both on and off site program expansion and new programing exploration. The proposal will also include the addressing of on-site infrastructural concerns. This will be described as a proposal for CMAVTS program expansion / renovation (herein called the Project). The purpose of the project is to reconfigure/create space which potentially will allow the school to increase the enrollment capacity within the seventeen existing technical programs, add new technical programs and evaluate the remaining labs and their corresponding theory areas and to modernize facility conditions to reflect those found in industry. The successful responding firm will be expected to examine a variety of options on behalf of CMAVTS and consortium stakeholders including, but not limited to, reconfiguration of the existing physical plant, enlarging the size of the physical plant and for renovating existing space in member high schools to accommodate vocational programming. Additionally, all systems of the physical plant will be evaluated to ensure that they possess the functional utility to accommodate modifications, structures or any proposed modifications / expansions.

The professional services shall include all architectural / engineering services required for the Project. The successful respondent will be providing guidance and ideas that will inform all phases of the Project that include planning, design, construction, and post-constructions services.

This RFP is being sent to multiple outlets for review and submittal of a Proposal for the Project. When responding to the information requested in each of the numbered sections and subsections, it is important that you use the same identifying numbers in your response as is set forth in the RFP so that your response can be easily tied together with the RFP. Sections I through V of the RFP are largely informational in nature, but do include and require specific responses from the respondents regarding important aspects of the Project. Respondents should review Sections I through V carefully to ensure the inclusion

of necessary responses and to assure understanding of the Project and the selection process is complete.

Sections VI of the RFP requests information about your fee proposal for the Project. Section VII includes a comprehensive list of services which CMAVTS is considering to be basic services to be provided by the successful respondent. Under Section VII, respondents are asked to indicate whether there are any listed services that cannot be included in basic services and explain the reason why.

Section VII duplicates to some degree previous sections of the RFP. Each and every paragraph under this Section must nonetheless be answered. The purpose of Section VII is to encourage a dialogue on points that may need further discussion between respondent and CMAVTS.

Section VIII references an attachment that must be signed, dated and attached to your Architect Proposal.

Section II – Project

SERVICES DESCRIPTION

The Professional's responsibilities for this project include providing full design services through construction completion. The scope of design services includes, but is not limited to the following:

- 1. Study phase to evaluate the scope of the project**
 - a. Client review and verification of desired space usage and information as directed by CMAVTS and consortium stakeholders.**
 - b. Prepare options for CMAVTS and consortium stakeholders based upon articulated needs in an effort to determine best course of action(s).**
 - c. Annotate and implement necessary design/layout changes, as required to complete the scope of work desired by CMAVTS and consortium stakeholders.**
 - d. Prepare initial Schedule and Construction Estimate for project.**
- 2. Submit documents as required for review by CMAVTS and consortium stakeholders.**
- 3. Participate in review meetings as required. Prepare and distribute written responses to all review comments.**
- 4. Attend meetings as required to support this effort.**
- 5. Assist the CMAVTS and JOC in evaluating proposal options.**

PROPOSED SCOPE OF WORK

The Columbia-Montour AVTS intends to implement a series of construction projects at its Sweppenheiser Drive campus (and / or alternative sending school sites as determined by the outcome of this study) to expand academic programs. Programs to be considered as additions include but are not limited to the following interest areas:

- Diesel Mechanics
- Supply Chain - Logistics
- Special Education - Work Based Learning / Distributive Education

Other areas of interest for the possible expansion of current subject areas include but are not limited to:

- Welding and Machining Technology
- Electricity and Mechatronics
 - **Note: The welding lab must conform to specifications as issued by the American Welding Association for the lab to be utilized as an AWS certified test center.*

Additionally, the school intends to evaluate current available space in areas available for theoretical instruction, tooling storage, equipment placement and vocational lab instruction to reflect conditions found in industry regarding work space and safety. This standard should be applied to all existing and proposed programs addressed within this study.

- *A key component of the study requires an evaluation of both the CMAVTS campus and off-site buildings' infrastructure, including but not limited to, electrical, HVAC, water supply, sanitary sewer systems, treatment plant, roof systems, parking lots and driveways should be examined to determine the following:
 - Functional utility of components
 - Costs to upgrade/replace same if evaluation finds they are at the end of utility or unable to accommodate proposed program upgrades.

