REQUEST FOR PROPOSALS

Proposal Title:  Cost Consultant – Health Sciences Center Renovation and Addition PROJECT

This is Request for Proposals #16-040414RFP-01, issued March 21, 2014 by Montgomery County Community College (“the College”), Blue Bell, Pennsylvania. Direct inquiries for information to: Marie Ryan at mryan2@mc3.edu. Sealed proposals will be accepted prior to 3:00 PM April 4, 2014. Proposals received after the stated due date and time shall not be considered.

A Pre-proposal Conference will be held in the ATC Building, Room 101, on the Blue Bell Campus of the College at 9:00 AM on Thursday March 27, 2014 to discuss the general scope of services and answer questions. The conference is mandatory. All questions/requests for information not posed at the pre-proposal conference shall be submitted in writing, addressed to: Montgomery County Community College, Purchasing, ATTN: Marie Ryan, 340 DeKalb Pike, Blue Bell, PA 19422 and must be received prior to 3:00 PM the College’s next business day following the pre-proposal conference. Questions may also be submitted by email to mryan2@mc3.edu. After reviewing any questions/requests submitted, the College will issue an addendum to respond to items it deems necessary. Changes to this Request for Proposals will be made only by written addendum issued by the College.

Submit Proposals:  BY MAIL TO:
Montgomery County Community College, Purchasing, Office of Finance and Administration
340 DeKalb Pike, Blue Bell, PA 19422

BY HAND DELIVERY OR EXPRESS CARRIER TO:
Montgomery County Community College, Purchasing, College Hall - Room 121, 340 DeKalb Pike, Blue Bell, PA 19422

Proposers shall ascertain prior to submitting a response that all Addenda issued have been received and shall acknowledge receipt and inclusion of all Addenda here:

Addendum No. _____  Date: _____________
Addendum No. _____  Date: _____________

Information the Proposer deems Proprietary is included in the proposal response in the separate section of the response identified immediately below. See page three, paragraph two for additional information.
All proposed exceptions to the College’s contract and to the General Terms and Conditions included in this Request for Proposals are included in the section identified immediately below. See page three, paragraph three for more information.

In compliance with this Request for Proposals and all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached proposal or as mutually agreed upon by subsequent negotiations. By my signature below, I certify that I am authorized to bind the Proposer in any and all negotiations and/or contractual matters relating to this Request for Proposals. Sign in ink and type or print requested information.

**INCLUDE PAGES 1 AND 2 OF THIS RFP AS THE FIRST 2 PAGES OF YOUR PROPOSAL RESPONSE**

**THIS PROPOSAL RESPONSE IS SUBMITTED BY:**

Full Legal Name of Proposer: ________________________________

Mailing Address: ________________________________

Remittance Address (If Different): ________________________________

Fed ID OR Soc. Sec. No. __________________________ Date: _________________

Phone: (____) __________ Fax: (____) __________

Signature: ________________________________

(Person signing must be authorized to bind the Proposer in contractual matters)

Typed/Printed Name: ________________________________

**INDICATE THE TYPE OF BUSINESS:**

_______ Individual Trading in Own Name

_______ Individual Trading Under Trade Name

(Individual and Trade Name must be listed below as “legal name”)

_______ Partnership

_______ Corporation

**CORPORATE SEAL:**

**SUBMISSION OF PROPOSALS**
1. An original, so marked, 4 copies, so marked, and an electronic PDF copy for a total of 6 of your proposal document are required. Submit proposals in a sealed, opaque envelope, and put the RFP number (Proposals #16-040414RFP-01), title, due date and time on the outside of the envelope. Proposers are responsible for having their proposal stamped by purchasing staff before the deadline for receipt of proposals. The College will not assume responsibility for reproduction where an insufficient number of copies have been supplied. In any such case, the College will notify the Proposer of the deficiency and request that the appropriate number of copies be delivered within 24 hours. Failure to comply with this or other requirements of this Request for Proposal shall be grounds for the College to reject such proposals. Telegraphic or facsimile submission of proposals is not acceptable and any such proposals will not be considered. Nothing herein is intended to exclude any responsible Proposer or in any way restrain or restrict competition. All responsible Proposers are encouraged to submit proposals.

