

INDIANA COUNTY TECHNOLOGY CENTER
Request for Proposal and Qualifications for Engineering/Architectural Services
September 30, 2022

Invitation for Proposal

The Indiana County Technology Center (“the District”) is soliciting proposals from qualified engineering and/or architectural firms to develop a 10 year capital improvement plan, assist with an HVAC project under the Federal ARP ESSER 2.5% CTC Set-Aside grant, and serve as Engineer of Record.

1. The Request for Proposal and Qualifications for Engineering/Architectural Services and specifications may be obtained by calling (724) 349-6700 ext. 126, Monday through Friday between 7:30am – 3:30pm, email to rhlabovsky@ictc.edu, or on the District’s web site: www.ictc.edu. Each firm interested in submitting a proposal shall be provided an opportunity to discuss the Request for Proposal and Qualifications with the Business Manager and/or Director if desired.
2. SEALED PROPOSALSs will be received by Mrs. Rachel L. Hrabovsky, Business Manager, Indiana County Technology Center, 441 Hamill Road, Indiana, PA 15701 until Friday, October 14, 2022 at 2:00 PM prevailing time.
3. Envelopes should be plainly marked “**ENGINEERING/ARCHITECTURAL SERVICES RFQ**” on the outside of the envelope. Faxed or e-mailed proposals will not be accepted.
4. Sealed proposals will be publicly opened and read on Monday, October 17, 2022 at 9:00am at the ICTC
5. No proposal may be withdrawn before 90 days after the date of the opening of the proposals. Tentative plans call for the Indiana County Technology Center Joint Operating Committee to review the proposals and to take action to award a contract at its regular public meeting on October 25, 2022.
6. Failure to complete and return the enclosed Non-Collusion affidavit with your proposal will result in disqualification.
7. The Indiana County Technology Center Joint Operating Committee reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto, and to further negotiate with any firms submitting proposals.

About the Indiana County Technology Center

The Indiana County Technology Center is a part-time career and technology center located in Indiana County of Pennsylvania. It consists of one (1) career and technical school (grades 10-12 and post-secondary students). The District also includes a Maintenance Storage Barn, an Annex classroom building, and two (2) storage sheds. Appendix A provides a visual of District

facilities, with the main building covering approximately 91,000 square feet. The facility was originally built in 1979, and the last major renovation occurred in 2004.

Specifications for Proposal

A. Scope

1. The Engineer/Architect will conduct an assessment of the District's facilities and their major systems (Electrical, Mechanical, Plumbing, Roofing, Structural) as well as exterior fixtures such as brickwork, concrete and paving. Building assessments should also include review of energy efficiency.
2. The Engineer/Architect will develop a ranking system for the purposes of identifying maintenance, repair, and replacement projects based on their priority. Highest priority should be for safety and regulatory compliance issues.
3. The Engineer/Architect will meet with District representatives to discuss additional capital projects that are conceptual but may be considered in a capital improvement plan. This meeting will also include review of the tentative maintenance, repair and replacement projects identified in the assessment.
4. The Engineer/Architect will propose a 10 year Capital Improvements Plan with projects designated in the fiscal year in which they are to be completed based on their priority. The Plan must include projected costs for each project.
5. The Engineer/Architect will assist with developing RFQ in compliance with federal procurement regulations for an HVAC project. Project scope may be limited to grant funding or expanded under ESCO and/or local funds. Firm will assist in the RFQ process.
6. The Engineer/Architect will contract with the ICTC to provide Architectural/Engineering services as the Engineer of Record for projects as needed.