The potential professional design services requested by this RFP will require the successful respondent work with the CMAVTS administration, staff and consortium stakeholders to evaluate options and design the renovations and/or additions necessary to accommodate the aforementioned programs. The purpose also extends to incorporate the interest of the sending school districts and to consider options for the utilization of space/facilities that may exist outside of the CMAVTS campus. Consideration of the use/ modification of off campus space should include all projected costs and long term logistical considerations.

Section III – Submittal of Proposal

- The respondent shall develop a proposal in response to this RFP which shall be placed in a sealed envelope clearly marked with the respondent's name and the name of the Project using the following words:

**“[Name of Respondent] Proposal for Design Services for the
CMAVTS Program Expansion”.**

- The Proposal must be submitted to M. Anthony Lylo, Board Secretary. Mandatory site visits for all respondents are required. Site visits should be scheduled through David Bacher at 570-784-8040 ext 3324.
- The Proposal must include one original, one electronic copy, and 21 bound copies.
- Ownership, Possession and Control of the Proposal
 - All materials, ideas, and formats contained in the Proposal will become the property of CMAVTS.
 - CMAVTS reserves the right to retain and use any the conceptual design for the Project contained in the Proposal or presented during the interview process and to make use of the information or ideas associated therewith.
- Information submitted may be subject to disclosure under the PA Right-to-Know Law (herein called the RTK Law) and other disclosure laws. If the respondent considers information contained in the Proposal to include trade secrets(s) or confidential proprietary information, the respondent must identify such information by providing a written statement signed by a representative of the respondent at the time of the submittal of the Proposal. The firm must specifically identify the information and use the words “trade secret” or “confidential proprietary information” if the firm intends for CMAVTS to be aware of the declaration for purposes of the RTK Law.

Section IV. Process for Selection of Professional Service

Interviews

- CMAVTS and consortium stakeholders will review all timely submitted Proposals. The respondents generating Proposals that best meet the needs and requirements of CMAVTS and consortium stakeholders will be invited to an interview. It is possible that a respondent not initially selected for an interview may later be invited to an interview. It is possible that more than one interview of all or some respondents may occur.

Selection

- After the completion of the interviews, one firm will be recommended for the purpose of negotiating a contract for services in accordance with this RFP. The firm will be notified of its selection.

- After the contract is negotiated, the firm will be recommended for approval to the JOC and the JOC will take action on the recommendation at its public meeting.

Section V – Selection Criteria – General & Specific

- **General Selection Criteria.**
- For an firm to be considered as qualified for the Project, the firm shall demonstrate that its staff including the principals and associates assigned to the project meet the following criteria:
 - 10 years of experience in PA public school construction.
 - Extensive experience in the PlanCon submission process.
 - Extensive experience in the local and state approval process including subdivision, land development, zoning and permits
 - Possess a proven history of accurate construction estimating expertise and a proven history of minimal construction cost overrun.
 - Possess a proven history of minimal change orders.
 - Possess a proven history of public relations and presentation skills.
 - Possess a proven history of successfully working with construction management, school governing boards, school administration, school solicitor, engineers, program managers and others critical to the Project.
 - Possess fiscal responsibility.
 - In regard to the requirements of the School Code and the Child Protective Services Law for background checks, the firm shall provide to CMAVTS within a reasonable period of time after being recommended and approved for the Project all documents necessary to show compliance with those laws for all members of its staff and subcontractors who will be working on the Project. Only personnel with documentation approved by CMAVTS will be permitted to work on CMAVTS (and / or sending district property).

B. Specific Selection Criteria

The Proposal shall contain the information listed below and shall be tabbed as follows.

1. Organization, Staffing and Qualifications

- Provide a list of key Project team members.
- Indicate preferred consulting firm(s) used by you in the following areas and other areas you may deem relevant to the Project:
 - Civil Engineering, (including but not limited to structural, environmental, site, transportation, materials science, materials engineering, geotechnical, and surveying),
 - Mechanical Engineering,
 - Electrical Engineering,
 - Plumbing Engineering,
 - Technology,
 - Landscape professionals,
 - Acoustical Engineers,

- Other specialized consultants or project personnel required as deemed by the proposal
- Provide the following information for personnel in your firm and other consultants that will have responsibility on the Project:
 - 1) The address of the specific office which have responsibility for performing the work.
- Through narrative discussion, show reason why the firm believes it is especially qualified to undertake the Project. Discuss any unique qualifications that the architect possesses which would benefit CMAVTS and consortium stakeholders in the execution of the Project.

