



COMMUNITY
COLLEGE

RFP 2024-001
DATE: JANUARY 19, 2024

REQUEST FOR PROPOSAL
ARCHITECTURAL AND ENGINEERING 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 15, 2024

Request for Proposal 2024-001

Erie County Community College is seeking a qualified and experienced architectural firm (hereinafter referred to as "The Firm or The Architect") to provide architectural and engineering services for our upcoming **Redevelopment Assistance Capital Program (RACP)** project renovation to our West Campus location. We are inviting interested and eligible architectural firms to submit proposals for consideration.

The RFP is available on the Erie College website @ <https://www.ecccpa.org/request-for-proposals/> Firms may submit any questions via email to Frank Moore, CFO @ fmoore@ec3pa.org

Two open site visits will be available. Sites visits are encouraged but not mandatory. Site visits will be held on:

Monday, February 5th at 1:00 PM

Wednesday, February 7th at 11:00 AM

The deadline for questions is **5:00 PM February 23, 2024. 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 15, 2024

The award is anticipated to be made by May 24, 2024.

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

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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: \$5,000,000

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 - 6 beds
Skills Lab Storage

Simulation Labs
Simulation Control Rooms
Simulated Doctors Office - Health Information Management
Emergency Medical Technician (EMT) Training (Ambulance Simulation)
Physical Therapy Assistant (PTA) Lab
(PTA) Lab Storage
Hydrotherapy
Cadaver Lab
Respiratory Therapy Lab
Washer / Dryer
Compressor Room
Storage - medical files

In goal #1 the College is seeking creative ideas (multifunctional use of space) and not “traditional” (separate/dedicated layout). This will allow for infusing collaboration across programs.

2. Create adequate restroom facilities on the 1st, 2nd and 3rd floors. Room #103, 104 and 105 first floor. Room #206, 207 and 208 second floor. Room #304 and 305 third floor – 2,330 square feet.

Review other single existing restrooms for possible upgrading (if budget allows). Example: room #216 second floor.

3. Renovate central corridors on the 1st, 2nd, 3rd and 4th floors – 20,110 square feet.
4. Renovate the main central staircase. Access is from the main building entryway.

Review staircases at each end of the building for possible upgrading (if budget allows).

5. New elevator – located between room #111 and 112. Renovate and increase capacity.
6. Review status of boilers and estimated useful life.
7. Renovate room # 115 for Learnings Commons use – 2,100 square feet.
8. Add loading dock or entryway for large equipment and deliveries.

III. **SCOPE OF ARCHITECTURAL SERVICES**

The architectural team will provide architectural services including but not limited to meeting with College officials and members of the project team, preparation of all meeting minutes until the construction phase, ADA and building code compliance, programming, schematic design, design development, construction documentation/specifications, finishes, bidding and construction administration.

The architectural firm shall also include the services of a professional engineer for the required design to support the systems infrastructure.

The College will require the architectural firm to coordinate the documents from the engineering firm into the bid document package.

1. **Programming**

The Architect will provide programming services to determine the arrangement and use of spaces within the West Campus Location. This phase will include meetings with faculty and staff, determining goals and requirements, performance and design criteria, space requirements, ambient environment, and general outline of finishes. Deliverables will include a written report to include; architectural program, space listings by function and size, blocking and stacking diagrams, a proposed design schedule indicating a construction start date of **November 1, 2024**, and a statement regarding scope of work potential within the given budget.

2. **Schematic Design**

The Architect will provide Schematic Design Documents to finalize the conceptual design of the project illustrating the scale and relationship of the project components based on the space planning and programming previously completed. The Schematic Design Documents will include the field verification and re-drawing of existing conditions to produce an accurate existing plan. Preliminary selections of major building systems and construction materials must be noted on the drawings or described in writing. This phase of the project will also include an updated project design schedule to be provided by the architect. The Schematic Phase will conclude with a signed-off schematic drawing signed by the project team.

Floor plans shall be verified in this phase.

3. **Design Development**

The Architect will provide Design Development Documents based on the approved Schematic Design Documents. The Design Development Documents will illustrate and describe the refinement of the design of the project; establishing the scope, relationships, forms, size and appearance of the project by means of plans, sections and elevations, typical construction details, and equipment layouts. The Design Development

Documents will include specifications that identify major materials and systems and establish quality levels. If the project design schedule has deviated from the schedule from last phase, the architect must submit a new schedule for approval or specify how the original schedule will be maintained. The Design Development phase will be concluded with a signed-off design development package signed by the project team.