2. **Submission of Proprietary Information**

Proposers shall submit, in a separate section of the proposal, any information considered proprietary and any copyrighted material and clearly identify the information as proprietary and/or copyrighted information. Proposers may not declare their entire proposal proprietary nor may they declare proposed pricing to be proprietary. References may be made within the body of the proposal to proprietary information; however all information contained within the body of the proposal not in the separate section labeled proprietary shall be considered Public Information.

3. **Contract Form, General Terms and Conditions**

3.1 The College’s proposed contract document(Appendix A) and this Request for Proposals contain terms and conditions the College favors and intends to use for the resultant contract. If the Proposer has contractual language and/or contractual documents it wishes to have considered, such contractual language/documents must be submitted as part of the Proposer’s proposal response. Any Proposer receiving a contract award shall be required to execute a contract in substantial compliance with the College’s standard contract and will be required to furnish all other required contract documents within 15 days after receipt of notification that the contract is ready for signature; otherwise, the College may award the contract to another Proposer.

3.2 **Mandatory provisions of this Request for Proposals are indicated by the inclusion of the words "shall" or "must" to identify the Proposer's obligations. Proposers who take exception to mandatory provisions will be requested to withdraw the exception(s). Proposers not agreeing to withdraw exceptions to mandatory provisions may be deemed nonresponsive or may receive a lower evaluation score.**

4. Proposals having any erasures or corrections must be initialed by the Proposer in ink.

5. By submitting its proposal response, the Proposer certifies that it has not combined, conspired or agreed to intentionally rig, alter or otherwise manipulate, or to cause to be rigged, altered or otherwise manipulated its proposal response for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with the College. Furthermore, more than one proposal for the contract from an individual, partnership, corporation or an association under the same or different name will be grounds for the rejection of all proposals in which the Proposer is interested. Any or all proposals will be rejected if there is reason for believing that collusion exists among any of the Proposers. A Non-Collusion Affidavit shall be executed and submitted with the Proposer’s proposal response using the form as set forth herein. PLEASE READ THE INSTRUCTIONS FOR THE NON-COLLUSION AFFIDAVIT PRIOR TO SIGNING IT. THEY CAN BE FOUND ON THE PAGE IMMEDIATELY FOLLOWING THE AFFIDAVIT, IN APPENDIX B.

6. The College will not be responsible for any expense incurred by any Proposer in preparing and submitting a
GENERAL INFORMATION

In September 2001 the College contracted with Spillman Farmer Architects to develop a Master Facilities Plan (“the Plan”) (Appendix C) to address development of Central (Blue Bell) and West (Pottstown) campuses over the period 2002-2010. Work began that October and was completed in May 2002, with the College’s Board of Trustees reviewing and endorsing the Plan in June and October of 2002. In May of 2010, the Board of Trustees approved the engagement of Kimmel Bogrette Architecture of Conshohocken Pa to perform a Feasibility Study for the proposed Health Sciences Center, the last facilities noted as a priority in the College’s 2002 to 2010 Facilities Master Plan. The Master Plan called for a transformation of the Physical Education Center into a Health Sciences Center to house much needed updated space to support our growing Health Sciences Programs as well as programs in Exercise Science and Wellness and to create additional space to meet the demands created by extraordinary enrollment growth for student recreation, intramurals and intercollegiate athletics. In the Spring of 2011, the firm of Spillman Farmer Architects was engaged to prepare a master plan for physical growth for both campuses with an approximate ten year time horizon. This plan builds on the College’s previous facilities master plan (2002-2010) and its companion piece update (2005-2006). (See Appendix for an overview of 2002-2010 master plan implementation and accomplishments.) This 2012-2022 Master Plan is designed to advance the accomplishment of the College’s new strategic plan: “Beyond Access: The Strategic Plan for 2016.” While this plan specifically advances the plan’s strategic goal to “Create A Sense of Place to Support Learning”, it also facilitates accomplishment of the plan’s five other goals, including anchoring the plan’s primary goal of increasing access and student success.

