



COMMUNITY
COLLEGE

RFP 2024-002
DATE: JANUARY 22, 2025

REQUEST FOR PROPOSAL
CLERK OF THE WORKS (CW) SERVICES
For
ERIE COUNTY COMMUNITY COLLEGE
WEST CAMPUS LOCATION RENOVATION

At

ERIE COUNTY COMMUNITY COLLEGE
2403 W 8th STREET
ERIE, PENNSYLVANIA 16505

PROPOSAL DUE NO LATER THAN:
5:00 PM
FRIDAY MARCH 7, 2025

Request for Proposal 2025-001

Erie County Community College is seeking a qualified and experienced Clerk of the Works Firm (hereinafter referred to as "CW") to provide Project Management oversight for our upcoming **Redevelopment Assistance Capital Program (RACP)** project renovation to our West Campus location. We are inviting interested and eligible CW Firms to submit proposals for consideration.

Firms may submit any questions via email to Frank Moore, CFO @ fmoore@ec3pa.org

One open-site visit will be available. Sites visits are encouraged but not mandatory. The site visit will be held on:

Tuesday, February 18th at 1:00 PM (Site visit will commence in main lobby 1st floor)

The deadline for questions is **5:00 PM February 28, 2025. Questions and answers (if any) will be posted on the Erie College website.** No change to the RFP will be accepted based upon any verbal conversation.

One (1) electronic copy of complete proposals must be submitted to:

Erie County Community College
2403 W 8th Street
Erie PA, 16505

Electronic Copy attention: fmoore@ec3pa.org

Proposal deadline: 5:00 PM Friday March 7, 2025

The award is anticipated to be made by May 2025.

The College reserves the right to accept or reject, in whole or in part, any and all proposals submitted to award contract(s) in whole or in part, and to waive informalities and technicalities if, in its judgment, the best interest of the College may so require.

Frank Moore, CFO

Date

TABLE OF CONTENTS

- I.** General
- II.** Scope of Work
- III.** Scope of Clerk of the Works Services
- IV.** Schedule
- V.** Fee Schedule & Staffing
- VI.** Proposal Response
- VII.** Proposal Evaluation Factors
- VIII.** Insurance
- IX.** Annulments & Termination
- X.** Conclusion

Attachment: Appendix A – Existing Floor Plans

I. General

Clarification; Addenda

Prospective proposals in doubt as to the meaning of any terms, conditions, or specifications, or finding any discrepancy in or omission from same shall contact Frank Moore @ fmoore@ec3pa.org in writing at once. Such notice in no way obligates the Board of Trustees of Erie County Community College (hereinafter referred to as 'the College') to revise the proposal documents but should it be determined that amendment is necessary, each will be furnished same via email. The College assumes no responsibility for oral or telephonic explanation interpretations of proposal documents.

Cancellation

The College may cancel this RFP, in whole or in part, at any time before the scheduled Proposal opening.

Preparation of Proposals

Proposals should be prepared simply and economically, providing a straightforward, concise description of the items or services offered. The College reserves the right to consider informally any proposal not prepared in accordance with instructions. **The College will not be responsible for any proposal preparation or submission costs.**

Exceptions; Alternates

Firms that take exception to any part of this RFP or intend to offer an alternate product to that specified, must so indicate on the proposal form. Failure to do so shall be interpreted as The Firm's intent to comply with all instructions, terms, conditions, and specifications herein.

Errors in Proposals

Firms are expected to fully acquaint themselves with all governing laws and ordinances, and inform themselves as to the instructions, terms and conditions, specifications, and other requirements before submitting proposals. Failure to do so will be at The Firm's own risk; relief cannot be secured on plea of error.

Withdrawal

Any proposal may be withdrawn before the scheduled time of opening. After a proposal has been opened, it may not be withdrawn during the period stated herein, for which prices and terms must remain valid. The request to withdraw a proposal must be made in writing addressed to Frank Moore @ fmoore@ec3pa.org

Reservations

The College reserves the right to accept or reject, in whole or in part, any and all proposals received, to waive informalities or technicalities as the best interests of the College may require, and to waive minor differences in specifications, provided these do

not violate the intent nor materially affect the operation for which the items or services are sought, nor increase estimated costs to the College.

Unless otherwise specified herein, the College also reserves the right to award the contract(s) within ninety (90) days after the proposal opening. Any proposal on which the time of acceptance is limited to less than the specified period may be rejected solely on that basis.

The College further reserves the right to reject the proposal of a Firm who, investigation shows, is not currently in a position to fulfil the contract, or who has previously failed to fulfil contracts of a similar nature in a proper and timely manner.

Non-Discrimination in Employment

The Firm shall be an equal opportunity employer and shall conform to all proposed Action and other applicable requirements; accordingly, The Firm shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the basis of race, color, religion, creed, age, sex, national origin, status as an individual with a disability, veteran, sexual orientation, marital status or any other status protected by law.

II. SCOPE OF WORK

West Campus Location Renovation

Project Size: See specific goals below.

Location: Erie County Community College
2403 W 8th Street
Erie PA, 16505

Construction Budget: **TBD** (does not include soft costs)

The purpose of this project is to renovate specific portions of the existing facility within the established budget.