B. Form of Proposal

In order to facilitate a uniform proposal review process and maximize comparability, it is required that Engineer/Architect consultants submitting proposals organize them in the following manner:

1. **Title Page:**
Statement that the document is a "Proposal for Engineering/Architectural Services" and list the following information: Name of the firm, local address, phone number, name and email address of lead contact person, and date submitted.
2. **Table of Contents:**
Identify the content by section and page number

3. Profile of the Firm:

- i. Explanation of the size and structure of your firm.
- ii. The level of the firm's experience in addressing issues related to conducting facilities assessments and long range capital planning.
- iii. Presentation of names of the individuals who will be authorized to make representations on behalf of the firm, including title, address, and telephone number of each.
- iv. Listing of the number of people, individual experience level, and qualifications of the individuals that are will be assigned to this project. A resume for each individual is suggested. Describe the experience of the senior consultant who will be assigned to District and the percentage of his/her time devoted to the project.
- v. If you are planning on partnering with other firms, include the same profile information for each partner and their role.

4. Summary of Qualifications:

- i. Brief statement of understanding of the scope of work and a positive commitment to perform the work.
- ii. Reference list of public school district clients including the types of services performed and the length of service with each district.

5. The firm's approach to performing the work:

Describe the firm's approach to the services to be provided and how the requirements of the scope of services will be met. Include a timeline for the completion of the project.

6. Fee for Service:

- Proposals shall include a fixed fee for service to develop the 10 year Capital Improvement Plan.
- The fee related to RFP and related procurement services for HVAC project should be listed separately.
- Willingness to be listed as the District Engineer of Record should be indicated, with an hourly rate outlined as well as any additional cost associated.
- Also include any optional or alternative services as applicable and their costs.

C. Evaluation of Proposal

Proposals will be evaluated using the following criteria:

1. The firm's technical experience in conducting the scope of work.
2. The experience and professional qualifications of the team.
3. Cost of services.
4. Other supportive considerations as documented by the firm submitting the proposal.

D. Copies

Firms shall submit **nine (9) copies** of their proposals for review by the District.

E. Conflicts of Interest

Indicate any conflicts of interest that the firm may have with members of the Joint Operating Committee or the District. The District reserves the right to reject any or all proposals that present a true or apparent conflict of interest.

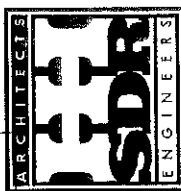
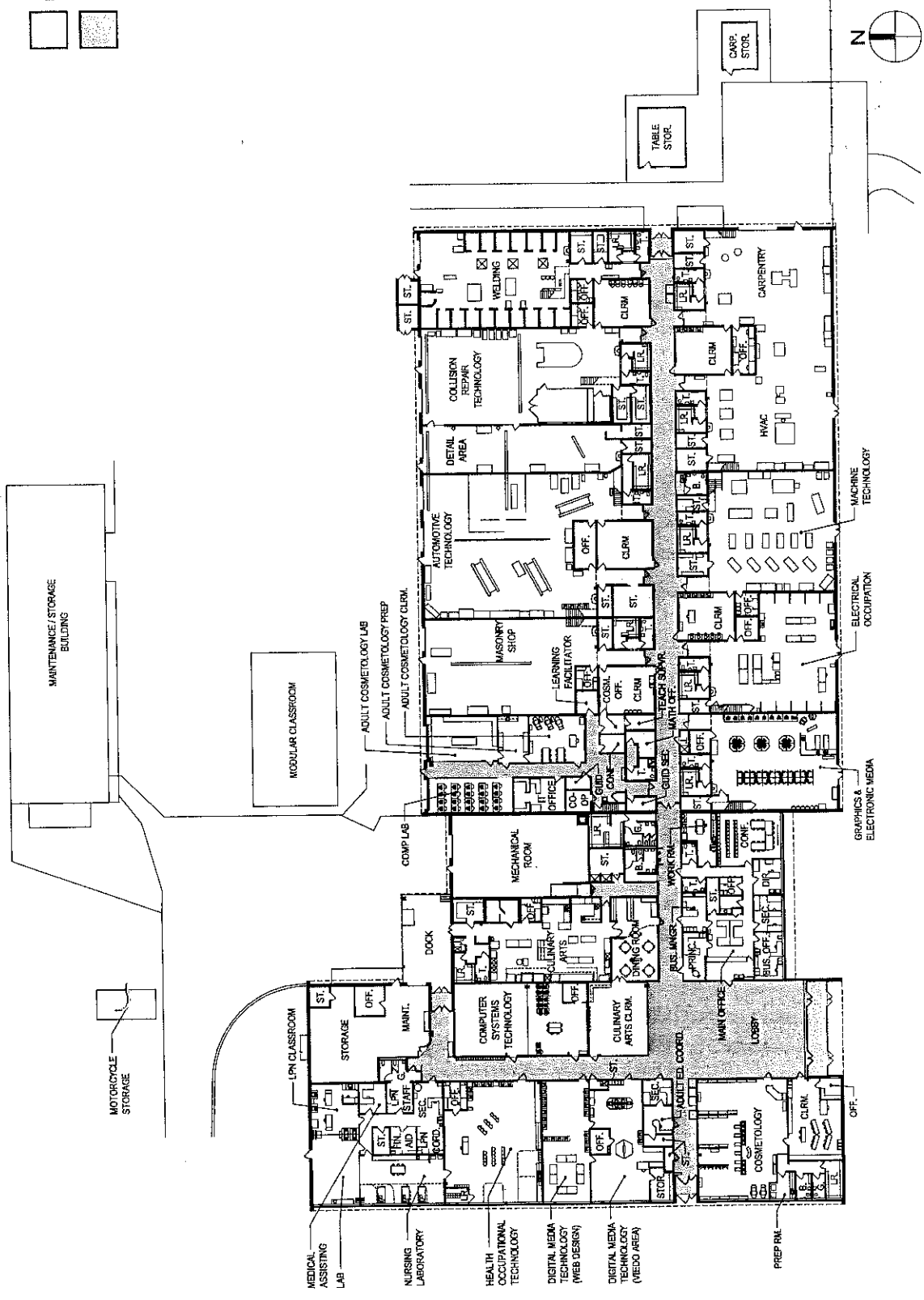
F. Non-collusion Affidavit