BACKGROUND

The current Physical Education Center is approximately 76,000 square feet and consists of a main and partial upper level. The facility houses two gymnasiums, facilities to support the College’s intercollegiate and intramural athletic programs, locker rooms, a fitness center, offices, and general purpose classrooms.

Built in the early 1970’s the building is constructed of steel and masonry. Little has been done to the infrastructure over the years. There are numerous issues with the site, building and mechanical systems that will all have to be addressed as part of the project.

The College intends to implement a renovation and expansion project on the site of the Physical Education Center to support a rapidly growing Health Science’s programs like nursing, dental hygiene, medical laboratory technology and medical assisting. In addition, the current building spaces will be aligned with the academic program as it relates to student recreational and intercollegiate athletic needs.

The proposed program for the design of the renovated and expanded HSC include a comprehensive renovation of the existing 76,000 square feet plus adding 80,500 square feet. The envisioned total square footage for the project is approximately 157,000 Square feet. The project scope is comprised of clinical spaces, new dance studios, 23 classroom/seminar spaces, simulation laboratories, a health assessment laboratory, a new gymnasium, indoor and outdoor walking paths, a modern fitness center to support student and employee wellness, space for continuing education offerings, an atrium with a small café, and renovated locker rooms. The project is required to obtain LEED Silver certification minimum. The Presidents Climate Commitment Advisory Council and the College are committed to this goal.

Appendix C contains a web address where proposers can download project feasibility study and schematic design document.
The College intends to retain the services of a Consultant to provide comprehensive third party construction Cost Management/Estimating for the above referenced project. The Consultant selected for the project will be responsible for providing comprehensive construction estimating and cost analysis for the project in accordance with the stated requirements. The Consultant shall be fully responsible for securing the necessary resources (professional, technical and other) to complete the work in an expeditious and timely manner. The Consultant shall anticipate all necessary requirements of a project of this scope and provide the necessary resources to fulfill its professional and contractual obligations.

PROPOSED SCHEDULE OF IMPLEMENTATION (subject to change)

<table>
<thead>
<tr>
<th>Schedule of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/19/14 Issue Request for Proposals</td>
</tr>
<tr>
<td>03/27/14 Pre-proposal Conference, 9:00a.m.</td>
</tr>
<tr>
<td>04/04/14 Proposals Due By 3:00p.m.</td>
</tr>
<tr>
<td>TBD Discussions with Selected Proposers</td>
</tr>
</tbody>
</table>

SCOPE OF SERVICES

Cost Management/Estimating consultant will at the direction of the owner collaborate with the Design Team and other project consultants to provide services as follows:

Provide a Design Development Phase estimate. Provide value engineering strategies if necessary to bring the project into budget parameters.
Provide a 50% Construction Documents cost estimate. Provide value engineering strategies if necessary to bring the project into budget parameters.
The College will be using a multi prime (GC, M.E.P. Fire Protection) D/B/B delivery method, estimates should be formatted to accommodate these and CSI divisions.

PROPOSAL PREPARATION

The proposal response should address the items included in the Scope of Services and the Criteria for Proposal Evaluation. Proposals should be simply prepared, providing straightforward and concise responses to requests for information and descriptions of qualifications and capabilities. Each copy of the proposal should be bound with all documentation in a single volume not exceeding 25 pages in length double-sided. Failure to do so will result in a lowered evaluation. Incomplete proposals may be determined nonresponsive.

