

8/28/23

LUZERNE COUNTY COMMUNITY COLLEGE



Request for Proposals  
For  
Professional Architectural and Engineering Services  
For  
Miscellaneous Projects on an As-Needed Basis

August 27, 2023

8/28/23

Request for Proposals are hereby solicited by Luzerne County Community College (“LCCC” or “College”) for professional architectural and engineering services for miscellaneous projects for the College on an as needed basis for the period of time commencing January 1, 2024, and continuing through June 30, 2027. An option, upon satisfactory performance and mutual agreement, to renew for a period of two (2) additional years to June 30, 2029, will be included.

## **BACKGROUND INFORMATION**

### **Mission**

Luzerne County Community College is a student-centered institution prioritizing support and access to an inclusive, equitable learning environment that fosters academic and personal success and strengthens communities in the Northeast Pennsylvania region.

### **Vision**

Luzerne County Community College will be the first choice for higher education in northeastern Pennsylvania, serving a diverse population through comprehensive programming and services that prepare students for self-sustaining careers in high demand fields.

### **Institutional Values:**

- **Student-centric:** Empowering students to succeed
- **Access:** Ensuring inclusive, equitable learning for all
- **Diversity:** Prioritizing a welcoming climate of inclusivity
- **Community of support:** Collaboratively working to support all members of the LCCC community
- **Personal engagement:** Creating a sense of belonging
- **Commitment to teaching, serving and learning:** Knowledgeable faculty and staff invested in student success

### **History of the College**

On August 17, 1966, the Luzerne County Board of commissioners requested the Pennsylvania State Board of Education for permission to establish and operate a community college. Such permission was granted by the State Board of Education on September 15, 1966. The college opened its doors for the first time on October 2, 1967, and the first class, numbering 210, graduated in June of 1969. The College’s permanent campus facilities in Nanticoke, Pa were occupied at the beginning of the Spring Semester, 1974. As of August 2022, 36,295 individuals have received associate degrees, certificates, or diplomas since 1967. Many are currently employed locally in public and private businesses and institutions or have transferred to more than 60 four-year colleges and universities for further study.

### **College Location and Facilities**

The permanent campus of Luzerne County Community College is situated on a 167-acre site at 521 Trailblazer Drive in Nanticoke, PA. In addition, seven (7) dedicated sites are located in surrounding counties. These sites include permanent educational facilities in Berwick, Hazleton, Pittston, Scranton, Shamokin, Watsontown, and Wilkes-Barre. Enrollment at the College stands at approximately 4,200 full and part-time students. Continuing Education, workforce development training, professional development, public safety and certification programs raise the number of people learning through LCCC to approximately 7,300 per year.

### **NEEDS AND EXPECTATIONS**

#### **Scope of Work**

LCCC needs a professional Architectural and/or Engineering person or firm ("Professional") for repair and/or renovation of existing buildings and site projects. Project examples include roof replacement, switchgear replacement, water line repair, fire hydrant evaluation and repair/replacement, phasing of campus landscaping, arboretum planning and implementation, parking lot repair/paving and the related investigations, studies, reports, design, and related services.

The proposed scope includes, but would not be limited to, providing services common to an educational institution including preparation of Pennsylvania Department of Education (PDE) construction/renovation application; public safety training institutes; and general architectural and civil and/or structural engineering design.

The scope will also include, but not be limited to, such services as conducting mechanical, plumbing, electrical, structural and architectural analysis; cost estimating; creating project specifications and bid documents; and any other types of professional services of a nature consistent with the intent of the Request for Proposals (RFP).

The Scope of Work does NOT include preparation of a Facilities Master Plan and MAY include an opportunity for new construction. Reasonable and timely responses regarding meetings, drawings, bid documents, emergencies, etc. are expected.

The purpose and intent of this RFP is to contract with a Professional(s) who will agree to be available to provide these services on an "as needed" basis, in a timely manner, thereby reducing the College's cost and time for advertising and developing numerous RFPs, and generally to increase the College's efficiency in obtaining professional services.