Each proposer must complete the Non-Collusion Affidavit contained in Appendix B.

Additional Information

1. The District will not be liable for any cost incurred in the preparation of proposals.
2. The proposal may not be withdrawn for a period of ninety (90) days from the date the proposals are opened.
3. The submission of a proposal shall be prima facie evidence that the firm has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
4. The firm shall furnish the District such additional information as the District may reasonably require.
5. The District will not be liable and will not pay for any costs not included in the proposal. Specifically, it will not be subject to any fees for “extra work” unless contracted for by separate written agreement approved by the Joint Operating Committee and executed by both the firm and the District.
6. The District reserves the right to conduct interviews of any or all firms prior to selection. The District will not be liable for any costs incurred by the firm in connection with such interview (i.e., travel, reproduction costs, etc.)
7. The District reserves the right to conduct post-proposal and/or pre-contract negotiations with any or all potential firms.
8. The District reserves the right to reject any and all proposals. It retains sole discretion to accept the proposal it considers most favorable to its interest, and the right to waive minor irregularities in the proposals. The District further reserves the right to reject all proposals and seek new proposals when such a process is in the best interest of the District.

APPENDIX A
District Facilities



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Scale: 1" = 40'-0"

Existing First Floor Plan
 Indiana County Technology Center • Facility Study

APPENDIX B

Non-collusion Affidavit

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any proposal approved by ICTC. According to the Pennsylvania Anti Bid-Rigging Act, 73 P.S. SS 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the Firm who makes the final decision on prices and the content of the proposal.
3. Price 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 signed 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 other persons employed by or associated with the Firm with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of pricing higher than another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

State of _____ :

: S.S.

County of _____ :

I state that I am _____ (Title) of _____ (Name of my 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 bidder or potential bidder 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 proposing 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 proposal.
- 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) _____ (Name of Firm), its affiliates, subsidiaries, officers directors and employees are not currently under investigation by any governmental agency and have not in the last four 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:

I state that _____ (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied on by the Indiana County Technology Center in awarding the contract(s) for which this proposal is submitted. I understand that my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Indiana County Technology Center of the true facts relating to the submission for this contract.

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THE _____ DAY OF _____, 20____.

Notary Public

My Commission expires: _____