Proposers should organize their proposals using the format described below:

1. Title Sheet

Furnish the information requested on the first two pages of this solicitation and include those pages at the beginning of your proposal response. The name stated on these pages must be the full legal name of the Proposer and the address must be that of the office which will have the responsibility for the services provided. **Proposers shall specify in the introductory cover sheet the section(s) containing trade secrets or proprietary information.**

2. Approach Methodology

Provide a complete description of the proposed methodology for implementation of and providing the required services under this contract as stated in the Scope of Services. In this section please speak to how your firm approaches its project responsibilities, with particular emphasis on your firm’s philosophy concerning
Consultant/AE/client collaboration in the design process.

3. **Experience and Qualifications of the Proposer and Subconsultants in Providing the Required Services**

Include a brief statement of experience, qualifications and history in providing the services stated Scope of Services for similar projects. If sub-consultants or special consultants will be used, they should be identified and their qualifications included in the proposal response. Include experience of key individuals assigned to this project, emphasizing their experience in working with similar projects and educational clients. Show only experience directly related to their assigned duties under the proposed project. Please be certain to identify the firm’s assigned project leader(s). It also would be critical that you speak to the qualifications of your project team with respect to providing estimating services for complex collegiate renovation projects involving building occupancy during construction.

4. **References**

Provide a list of clients for whom similar services have been provided and dates when the service was provided. Include client name, address, telephone number, description of type of services performed, and person the College may contact.

5. **Fees for Services**

Fees for services are to be included with the proposal response. Please base your fees upon a project construction budget of approx. $22,900,000 and the described building program. Please include a schedule of hourly rates for additional services should also be included with your submission. Fees shall be considered in the final ranking of firms. As part of the proposer’s response, provide a detailed schedule of values for all services.

6. **Insurance**

The Cost Management/Estimating Consultant shall be required to maintain in force such insurance, in amounts acceptable to the College, as will protect itself and the College from claims which may arise out of or result from the execution of the work, whether such execution be by himself, his employees, agents, subcontractors or by anyone for whose acts any of them may be liable. This coverage should include, at a minimum, Worker's Compensation & Employers' Liability, General Liability (including premises/operations, independent contractors, products and completed operations, contractual liability and personal injury liability) and Automobile Liability. The Architect and each of its sub-consultants shall furnish Errors and Omissions insurance with coverage of not less than $2,000,000. All insurance shall be provided by companies authorized to conduct business in the Commonwealth of Pennsylvania. The insurers must also have a policyholders’ rating of “A-“ or better, and a financial size of “Class VII” or better in the latest evaluation by A. M. Best Company, unless the Owner grants specific approval for an exception. The Architect shall furnish the College with an original Certificate of Insurance upon request. The Certificate should name the College as additional insured. The Cost Management/Estimating Consultant shall notify the College at least 30 days prior to policy cancellation, non-renewal or reduction of coverage. Coverage shall be from commencement of project until final completion.

7. **Other Information**

a. Include other relevant information the Proposer deems necessary to provide the services needed to successfully complete the Scope of Services or which the Proposer feels are relevant to its selection.

b. Identify what might be expected from the College over and above general assistance, based upon your understanding of the work.

**CRITERIA FOR PROPOSAL EVALUATION**

Criteria to be utilized in evaluating proposals are:
1. **Overall Qualifications and Experience of the Firm**

Overall qualifications and experience of the firm, proposed project team and any subcontractors in providing similar services, with specific emphasis on phased collegiate projects and sophisticated building systems. Overall qualifications may include, but not be limited to, the size of the firm, available staffing, similar project experience, demonstrated success on past similar projects, insurance coverage, etc. The College may make such reasonable investigations as deemed proper and necessary to determine the ability of the proposer to perform the work. The Proposer shall furnish the College all such information and data pertinent to the evaluation of the response to this Request for Proposals upon written request from the College. The firm must demonstrate through understanding and knowledge of Phased Projects.