4. **Interior Finishes**

The architect will provide interior design services consisting of the selection and detailing of finish materials, colors and patterns. The interior services will include meetings with the client project team, multiple color schemes, and material and color finish boards for final presentation.

The selection of furniture will be *excluded* from the interior services. The Architect Firm will provide an add alternate for coordinating furniture selection.

5. **Construction Documents**

The Architect will provide Construction Documents based on the approved Design Development Documents. The Construction Documents will set forth in detail the requirements for construction of the project. In addition to drawings, the Construction Documents will include written specifications that establish in detail the quality levels of materials and systems required for the project. A three-ring binder or other deliverable of cut sheets indicating, light fixtures, HVAC equipment, plumbing fixtures, etc. shall be prepared no later than the 50% completion of the CD's. The Construction Document phase will also include the preparation of documents for review by appropriate state and local authorities. All code review submissions and meetings are to be included.

Final deliverables for this phase will include all signed and sealed drawings, specifications, and other documentation required for code review, one additional set for the Owner's records, and an electronic set in PDF. **A cost estimate will be required when the CDs are 50% complete.**

6. **Bidding**

The Architect will assist the Owner in obtaining bids, the award of bid and the preparation of contracts. Services requested during this phase include, but are not limited to, assistance with contractor inquiries, issuance of addenda, and construction document clarification. All bids will be received and opened by the Owner. Owner will not incur redesign costs if

construction costs are higher than approved construction budget. Architect will be held accountable for construction budget and their preliminary estimates.

Final deliverables for this phase will include one complete set of construction drawings and specifications for the selected contractor's use and electronic files in the form of PDFs. A physical and electronic copy (.dwg and .pdf format) will also be provided to the Owner. This set will include the incorporation of all addenda and clarifications provided during the code review and bidding processes.

7. **Construction Administration**

The architect/engineer will assist the Owner's project manager during the construction phase. The architect's services during construction will be consistent with the basic services outlined in the B141 Owner-Architect agreement (1997). These services include but are not limited to; appropriate site visits during construction, bi-weekly project meetings, review and certification of Certificates for Payment, processing and review of shop drawings, review of Owner initiated Construction Change Authorizations, preparation of Change Orders, clarification of documents and resolution of field construction conflicts. The basic construction services will conclude with the Architect/Engineer providing a punch list and a set of electronic documents for the Owner.

IV. **SCHEDULE**

It is anticipated that A/E services would begin on or around **May 24, 2024**.

A project design schedule ***must*** be included as a requirement of this proposal. Schedule shall include an estimate (approximate number of weeks) for the construction time required.

V. **FEE STRUCTURE & STAFFING ANALYSIS**

This will be a fixed fee contract to include architect and engineering services, 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.

Provide a schedule of current billable rates for architectural & engineering services.

Permitted reimbursable costs shall be billed at a 1.0 mark-up

The following costs shall be included in the above fee and are not reimbursable:

1. Long distance and mobile phone telephone charges.
2. Regular and overnight postage charges.
3. Staff travel expenses (including mileage, tolls, meals, and other charges) for travel to and from the project site.

The following costs will be reimbursable:

1. Reproduction of documents for Owner's or Consultant's review.
2. Other reasonable costs not covered in this paragraph and approved by The College.

VI. PROPOSAL RESPONSE

All costs associated with preparation and responses to this Request for Proposal are the sole responsibility of the architect. The College reserves the right to use any and all ideas presented in a proposal without incurring any obligations to the architect. 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. Names and resumes of principals.
3. Statement as to the independence of the firm.
4. Detailed description of three (3) specific prior (within 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).

As part of the evaluation process, The College may require a meeting with the College and other interested parties for the purpose of a full presentation of the proposal/qualifications and to answer questions. Travel costs, fees or any other expense shall be the responsibility of the consultant and shall not be chargeable to The College.

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 technical 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 A/E 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 A/E's operations under the terms of the Contract.

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

At a minimum, the A/E must carry at least the following:

- Commercial General Liability - (policy to include premises and operations, products/completed operations and blanket contractual liability- the contractual section of the coverage must cover this agreement) General Aggregate Limit \$2,000,000; Products and Completed Operations Aggregate Limit \$2,000,000; Each Occurrence Limit \$1,000,000.
- Automobile Liability - to include owned, non-owned and hired vehicles: Combined Single Limit \$500,000; or Bodily Injury \$250,000. each person, Bodily Injury \$500,000. each accident, and Property Damage \$100,000.
- Professional Liability- Each Jobsite limit: \$1,000,000; General Aggregate Limit: \$2,000,000. Must remain in place for one year from date of final acceptance.

