LUZERNE COUNTY COMMUNITY COLLEGE

Request for Proposals
For
Architect for Facility Master Plan

November 3, 2014
Luzerne County Community College ("LCCC") seeks proposals from qualified firms to provide professional planning service for the purpose of developing a comprehensive Facilities Master Plan ("Plan"). The Plan will focus on the preservation and potential redevelopment of all current facilities as well as the definition of new facilities which collectively will establish a framework for the anticipated LCCC facility needs for the next decade and beyond. The Plan is expected to cover the period 2015 to the year 2025. The intent of LCCC is to engage a consultant team (the “Consultant”) consisting of architects, engineers, landscape architects and other necessary technically skilled personnel to create LCCC’s Facilities Master Plan.

LCCC prefers that the Consultant shall be a single firm for purposes of planning, engineering and cost estimation services. However, LCCC reserves the right to contract separately for services. A single project manager, who shall be employed by the proposer and whose qualifications shall be provided in the proposal, shall direct the work. The Consultant is expected to have the capabilities for evaluating complex interrelationships among programmatic spaces which support LCCC’s delivery of educational programs and services as well as the infrastructure which supports them. In addition, the Consultant is expected to understand and take into account during the planning process the relationship of LCCC to the surrounding communities. The Facilities Master Plan is to be aligned with LCCC’s Strategic and Enrollment Management planning.

The scope of this RFP is to solely engage the Consultant for the purpose of developing a Facilities Master Plan and does not assume any intent or obligation on the part of LCCC to commit to any firm the architectural and/or engineering design for any other project.
Project Deliverables

a) Master Site Plan Analysis to document opportunities and issues associated with building expansion opportunities. This analysis should be undertaken in the context of City planning efforts for each of the campus locations.

b) Project Master List including both renovation of existing space and potential new buildings or expansions of existing buildings.

c) Feasibility and Cost Analysis, detailed for each proposed project.

d) Public/Private Partnerships Analysis detailing opportunities to help finance and support ongoing costs of major projects.

e) Building Systems Renewal Assessment to document essential replacement or overhaul of building components needed to preserve functionality and extend building lives.

f) Deferred Maintenance Issues, comprehensive assessment (floors, ceilings, etc.).

g) Local, State and Federal Code and Regulation Compliance Issues, Compile a comprehensive analysis of Federal, State and local codes and regulations detailing areas where the College may not be in full compliance. The vendor shall investigate particular opportunities to enhance ADA access, storm-water strategies, NEC, AHSRAE, ICC, with consideration for future or upcoming changes.

h) Sustainability Analysis with recommendations and potential associated costs.

Background Information

College Mission
Luzerne County Community College is a public learning institution primarily serving the residents of Luzerne and surrounding counties in Northeastern Pennsylvania. Our mission is to provide excellence in education, foster student success in achievement of goals and positively impact Luzerne County and the surrounding Northeastern Pennsylvania region. Our Institutional Goals include: •Provide a foundation of core knowledge and skills •Develop contributing and culturally competent members of society •Guide the learner in pursuit of educational and career goals •Design a quality educational experience accessible for all learners •Develop partnerships within the community to contribute to the economic, technological and social advancement of the region.

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 May 2011, the College had graduated over 26,000 students who are currently employed locally in public and private
businesses and institutions or who 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 1333 South Prospect Street in Nanticoke, PA. In addition, five dedicated sites are located in surrounding counties. These sites include permanent educational facilities in Berwick, Hazleton, Wilkes-Barre, Kulpmont and Northumberland. Enrollment at the College stands at approximately 6,600 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 9,000 per year.