2. **Overall Services, Project Understanding**

Overall services to be provided, project understanding and approach to providing requested services. At its discretion the College may also consider information provided by references. Finally, the quality and specificity of the proposal response shall also be evaluated.

3. **Professional Fees**

Professional fees are to be submitted with the proposal response as previously indicated. The College will factor this information into the ranking process.

**METHOD OF AWARD**

The President of the College shall appoint a Selection Committee (“the Committee”) to review the qualifications, experience and work of proposing firms, conduct interviews, negotiate pricing and contract terms, and forward a recommendation for award of consulting contract to the President. The Committee may conduct discussions with one or more firms regarding anticipated services and proposed methods of approach to the assignment. The Committee may consider, among other criteria, the following:

1) Experience providing cost consulting/estimating services for projects of similar scope, type and complexity.

2) Particular capability to perform the design services for the contract being considered.

3) Geographic proximity of the firm to the proposed facility.

4) Availability of necessary personnel to perform the services required by the project.

5) Cost of Services

Upon the conclusion of discussions, on the basis of the evaluation factors published herein and all information developed in the selection process to this point, the President or her appointee may choose one or more firms whose shall then be asked to make a project presentation before the College’s Physical Plant Committee. The Physical Plant Committee shall make its own recommendation of award to the College’s Board of Trustees which, in its sole discretion, shall make an award to the firm it considers to be most highly qualified to perform the work. The decisions of both the Physical Plant Committee and the Board may consider cost of services as a factor in the award.

**GENERAL TERMS AND CONDITIONS**

1. **Independent Contractor**

The Firm is an independent contractor and nothing contained in the contract shall constitute or designate the Firm
or any of its agents or employees as employees of the College.

2. **Rejection and Award of Proposals**

   The College reserves the right to accept or reject any or all proposals, to waive informalities, and to reissue any request for proposals and to award contracts to multiple Proposers. A Notice of Contract Award for this solicitation may be posted on the College’s website.

3. **Withdrawal of Proposals**

   3.1 A Firm may withdraw its proposal prior to the deadline for submission upon written request and presentation of proper identification.

   3.2 By submitting a proposal response, the Firm agrees that the proposal response will not be withdrawn for a period of 90 days following the due date for proposal responses.

4. **Contract Changes**

   Any changes to the Contract must be approved through issuance of a written contract addendum or change order. The College will not assume responsibility for the cost of any changes made without issuance of a written contract addendum or change order.

5. **Payment For Services**

   Payments to the Firm shall be made within 30 days after receipt of an approved invoice, with invoices submitted no more often than monthly, unless other payment and/or billing terms are specified in the contract. Backup documentation for each invoice shall be provided in detail satisfactory to the College. The Firm’s records and documentation supporting such invoices shall be made available to the College upon reasonable request. The Firm agrees to retain all records, documents and support materials relevant to the contract for a period of five years following final payment. Included in the response to the RFP shall be a schedule of values broken out in detailed line items.

6. **Legal Proceedings**

   Any legal proceedings arising out of or related to this agreement shall be filed by the parties in Montgomery County, Pennsylvania

7. **Precedence Of Documents**

   The precedence of documents shall be as follows: the Contract, the Request for Proposals and the Proposer’s response to the Request for Proposals.

8. **Conflict of Interest**

   The Firm certifies that neither it nor any subcontractor is now engaged in any work, nor will they engage in subsequent assignments during the term of the Contract, that will pose conflicts with the interests of the College relative to the work covered by the Contract. The College will be notified of any potential conflicts of interest of the Firm or any subcontractor by the Firm prior to the Firm undertaking such assignments. The Firm further agrees not to use any of the information it receives or any of its work product in any manner contrary to the College's interests both during the contract term and thereafter.
APPENDIX A
SAMPLE FORM CONTRACT

RFP #16-040414RFP-1

THIS CONTRACT is entered into __________, 2014, by MONTGOMERY COUNTY COMMUNITY COLLEGE ("MCCC"), and ___________________________ __ ("the Firm").