#### **Compensation**

Individual task orders will be completed by the Professional for each project as they are requested by the College. Each task order shall have the scope defined in consultation with the College. It is anticipated that an hourly rate be charged for work including but not limited to the initial consultation and project investigation, project specifications and design, cost estimate, and preparation of bid documents.

If the College decides to proceed with the project, any additional Architectural/Engineering fees will be determined by a predetermined not to exceed percent of construction cost for work including but not limited to the finalization of bid documents, bidding, mandatory pre-bid meeting, bid opening, evaluation of bids and recommendation of award, contract administration, and project management through the completion of the project.

No delay damages charged to the College will be permissible in the construction, design or renovation of any College building.

**Term of Agreement**

The initial term of the agreement shall commence January 1, 2024, and continue through June 30, 2027. An option, upon satisfactory performance and mutual agreement, to renew for a period of two (2) additional years to June 30, 2029, is also included. At any time during the term (initial or renewal), either party may terminate the agreement with thirty (30) days written notice to the other. Projects in progress at the time of termination will be completed, however no new projects will be awarded after written notice of termination.

**Incurring Costs**

The College will not be liable for any costs incurred by Professionals in the preparation or presentation of their proposals. Proposals should be concise, straightforward and prepared simply. However, there is no intent within these instructions to limit a proposal's content or exclude any relevant or essential data.

**Addendum to RFP**

In the event that it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all Professionals on record as having received this RFP.

**Authorized Professional Representatives**

The proposal will list the name, title, office address, telephone number, and fax number of the person(s) authorized to represent the Professional regarding this RFP.

**Assignment**

The successful Professional shall not assign or subcontract any portion of its obligations under the contract without the prior written consent of the College. Assignment or subcontracting shall in no way relieve the successful Professional of any of its obligations.

**Purchasing and Conflict of Interest Policies**

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

### **Statement of Nondiscrimination**

Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, [click here](#). Inquiries may be directed to the Title IX Coordinator, Kim Hogan, Director of Human Resources, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 18634, [khogan@luzerne.edu](mailto:khogan@luzerne.edu) or 800-377-5222 extension 7363. Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Dr. Graceann Platukus, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 18634, [gplatukus@luzerne.edu](mailto:gplatukus@luzerne.edu) or 800-377-5222 extension 7243.

### **Right to Know**

Under the Right to Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

### **Proposal Requirements**

Professionals are required to submit one (1) original and two (2) copies of their proposal. Failure to comply with this format will be grounds for rejecting the proposal.

All proposals must be organized and tabbed to comply with the following sections:

- A. **LETTER OF INTEREST:** The letter of interest should include an introduction about the Professional including the name, address, telephone number, fax number and E-mail address of the person(s) to be contacted along with others who are authorized to represent the Professional in dealing with this RFP.
- B. **EXECUTIVE SUMMARY:** An executive summary will briefly describe the Professionals approach in providing services to the College. It should also indicate any major requirements that cannot be met by the Professional.
- C. **DETAILED DISCUSSION:** This section should constitute the major portion of the proposal. Describe the Professional's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results. We also require a

statement as to how the Professional will staff a project including their resumes and qualifications. If you intend to hire additional staff, a job description must be included.

1. Statement of design philosophy and approach to project requests.
  2. Listing of any professionals not under full-time direct employment with the Professional (including consulting engineers) to be used as consultants on the project, their qualifications and contribution to this project.
  3. A description of the current level of the Professional's activity and the resulting resources available for projects including references from projects with various sizes and scope with a college setting.
  4. A complete description of relevant project experience during the last three to five years, including building types and locations. Include any projects and or experience related to educational institutions to include preparation of PDE construction/renovation applications and public safety training institutes.
  5. Indicate the Professional's present workload: projects in construction and new projects that have not started.
  6. Consistency of performance on past projects, including record of completion of projects within budget and on schedule.
- D. **COST PROPOSAL:** Submit a proposed compensation schedule for services based upon project size and complexity. Please include the Professional's hourly rate schedule by employee title for services that might be required on the attached schedule.
- E. **FINANCIAL REPORTS:** The Professional should furnish a current financial report for the company's most recent calendar year.
- F. **CERTIFICATION AND INSURANCE:** Provide copies of licensing/certification documents and a copy of the most recent annual certificate of professional liability insurance coverage, including automobile insurance, from your insurance carrier.