SCOPE OF WORK
I. PROCEDURAL EXPECTATIONS
a) Planning process will be inclusive with broad-based input from students, faculty and staff. Regular on-campus work time is an expectation for the Consultant. A representative Facilities Master Planning Committee will meet regularly to guide the process.

b) The Master Plan will encompass a time horizon of at least ten years with a longer look at some issues as necessary.

c) Future enrollment assumptions will be developed for all locations and major program areas.

d) A comprehensive physical plant conditions and infrastructure renewal assessment will be part of the planning process which results in a projected time schedule and budget for completing a campus renewal effort.

e) A mutually-agreed upon set of essential planning information will be developed with the Consultant at the start of the process in order to fully understand demands on LCCC staff time at critical points in the process.

f) A space classification approach must be developed at the start of the process which will result in the College’s space inventory data bases matching to state reporting requirements, and current and future information systems.

g) The Facilities Master Plan will reflect the College’s Strategic Plan priorities and long-term directions established in other institutional plans, e.g., Enrollment Management Plan.

h) To the extent possible comprehensive architectural CAD files for all existing (as-currently-is) space will be created as part of planning process.

i) The Facilities Master Plan will specifically consider City planning efforts for areas in which each of the College’s campuses is located.
II. INITIAL LISTING OF MASTER PLANNING GOALS TO BE ADDRESSED

The Master Plan is anticipated to respond to following goals as well as other issues which may be identified during the initial planning phases. The following is an enumeration of the major planning goals in broadly-stated categories. It is not intended to be a detailed listing on a space by space basis.

LCCC Master Facilities Plan Goals
Approved by Facilities Master Planning Committee
November 14, 2013

1. Create an image and appearance for College facilities that is inviting and appealing and promotes the recruitment of diverse learners.
   a) Update building interiors – carpeting/painting where needed.
   b) Building 12 – update cinderblock walls.
   c) Comprehensive redesign and renovation of gym to include wellness center (This was in prior Master Plan)
   d) Update exteriors of buildings
   e) Develop and implement comprehensive landscaping plan including seasonal replacements
   f) Improve lighting in ECC
   g) Comprehensive update of ATC
   h) Invest in alternative energies
   i) Redesign classrooms to make them more friendly and welcoming, less institutional
   j) Develop central gathering area on campus and in each academic building
   k) Update campus entrances to address gates
   l) Counseling area carpets are very worn, can see through to the concrete below. Need new carpeting and paint.

2. Enrich the College’s reputation as a community resource and reinforce its community connections through the support and maintenance of the dedicated off-campus sites.
   a) Communicate to staff on services like cleaning and security for off-campus sites
   b) Conduct utilization study of off campus sites to determine space requirements and availability and possible need for investigating other locations
   c) Contact Site Directors for their input and Evening Administrators, Site Faculty and students
   d) Contact Building owners / sponsors to request funds for upgrades
   e) Check leases and contracts for what we are entitled to re: Facility upgrades
   f) Increase use of videoconference
   g) Add computer labs
   h) Demographic analysis
   i) Enhance signage
   j) Ensure adequate security
   k) Address parking issues including available lighting, security and lack of space reserved for service vehicles close to site
   l) Develop maintenance plan to include issues like painting and carpeting for dedicated sites
3. **Maintain and enhance the safety and security of the learning and working environment of LCCC and its dedicated sites through consideration of safety and parking issues in all facility decisions.**

   a) Consider parking a top priority when selecting new or relocated College facilities.
   b) Conduct a traffic flow analysis for main campus
   c) Increase use of technology like panic button
   d) Assess ability to lock classrooms inside and out, identify best practices (such as electronic locks), and plan for incorporating any necessary changes to achieve best practice
   e) Key cards for students for lab access
   f) Add CCTV to parking lots (including downtown) and sports fields
   g) Electronic call boxes for exterior areas
   h) Get input from safety committee and staff

4. **Achieve ideal function effectiveness and efficiency in LCCC facilities to support student success and retention and better serve all constituents within a collegial environment that supports learning.**