The parties agree that in consideration of the attached fee schedule, the Firm will perform all services and or deliver all goods in accordance with the requirements described in Request for Proposal RFP#16-040414RFP-01, dated March 21, 2014.

Contract documents, in addition to this CONTRACT and the above referenced Request for Proposal RFP#16-040414RFP-01, are the property of the College.

Goods, services, labor and materials shall be provided in accordance with the contract documents. This CONTRACT is the complete agreement between the parties and may not be altered except by written memorandum signed by the parties.

MCCC agrees to make payment to the Firm for goods and or services provided, as follows: Payments to the Firm shall be made within 30 days after receipt of an approved invoice for services provided in the previous month.

The signatures and seals of the parties are set out below in acknowledgment of this agreement.

MONTGOMERY COUNTY COMMUNITY COLLEGE

By: ____________________________(SEAL)

Date

Karen A. Stout
President

FIRM

By: ____________________________(SEAL)

Date

Signature

Typed or Printed Name

Title

COMMONWEALTH OF PENNSYLVANIA,
CITY/COUNTY OF ____________________, to-wit:

The foregoing instrument was acknowledged before me this ______ day of ______________, 2005, by __________________ on behalf of _____________________.

My commission expires: ___________

Date Notary Public
APPENDIX B
Non-Collusion Affidavit

(See Below)
NON-COLLUSION AFFIDAVIT

State of __________________________ : 
SS
County of __________________________ : 

I state that I am __________________________ of __________________________
(Title) (Name of Firm)
and that I am authorized to make this Affidavit on behalf of my firm, and its Owners, Directors and Officers. I am the person responsible in my firm for the price(s) and the amount of this Proposal.

I state that:

1. The price(s) and amount of this Proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

2. Neither the price(s) nor the amount of this Proposal, and neither the approximate price(s) nor approximate amount of this Proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before Proposal opening.

3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this Proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary bid.

4. The Proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

5. __________________________, its affiliates,
(Name of My Firm)
subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract except as follows:

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

10
I state that ______________________ understands ______________________ understands

(Name of My Firm)

and acknowledges that the above representations are material and important, and will be relied on by MONTGOMERY COUNTY COMMUNITY COLLEGE in awarding the contract(s) for which this Proposal is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from MONTGOMERY COUNTY COMMUNITY COLLEGE of the true facts relating to the submission of proposals for this contract.

________________________________________

(Name)

________________________________________

(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _______ DAY

OF ___________________, 20___.

________________________________________ Notary Public  My Commission Expires
INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this Request for Proposals. According to Section 4507 of the Pennsylvania Commonwealth Procurement Code, 62 Pa.C.S. § 4507, governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.

2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the Proposer who makes the final decision on prices and the amount quoted in the Proposal.

3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all of persons employed by or associated with the Proposer with responsibilities for the preparation, approval or submission of the Proposal.

4. In case of a Proposal submitted by a joint venture, each party to the venture must be identified in the Proposal, and an Affidavit must be submitted separately on behalf of each party.

5. The term “Complementary Bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.

6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the Proposal.

7. A bidder’s statement that it has been convicted or found liable for any act prohibited by Federal or State Law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract within the last three (3) years does not prohibit a government agency from accepting a bid from or awarding a contract to that bidder, but it may be grounds for administrative suspension or debarment in the discretion of the government agency under the rules and regulations of that agency or, in the case of a government agency with no administrative suspension or debarment regulations or procedures, may be grounds for consideration on the question of whether the agency should decline to award a contract to that person on the basis of lack of responsibility.
Background Information

Further information about the College’s Master Plan including specific information pertaining to Health Sciences Center can be found at the following web address: www.mc3.edu. Click on the about us tab then on the President’s Office tab, and then on special initiatives tab.