The Professional shall secure and maintain insurance to protect them from claims arising under Worker's Compensation Acts; claims for damages because of bodily injury, including personal injury, sickness of disease, or death of any of his or her employees or of any person other than his or her employees; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

The Professional shall further agree to indemnify and hold LCCC harmless from and against any and all claims, demands or causes of action of whatsoever nature, resulting from or arising out of any act or omission on the part of the Professional, its agents, servants or employees in connection with the Project.

The Professional shall secure and maintain "Architects and Engineers Professional Liability Insurance" in the amount not less than one million (\$1,000,000) dollars protecting them from

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claims arising out of the performance of professional services caused by any of the Professional's errors, omissions or negligent acts.

The Professional shall secure and maintain comprehensive general liability insurance in an amount not less than one million (\$1,000,000) dollars and a three million (\$3,000,000) dollar umbrella insurance coverage.

The Professional must be registered in the State of Pennsylvania.

- G. **REFERENCES:** Include a list of at least three (3) clients, including contact information (name, address, and telephone number), which can be used as references for work performed on similar projects within the last five (5) years. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.
- H. **MISCELLANEOUS:** Additional information and attachments, if any, may be submitted by the Professional.
- I. **CLEARANCES: Project:** PA Act 153 - Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014, and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College ("College") or will interact with students/minors to perform the work awarded. If you are unable to obtain these state required background checks, you will be ineligible to perform work at the College.

Below are the following required clearances and instructions to obtain them.

1. **Act 34 - PA Criminal Background** (On-line)

Results are usually instantaneous. Make sure you hit "yes" to get a copy.  
<https://epatch.state.pa.us/> Cost \$22

**2. Act 151 - PA Child Abuse History (On-line)**

Results are mailed or can be viewed and printed at the website.

Google Chrome - <https://www.compass.state.pa.us/cwis> Cost \$8

**3. Act 114 - FBI Fingerprinting - Identogo (On-line)**

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756.

<https://www.identogo.com/locations/pennsylvania> Estimated cost - \$22.60

**Criteria for Selection**

Proposals shall be evaluated using the following criteria:

- A. Expertise, experience and qualifications of the Professional's personnel in each discipline that may provide services relevant to the RFP.
- B. Expertise, experience and qualifications of any special consultants proposed.
- C. Experience with higher education clients to include preparation of required PDE paperwork, as well as realistic understanding of current needs and trends in higher education facilities, with an emphasis on Community Colleges.
- D. Expertise, experience and qualifications related to Public Safety Training Institutes
- E. Geographic location of the architect's office where work will be performed in relation to the College.
- F. Professional's plan to respond to requests for services and ability to complete any task orders in a timely manner.
- G. Expertise and past experience of the Professional in providing services on other term contracts or on other projects of similar size, scope and features as those required for the Scope of Services on this RFP.
- H. Professional's willingness to provide services on the small projects associated with term contracts for a reasonable fee as determined by the College.
- I. Overall suitability to provide the services as outlined in the RFP within the time, budget and operational constraints that may be present and the comments and/or recommendations of the Professional's previous clients and references.

The College reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers; and its decision will be final.

Luzerne County Community College is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals.

Questions must be addressed in writing to Len Olzinski, Director of Purchasing,  
[lolzinski@luzerne.edu](mailto:lolzinski@luzerne.edu)



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**Submission of Proposals**

Submission of this proposal is due by 12:00 Noon on October 2, 2023. Late submittals will be rejected. All proposals are to be sealed, labeled with the subject of the proposal, and addressed to:

Luzerne County Community College  
521 Trailblazer Drive  
Nanticoke, PA 18634  
Attn: Mr. Len Olzinski, Director of Purchasing

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**PROPOSAL FORM**

**Request for Proposal: Professional Architectural and Engineering Services for Miscellaneous Projects on an As-Needed Basis – January 1, 2024 - June 30, 2027, with renewal option to June 30, 2029**

**Luzerne County Community College**

The Professional hereby certifies that they have read this entire document and understand all the terms and instructions stated herein.