2. Understanding of the Project Phases

- The firm shall in a clear and concise manner describe the role, duties, work, and responsibilities of the firm for:
 - Pre-Design Schematic Design
 - Design Development
 - Construction Documents
 - Bidding
 - Construction Contract Administration
 - Post Construction Phases

The description shall include how the firm will interface and work with others who they believe are key participants in the Project including the CMAVTS administration, CMAVTS JOC members, Consortium Stakeholders, CMAVTS solicitor, and a construction manager, if retained, or the general contractor if there is no construction manager retained.

3. Design Approach

- The firm shall provide a general description of the approach that would be followed in designing the Project.
- Based on the Project Description(s) and other information provided in this RFP the firm is requested to include a conceptual design for the Project(s) as an attachment to the Proposal.

4. Project Control - Budget

- The firm shall indicate what techniques, tools, procedures, policies, business practices etc. are available and followed to create an accurate CMAVTS budget for the Project.

5. Project Control - Schedule

- The firm shall indicate what techniques, tools, procedures, policies, business practices etc. are available and followed to assure compliance with the Project schedule.

6. Other Information

- Firm shall describe the overall scope of (i) current work and (ii) reasonably anticipated work for the next number of years.
- The firm shall indicate whether, as a single entity or as a member of a joint venture, the firm or any member of the firm has been the subject of any litigation in court or

arbitration related to the providing of its professional services. If so, provide a detailed description of the litigants, the subject matter, and the disposition of the case.

- The firm shall identify what percentage of its work is Pennsylvania public school work.
- The firm shall identify the firm's expertise in new public school construction projects including the design and construction of buildings and additions for a vocational school such as CMAVTS. Provide examples.
- Offer an opinion on whether a construction manager should be retained for the Project and how the services of a construction manager can provide value to the design of the Project including but not limited to assistance for value engineering and constructability. If a construction manager were retained for this Project, provide a narrative discussion explaining the firm's interaction with the construction manager and how the firm and construction manager may benefit from the services provided by each of them.

7. References

- In submitting the Proposal, the firm shall submit a list of references for Pennsylvania public school construction projects for which they have been involved. The list shall include the date of the project and the name, address and contact information including telephone number and identity of the public school person(s) in charge of the project. The reference list may include personal letters of recommendation.

Section VI - Fee Proposal for Basic Services and Additional Services

- The Proposal shall include a proposal for its fee (herein called the Fee Proposal) that includes all compensation and other payments due the firm (e.g.: manpower, overhead, profit, direct costs, etc.) in the performance of Basic Services and Additional Services as outlined in the AIA Standard Form of Agreement Between Owner and Firm, (herein called the AIA Standard Form of Agreement).
- The Fee Proposal shall consider multiple methods for determining the firm's fee for Basic Services and Additional Services which may include but not be limited to one or more of the following methods (1) a percentage of total construction cost as herein defined (herein called the Construction Cost) (2) an hourly rate as itemized in a rate schedule submitted by the firm (3) a fixed fee amount not to exceed a maximum amount.
- For purposes of establishing a Fee Proposal, Construction Cost shall mean the total cost to construct the Project designed and specified by the firm. Construction Cost shall not include the compensation of the firm, architect, engineer or other professionals contracted with CMAVTS, the costs of financing, contingencies for changes to the construction work or other costs that are the responsibility of CMAVTS. It will be determined when negotiating the final terms of the winning respondent's contract whether the Construction Cost for the Project for the purpose of determining the firm's fee will be based on the lower of the Project estimated cost, the dollar value of the bid awards, the actual incurred construction costs net of all

change orders, a flat fee or another method mutually agreed upon between architect and CMAVTS.

- **The Fee Proposal for shall include a break-down to show the percent of the total fee for the following Project phases.**
 - (1) Pre-design**
 - (2) Conceptual design**
 - (3) Schematic design**
 - (4) Design development**
 - (5) Construction documents**
 - (6) Bidding**
 - (7) Construction**
 - (8) Post-Construction**

- **The Fee Proposal shall list all expense categories including but not limited to reimbursable expenses for permits, filing, printing, travel, etc. The Fee Proposal must itemize the expenses under each category.**

Section VII – Scope of Services

A. Scope of Services – General Description

- **Listed below in paragraphs is a scope of services, which is not intended to be all inclusive, but which CMAVTS is requesting be included as part of Basic Services. CMAVTS shall have the right to modify the list as it deems necessary. If there are items listed below under the scope of services that the firm will not include as part of Basic Services, indicate which services are not included and whether those services are provided for under additional services or not provided at all. The Proposal can identify any additional or recommended services to be included in Basic Services or Additional Services. The following conditions would apply if a contract were awarded:**
 - **Architect, Engineers and Consultants shall participate in a mutually agreed upon Project documentation and record keeping system.**