   a) Create facilities that accommodate for the special needs of each department and curriculum to efficient use and workflow. Needs to be addressed: HVAC, sound, interior & exterior design; replacement of instructional equipment; specialized facilities to enhance teaching and learning.
   b) Develop a faculty and staff gathering space for informal interaction.
   c) Upgrade restroom facilities for ATC and maybe other buildings.
   d) Space audit for Building 12 (ATC) – reassign space as needed. Examples: antiquated dark rooms.
   e) Conduct space analysis of library
   f) One Building for Admission, Registration, Financial Aid, Billing
   g) Identify area to showcase Student Activities, Events
   h) Assess usage of center area of campus (outside library) and make adjustments as needed
   i) Connect buildings
   j) Develop gathering center for students/faculty in all academic buildings
   k) Identify areas for enrollment events, such as register by curriculum
   l) Ensure external building lights are only on when needed
   m) Establish method for students to communicate facility needs
   n) Develop rolling plan for upgrades needed to classroom space in older buildings
   o) Increase size and restructure layout of Financial Aid Office to address safety concerns
   p) Upgrade Admissions Office
   q) Add classroom space for computers for Photography Department in ATC
   r) Upgrade restroom facilities in Baseball Field
   s) Investigate feasibility of Dorms/Housing
5. **Ensure easy access for constituents at LCCC campuses through the display of comprehensive and easily understandable signage and other navigational assistance.**
   a) Update Campus Map
   b) Rename ATC and other buildings such as Learning Resource Center (Library).
   c) Update internal, including in classroom buildings, and external signage and ensure consistency
   d) Add signage to parking lot outside Building 5 – “Admissions Parking”
   e) Add location to Staff Directory entries on Staff Intranet
   f) Update floor plan in each building
   g) Large electronic signs should be named “North” and “South”

**Pre-design/Analysis - Scope of Services**

1. **Mobilization / Data Collection:** Review schedule and deliverables with College personnel. Compile existing programmatic and campus information that is necessary to complete the identified scope of services through close consultation with the end users of each facility including students, faculty, and staff using surveys, interviews, and other applicable techniques. Develop building/facility designs that adequately accommodate College needs within the mission and vision of the school and established project budget.

2. **Space Program and Room Requirements:** Examine program information and develop a comprehensive space plan that addresses programmatic needs for the identified functions. Develop room size standards and planning modules, and furnish a space inventory by room with total assignable square footage. Identify building gross square footage, and provide details of important criteria affecting design and use of each room.

3. **Room Data Sheets/Conceptual Room Layouts:** Generate room data sheets and conceptual room layouts. Specific room and building system requirements will be presented that address user needs (e.g., convenience, privacy, safety, security, and communications), and physical environmental factors (e.g., comfort, lighting, materials, finishes, building systems, and furnishings).

4. **Functional Concepts and Design Criteria:** Evaluate space adjacencies and produce diagrams showing essential relationships between functional areas. Concepts will show how overall program requirements can be implemented over time while optimizing or making best use of limited financial resources.

5. **Space Analysis:** Examine the 2006 - 2012 Master Plan Study and based upon the updated program requirements, identify areas that may require further refinement. The analysis is a verification of previous work and the results will establish this phase of the development plan. It is anticipated that the plan will include all of the Campus buildings.

6. **Project Schedule and Implementation Plan:** Develop a preliminary project schedule that shows the design and construction timeframes for the renovation project. Review the proposed project phasing strategy and make recommendations that will improve project delivery.
7. **Budget / Cost Plan:** Compute preliminary construction cost utilizing all program variables, including all assumptions about materials, systems, and space efficiency. All assumptions must be clearly documented, and cost furnished in current dollars.

**Compensation**
Proposals are to comply with all applicable Federal, State and Local laws and regulations, as well as all College policies and procedures, including College purchasing polices and the Pennsylvania Department of Education construction requirements and approvals.

Provide a detailed estimate on cost of architectural services along with a maximum cap on fees (if any). The College needs to fully understand how fees and costs are determined, what you envision this project costing and any ancillary or additional charges that possibly could be incurred if your firm is selected for this project.

The Consultant shall also quote an hourly rate for hours expended in performing additional services that may from time to time be requested, including all reimbursable expenses.

Luzerne County Community College is not liable for any costs incurred by the Consultant prior to issuance of any possible contract. The Consultant may also be requested by the College to make an oral presentation. The purpose of such presentation is to provide the Consultant an opportunity to elaborate on their qualifications to insure thorough mutual understanding. Any oral presentation, including presentation materials and handouts, will be at no cost to the College.

**Incurring Costs**
The College will not be liable for any costs incurred by Consultants 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 Consultants on record as having received this RFP.

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

The successful Consultant 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 Consultant 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.

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, contact the Human Resources Office at 800-377-5222, extension 7235. Inquiries may be directed to the Title IX Coordinator, John Sedlak, Dean of Human Resources, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7234 (jsedlak@luzerne.edu). Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, Dean of Student Development and Enrollment Management, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7423 (rreyes@luzerne.edu).