- Workers' Compensation as required by Pennsylvania statute.
- Employer's Liability: Bodily Injury by Accident \$100,000 each accident; Bodily Injury by Disease \$100,000 each employee; Bodily Injury by Disease \$500,000 policy limit.

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 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

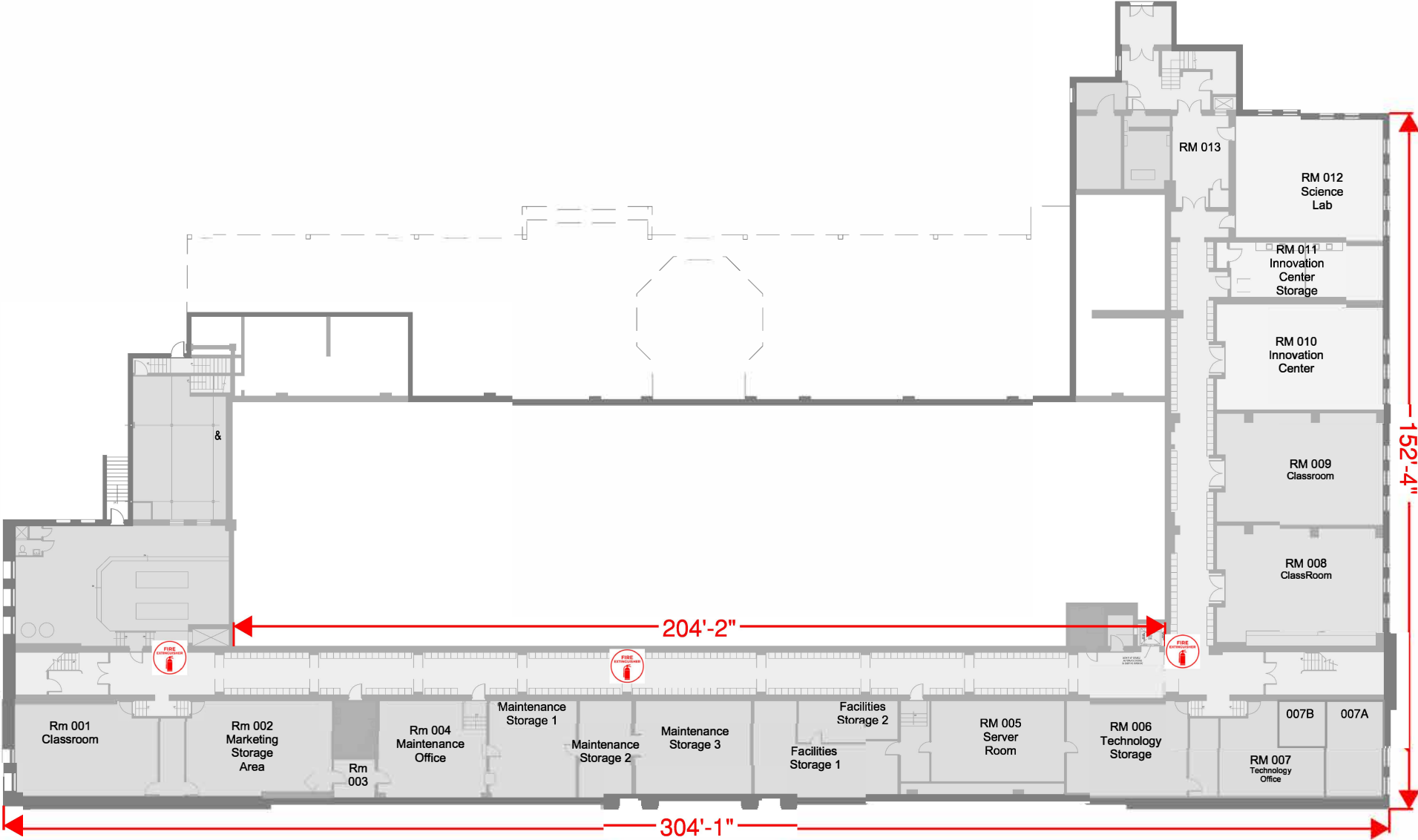
In the event that the Firm violates any of the provisions of the Contract, the College may serve written notice upon the Firm of Its intention to terminate the Contract. Such notices will contain the reason for such intention to terminate, and unless within ten (10) days after the serving of such notice 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.