 - **Project construction documents must be prepared in a sharable version of a three dimensional building information management and computer aided design software platform.**

 - **Comply with Project schedule from award of design contract including schematic design and working drawings through to Advertisement to Bid and Award of Construction Contract.**

 - **Develop and present at least two conceptual plans for review by the CMAVTS and consortium stakeholders. These plans may be completely different than any proposal or presentation plans prepared in response to this RFP. Cost estimates for each plan should be included.**

 - **Conduct field surveys required to complete the necessary plans and specifications. Existing drawings of the site will be provided by CMAVTS**

upon request, if available. The firm will be required to conduct additional investigations and surveys to verify the information and gather supplemental data as required to complete the Project.

- Verify the budgets and confirm and comply with cost estimate budgets provided. Provide information and assist with construction cost estimates in order to ensure budget requirements are maintained.
- Provide information, make changes and cooperate as required with CMAVTS for value engineering and CMAVTS criteria items through the course of the Project. CMAVTS shall make final determination on all value-engineering decisions.
- If awarded, prepare Architect's color rendering and concept of approved design as requested by CMAVTS.
- The facility must be designed to accommodate future expansion.

C. Scope of Services – Contract terms.

- Neither CMAVTS nor the firm will be bound by the provisions of the RFP or the Proposal. Only those provisions that are incorporated into a final contract signed and approved by the respondent and the JOC shall be binding on the parties. If agreement on contract terms cannot be accomplished, CMAVTS may terminate negotiations and proceed to initiate negotiations with another firm who CMAVTS has determined to be qualified for the Project.

Section VIII – Representations and Acknowledgments

- The following representations and acknowledgments shall be attached to the Proposal. The information requested must be completed by an authorized representative of the firm.
 - The undersigned has verified the information set forth in the Proposal and understands that CMAVTS and consortium stakeholders will not be responsible for any errors omissions on the part of the undersigned in preparing the Proposal.
 - In submitting the Proposal, it is understood that the right is reserved by CMAVTS to reject any or all of the Proposal and waive all informalities in connection herewith.
 - The undersigned declares that the person or persons signing this Proposal is/are fully authorized to sign on behalf of the firm.
 - The undersigned understands and agrees that by requesting a Proposal, CMAVTS is not using a public bidding process; that CMAVTS has full and complete discretion to reject or accept any firm for any reason; and that nothing contained in the RFP shall create any contractual rights or obligations by and between CMAVTS and / or consortium stakeholders and any person or entity responding hereto.

Respectfully submitted, this _____ day of

Firm Name _____

Address _____

Signature _____
Name Typed _____
Title _____

RFP REQUIREMENTS

- **Please provide a concise response to this RFP that includes the following information:**
- **Proposed fee (and structure) for all services.**
- **Identify what type of expenses will be charged. All expenses, if applicable, shall be billed without markup.**
- **Identify the person who will be your point-of-contact for this work.**
- **Initial project design schedule (uncertain).**
- **Errors and omissions insurance coverage.**
- **Brief overview of firm, including the number of personnel presently in the firm: Architects, Engineers (by discipline), Landscape Architects, Interior Designers, etc.**
- **Qualifications and experience of the design team, including sub-consultants proposed for this project.**
- **Provide references and descriptions of projects similar to the project proposed in this RFP (include before and after photographs of at least five construction projects of the scope and size as anticipated by the Columbia-Montour AVTS that have been completed by said architect, who will be doing the design work for the CMAVTS).**
- **Provide a list of PA school district comparable projects for which you have provided architectural services.**
- **Supply a copy of the architect contract (Standard Form of Agreement) your firm will require CMAVTS to sign.**
- **Explain your firm's history with change orders after final designs were being built.**
- **Identify any legal proceedings (arbitration, complaint or court action) filed by an owner against your firm for any project for which you provided architectural services during the last five years.**
- **A non-collusion affidavit**

RESPONSE CONDITIONS

CMAVTS does not obligate itself to make the selection for these professional services based on lowest cost; and reserves the right to reject all response. CMAVTS further reserves the right to waive any informality in any or all responses, and to reject or accept any response or portion thereof. Our intent is to identify the firm that provides the best fit with our perceived need. This firm will balance quality, cost, service, and creativity.