**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**

Consultants 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 Consultant 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 Consultant in dealing with this RFP.

B. **Statement of Qualifications/Team Description and Relevant Professional Experience** - Provide names and educational background of each team member, professional registrations, including sub-consultants. Describe experience and proposed role for each team member, and furnish a project team organization chart. Team members described will be only those assigned to and working on the project.

C. **DETAILED DISCUSSION**: This section should constitute the major portion of the proposal. Describe the Consultant’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 Consultant will generally 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. Explain how this will contribute to the successful project completion.
2. Describe the composition of the team assigned to the project. Explain the firm/team’s unique qualifications for the project. Include a list of any professionals not under full-time direct employ with the Consultant (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 Consultant’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 Consultant’s present work load: 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. **Approach** – Describe the approach that will be used to complete the pre-design analysis within the identified timeframe, specific challenges associated with the project, and how these challenges will be addressed. Summarize the programming methodology that will be used and how the process was successfully utilized on other projects. Outline anticipated work plan, programming techniques to be employed, and include a detailed schedule that illustrates how the project will be completed within the identified timeframe.

E. **Other Considerations** – Present the team’s experience with renovation and adaptive reuse projects, expanding older facilities, and maintaining critical program services during construction. Describe the process that will be used to complete field investigations, constructability review, and implementation plan. Illustrate the team’s ability to complete the Pre-design Analysis on time and within budget.
F. **COST PROPOSAL:** Submit a proposed compensation schedule for services based upon project size and complexity. Please include the Consultant’s hourly rate schedule by employee title for services that might be required on the attached schedule.

G. **FINANCIAL REPORTS:** The Consultant should furnish a current financial report for the company’s most recent calendar year.

H. **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 Consultant shall effect 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 Consultant 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 Consultant, its agents, servants or employees in connection with the Project. The Consultant shall effect and maintain “Architects and Engineers Professional Liability Insurance” in the amount not less than one million ($1,000,000) dollars protecting them from claims arising out of the performance of professional services caused by any of the Consultant’s errors, omissions or negligent acts. The Consultant shall effect 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 Consultant must be registered in the State of Pennsylvania.

I. **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.

J. **MISCELLANEOUS:** Additional information and attachments, if any, may be submitted by the Consultant.

**Criteria for Selection**

Proposals shall be evaluated using the following criteria:

A. Expertise, experience and qualifications of the Consultant’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. Expertise and past experience of the Consultant 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.

G. 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 Consultant’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

**Submission of Proposals**

Submission of this proposal is due by 3:00 p.m. on Monday, January 12, 2015. 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  
1333 South Prospect St.  
Nanticoke, PA 18634  
Attn: Mr. Len Olzinski, Purchasing Director
PROPOSAL FORM

PROJECT: Architect for Facility Master Plan
Luzerne County Community College

Request for Proposal:

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

The Consultant 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 Consultant 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 __________________________

Consultant 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

<table>
<thead>
<tr>
<th>Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principals</td>
<td></td>
</tr>
<tr>
<td>Senior Professionals: Architect, Engineers, Designers</td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td></td>
</tr>
<tr>
<td>Professionals: Architect, Engineers, Designers</td>
<td></td>
</tr>
<tr>
<td>Jr. Professionals: Architect, Engineers, Designers</td>
<td></td>
</tr>
<tr>
<td>Support Staff: Draft Persons, Typists, Clerical</td>
<td></td>
</tr>
<tr>
<td>Junior Staff: Design/Draft Persons in Training, Clerical</td>
<td></td>
</tr>
</tbody>
</table>

### Reimbursable cost rates

<table>
<thead>
<tr>
<th>Reimbursable cost rates</th>
<th>@</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Statement of No Proposal Submittal

If your company does not intend on submitting a Proposal, please complete and return this form prior to the date shown for receipt of proposals to the following:

RFP – Architect for Facility Master Plan

Luzerne County Community College
1333 South Prospect Street
Nanticoke, PA 18634
Attn: Len Olzinski
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)

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Name ___________________________ Title _____________________________

Company __________________________________________________________

Address ___________________________________________________________

Telephone ___________________________ Fax ___________________________

Signature ____________________________

Date ________________________________