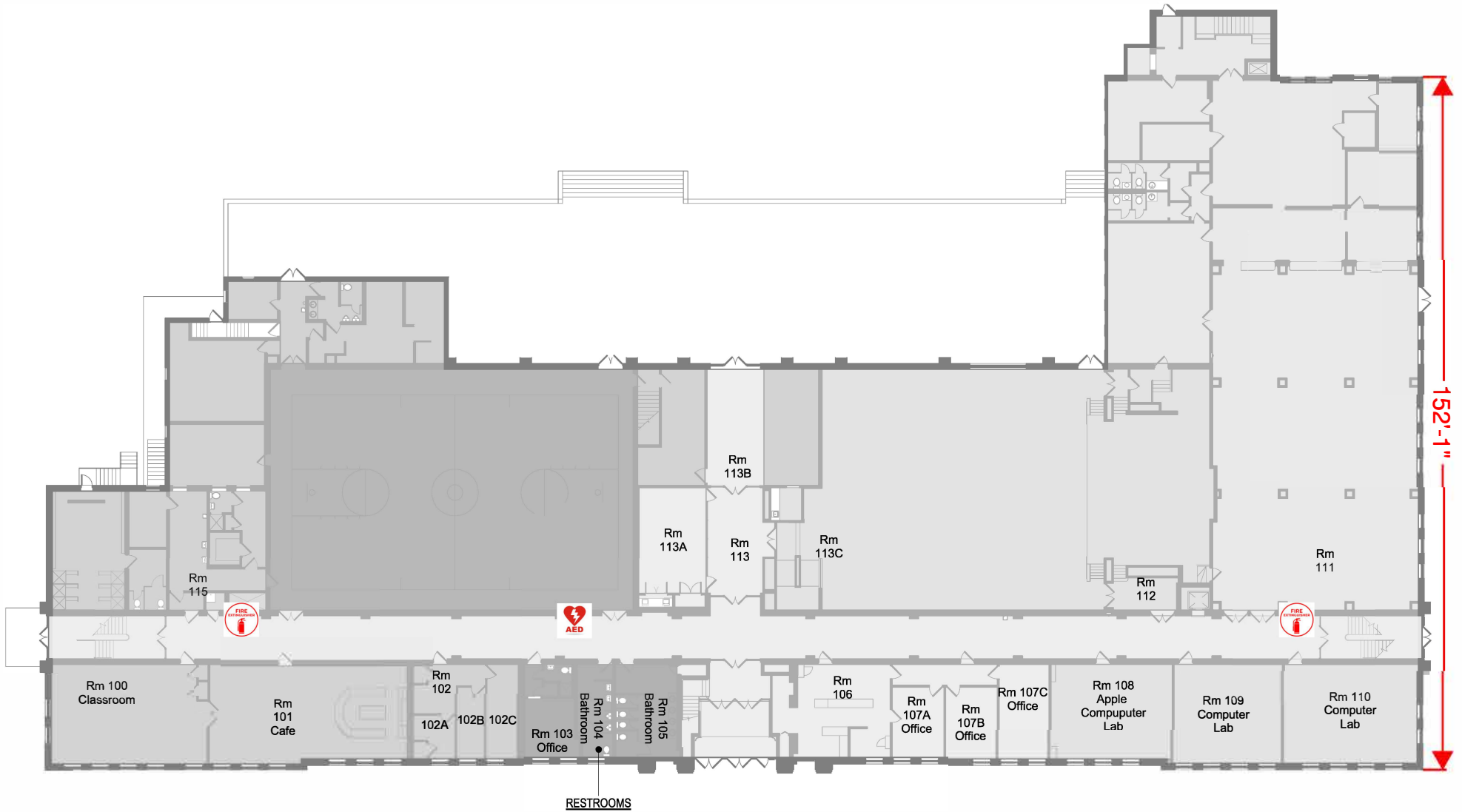
X. CONCLUSION

The College will review the submitted RFP's in a timely manner. The selected architectural firm will be contacted upon acceptance of a proposal. The selected firm will be expected to execute the AIA B141 Owner-Architect Agreement (1997) upon acceptance. 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

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RESTROOMS

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