The goals of this project are as follows:

Refer to appendix A for room locations. **Indicated Square foot numbers are approximated and may not match exactly.**

1. Health Labs - Renovate room #111 first floor – 7,860 square feet.
Possible uses for this area may include, but not limited to:

Skills Lab - 9 beds
Skills Lab Storage

Simulation Labs
Simulation Control Rooms
Simulated Doctors Office - Health Information Management
Physical Therapy Assistant (PTA) Lab
(PTA) Lab Storage
Respiratory Therapy Lab
Washer / Dryer
Storage - medical files

2. Create adequate restroom facilities on the 1st, 2nd and 3rd floors. Rooms #103, 104 and 105 first floor. Rooms #204 and 205 second floor. Rooms #304 and 305 third floor – 2,330 square feet.
3. Renovate central corridors on the 1st & 2nd floors – Locker removal, floor replacement and painting. 10,000 square feet.
4. Renovate room #115 for Learnings Commons use – 1,800 square feet.

III. SCOPE OF CLERK OF THE WORKS SERVICES

1. Construction Phase
 - Provide a staffing plan to include CW representatives who shall be in attendance at the project site.
 - Compliance to RACP requirements
 - Monitor construction schedule
 - Contract administration and contractor payments
 - Schedule and conduct meetings related to project
 - Promptly distribute Meeting Minutes to Owner, Architect and multiple prime contractors
 - Recommend courses of action to the Owner when requirements of a contract are not being fulfilled
 - Attend all inspections
 - Review samples
 - Keep a daily record of work on site
 - Submit written progress reports to the Owner and Architect showing percentages of work
 - Maintain photographic journal
 - Monitor punch list

IV. SCHEDULE

It is anticipated that CW services would begin on or around **May 1, 2025, and run through approximately March 31, 2026.**

V. FEE STRUCTURE & STAFFING ANALYSIS

This will be a fixed fee contract based on the construction project scope and size. When prices on the proposal form contain both words and figures, the sum written in words shall govern in the case of any discrepancy.

All other costs shall be included in the above fee and are not reimbursable:

VI. PROPOSAL RESPONSE

All costs associated with preparation and responses to this Request for Proposal are the sole responsibility of the CW Firm. The College reserves the right to use any and all ideas presented in a proposal without incurring any obligations to the CW. All proposals become the property of Erie County Community College.

VENDOR QUALIFICATIONS

Consultants submitting a proposal **MUST** have significant prior experience in the renovation of similar size buildings. The following vendor qualification information must be included in the proposal response:

1. Number of years in business and evidence of Professional Licensure.
2. Prior RACP experience
3. Names and resumes of principals.
4. Detailed description of three (3) specific prior (within the past five years) and/or current contracts in which the firm has provided services similar to those required by The College. Healthcare/Labs/Higher Education.
5. Name and resume of individual (s) available to be assigned to The College project, including specific information on prior experience.
6. Additional information to support the qualifications of your firm to meet the requirements of The College.
7. Client references (3).

VII. PROPOSAL EVALUATION FACTORS

The College reserves the right to shortlist the Firms based on the proposal responses to this RFP. The College may conduct a proposal review meeting and an oral presentation with the short-listed Firm(s).

The College reserves the right to adjust quantities and call for best and final pricing from the short-listed Firms.

The College reserves the right to select the proposal which, in its sole opinion, best meets the needs and interests of the College.

The College will use the following evaluation criteria:

- Quality of the proposal, including narrative description of process and how it will be applied to Erie County Community College, and response to the requirements herein.
- Capabilities, experience, references.
- Cost

VIII. INSURANCE

The CW shall perform its services under this Agreement, as an independent Contractor and shall insure, as they may appear, the interests of all parties to this Agreement against any and all claims which may arise out of CW's operations under the terms of the Contract.

CW Contractor will provide original certificate(s) of insurance made out to The College showing all insurance coverage carried by CW upon submission of a signed contract. If, during the term of the Contract, coverage should expire, The College may withhold payments until the CW submits a new certificate reflecting the new policy coverage dates.

At a minimum, the CW must carry at least the following:

- (a) Workers' Compensation Insurance - limits shall be the statutory limits provided under Pennsylvania law.
- (b) General Liability Insurance - limits of \$1,000,000 per occurrence, \$2,000,000 in the aggregate.
- (c) Automobile Liability Insurance - limit of \$1,000,000 per occurrence (if applicable).

No provision of this Agreement shall be construed to provide the CW with health insurance and/or fringe benefits not otherwise described herein during the term of this Agreement.

IX. ANULMENTS & TERMINATION

Annulments

The College reserves the right to annul any contract if, in its opinion, there shall be a failure at any time to perform faithfully any of its stipulations. Any action taken in

pursuance of the latter shall not affect or impair any rights to claims of the College to damages for breach of contract by the Firm,

Should the CW Firm fail to comply with or perform any conditions of the contract within the time stipulated, the College reserves the right to purchase the required items or services on the open market, and withhold any monies due under the contract to be

Termination

In the event that the Firm violates any of the provisions of the Contract, the College may serve written notice upon the Firm of Its intention to terminate the Contract. Such notices will contain the reason for such intention to terminate, and unless within ten (10) days after the serving of such notice the violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate.

Notwithstanding the foregoing, the Firm agrees that the College shall have the right to terminate for convenience at any time during the term upon giving the Firm sixty (60) days prior written notice.

X. CONCLUSION

The College will review the submitted RFPs in a timely manner. The selected CW firm will be contacted upon acceptance of a proposal. The College is looking forward to receiving and evaluating these proposals. Thank you for your time and effort regarding the project. Please direct questions to Frank Moore, CFO @ fmoore@ec3pa.org