The Professional hereby certifies that all of the figures, computations and calculations used in estimating the proposal herein have been carefully checked and are accurate in all respects and no claim for withdrawal will be allowed on the grounds of mathematical error.

The Professional hereby certifies that it is understood that this proposal will not be considered should it arrive after the date/time due and that all forms enclosed in the proposed invitation including this must be properly filled out to be considered.

ANY QUESTIONS REGARDING THIS PROPOSAL SHOULD BE DIRECTED TO:

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Professional acknowledges receipt of the following Addenda (if applicable):

Addendum No. \_\_\_\_\_ Addendum No. \_\_\_\_\_

Luzerne County Community College is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals.

## Schedule of Hourly Rates

It is anticipated that an hourly rate be charged for work including but not limited to the initial consultation and project investigation, project specifications and design, cost estimate, and preparation of bid documents.

Title	Hourly Rate
<b>Principals</b>	
<b>Senior Professionals: Architect, Engineers, Designers</b>	
<b>Project Manager</b>	
<b>Professionals: Architect, Engineers, Designers</b>	
<b>Jr. Professionals: Architect, Engineers, Designers.</b>	
<b>Support Staff: Draft Persons, Typists, Clerical</b>	
<b>Junior Staff: Design/Draft Persons in Training, Clerical</b>	
<b>Reimbursable cost rates</b>	_____ @
	_____
	_____ @
	_____
	_____ @
	_____

## Schedule of Percent of Construction

If the College decides to proceed with the project, any additional Architectural/Engineering fees will be determined by a predetermined not to exceed percent of construction cost for work including but not limited to the finalization of bid documents, bidding, mandatory pre-bid meeting, bid opening, evaluation of bids and recommendation of award, contract administration, and project management through the completion of the project.

Project Cost	Percentage
<b>\$0 - \$49,999</b>	
<b>\$50,000 - \$100,000</b>	
<b>\$100,001 - \$150,000</b>	
<b>\$150,001 - \$250,000</b>	
<b>\$250,001 - \$350,000</b>	
<b>\$350,001 - \$500,000</b>	
<b>\$500,001 - \$1,000,000</b>	
<b>Greater than \$1,000,000</b>	

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**ACKNOWLEDGEMENT OF CLEARANCES**

Professional : \_\_\_\_\_

Address : \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone # : \_\_\_\_\_

Fax # : \_\_\_\_\_

Please sign and date that you understand the enclosed letter and hold a clear background check in accordance with the law for yourself and/or each employee/representative of your organization that interacts with students/minors or comes to the College Campus (es) including our dedicated centers. Please return this Acknowledgement of Clearances form with your signed Agreement for Services.

The College will keep this form on file. You may be requested at any time to provide proof of clearances for each employee/representative on the College campus or who interacts with students/minors.

Authorized Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Printed Name/ Title

\_\_\_\_\_

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### Statement of No Proposal Submittal

If you/your firm does not intend to submit a Proposal, please complete and return this form prior to the date shown for receipt of proposals to the following:

RFP – Professional Architectural and Engineering Services for Miscellaneous Projects on an As-Needed Basis – January 1, 2024 - June 30, 2027, with renewal option to June 30, 2029

Luzerne County Community College

521 Trailblazer Drive

Nanticoke, PA 18634

Attn: Len Olzinski, Director of Purchasing

[lolzinski@luzerne.edu](mailto:lolzinski@luzerne.edu)

We, the undersigned have declined to propose on the above referenced Request for Proposal for the following reasons:

- Scope of Work or Terms and Conditions are too “restrictive.” (Please explain below)
- Unable to meet requirements
- RFP was unclear (Please explain below)
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Current workload would not permit us to perform
- Unable to meet insurance requirements
- Other (Please explain below)

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Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_