

NOTICE
DESIGN PROFESSIONAL SELECTIONS
FOR
DEPARTMENT OF GENERAL SERVICES

The Selections Committee for the Department of General Services will meet to consider selection of Design Professionals for the following projects:

PROJECT NO. DGS 251-87 PHASE 1 – Renovate and Expand Blair County District 9-0 Office to Bring Building into Code Compliance, PennDOT Engineering District 9-0, Hollidaysburg, Blair County, PA. Construction Cost: \$1,900,000.00. The scope of work includes, but is not limited to, site improvements to address site drainage and storm water management issues. Exterior envelope repairs to address cracking and spalling of the masonry and deteriorated masonry grout and caulking. Removal and replacement of worn floor finishes, non-code compliant handrails and guards, and interior doors, frames, and hardware. Replacement of the existing pneumatic controls with a new Direct Digital Control System using BACnet protocol with remote access. The system should integrate all air terminal units, power wiring, low voltage wiring and data network to extend BAS control to all HVAC equipment within the building. Override controls should be provided so that the building can be energized during unoccupied periods when needed. Duct work should be reconfigured throughout the building and the system balanced. Upgrades to existing office lighting with more efficient Energy Star LED lighting and installation of a VTM voltage transformer to regulate voltage and a PRM to provide constant current. Expand and re-configure the traffic control center to accommodate all the technicians within the space. The design should permit future expansion of the space.

Any additional repairs/replacement of building finishes due to upgrade to other infrastructure or system improvements.

PROJECT NO. DGS 404-63 PHASE 1 – Modification of Facilities for ADA

Compliance, Clarion University, Clarion Campus and Venango Campus, Clarion and Venango Counties, PA. Construction Cost: \$4,000,000.00. The scope of work includes, but is not limited to, installation and/or upgrades to elevators, modifications of toilet rooms, modification of entrances, installation of compliant building signage, upgrades to door hardware, upgrades and/or provision of compliant fire alarm systems, replacement of handrails, and guardrails, provision of compliant drinking fountains, where required, and other accessibility improvements as determined to assist the university in achieving compliance with current ADA requirements.

PROJECT NO. DGS 413-52 PHASE 1 – Renovation and Addition to McKay Building, Slippery Rock University, Butler County, PA. Construction Cost: \$1,440,000.00. The scope of work includes, but is not limited to, renovation of the public toilet rooms. The toilet room renovations should include new fixtures, finishes and plumbing lines for each pair of restrooms on all three floors. The plumbing lines would include supply and waste risers and mains to the point where they enter or exit the building. Replace the existing exterior windows on the entire building. All windows including both punched openings and existing window/Kalwall systems should be replaced. Some cosmetic finish repairs may be necessary in the vicinity of the windows.

PROJECT NO. DGS 552-38 PHASE 1 – Install New HVAC System and Associated Control and Electrical System in Dining Area, Polk Center, Polk, Venango County, PA. Construction Cost: \$800,000.00. The scope of work includes, but is not limited to,

replace all existing heating, ventilation, refrigeration (R-22) and exhaust systems located in the kitchen and dining hall areas. Provide air conditioning throughout both kitchen and dining areas. Provide new automatic temperature control for both spaces and connect to the existing system. Replace the existing kitchen hoods, associated exhaust systems, and three walk-in food storage freezer/coolers.

PROJECT NO. DGS 700-47 PHASE 2 – Upgrade Farm Show Complex Facilities and Modify/Construct Administrative Office Space, Farm Show Complex, Harrisburg, Dauphin County, PA. Construction Cost: \$17,000,000.00. The scope of work includes, but is not limited to, repair and/or replacement of loading docks, replacement of floor finishes, windows, and doors; many of the improvements create significant safety concerns. Site improvements to address parking lot flooding and storm water management issues, aging parking surfaces and reconfiguration of site electric & ticket booths. Demolition and replacement of the existing coal fired boilers; completion of the Maclay Street façade repair; and the updating the of the building automation/automatic temperature control system. Work in the newer sections of the Farm Show Complex includes: installation of a new permanent Equine Arena exhaust system; switchgear upgrades and refurbishment; replacement or repair of the existing Cameron Street lobby roof; and the addition of a 15,000 sq. ft. entrance on the N Exposition hall.

PROJECT NO. DGS 700-48 PHASE 1 – Feasibility Study for Construction of a Diagnostic Laboratory, including Biosafety Level III Space Study, New Bolton Center, Kennett Square, Chester County, PA. Construction Cost: TBD. The scope of work includes, but is not limited to, a study to confirm the program requirements of previous studies and assess the feasibility of accommodating both Pennsylvania Equine

Toxicology and Research Laboratory (PETRL) and Pennsylvania Animal Diagnostic Laboratory System (PADLS) in a new Veterinary Diagnostic Laboratory building. The facility shall consolidate laboratory services in modern, adequately sized space with appropriate infrastructure to support current and future programs. The study should examine PETRL space implications for expansion and/or development of new testing that was not part of the original studies. These programs include, but are not limited to: growth for the current equine sample testing program and human sample screening. The implication of the introduction of robotics for sample prep also needs to be evaluated as part of the study. The study should provide detailed cost estimates for all options, breaking out specialized building and mechanical systems costs, and projected operating costs.

The study shall provide an in-depth investigation into local land development, storm water management, and zoning issues and provide options and costs for addressing these issues. It should also verify the support of existing utilities, including sanitary sewer, and provide options and costs for upgrades, if required.

PROJECT NO. DGS 944-4 PHASE 1 –Replace Coal Boilers with more Efficient System, Reading State Office Building, Reading, Berks County, PA. Construction Cost: \$800,000.00. The scope of work includes, but is not limited to, remove and replace equipment. The entire coal system is to be removed including the feed system, ash handling system and flues. The coal bunker is to have surface opening closed with water proof cap or door, coal removed and room cleaned to allow future use. Provide two new gas fired condensing boilers each sized for 66% of heating load, with appropriate stainless steel flues and draft control. A small gas fired boiler/domestic water heater is to be removed and replace with a gas fired domestic hot water system. The current hot

water heating system heat exchanger and pumping shall be removed including associated curb, electrical and controls. Remove and replace system pumps with new primary/secondary pumps with VFD's. Remove and replace the hot water 3-way valves and actuators on the 8 AHU's and tie into the existing controls. Evaluate the incoming gas service and install a new meter and service line if needed. Remove existing domestic hot water storage tank. Remove and replace hot water recirculating pump and pot feeders to the chilled and hot water loops.

REQUIREMENTS AND INFORMATION

PROJECT PROGRAM STATEMENTS

A Project Program Statement, prepared by the Using Agency/Institution, is available for the following projects: DGS 251-87 Phase 1, 404-63 Phase 1, 413-52 Phase 1, 552-38 Phase 1, 700-47 Phase 2, 700-48 Phase 1 and 944-4 Phase 1. Project Program Statements can be download upon registration with e-builder through a link on the Commonwealth's e-market place web-site.

SELECTION SCORING MATRIX

The Selection Scoring Matrix, prepared in conjunction with the Using Agency/Institution, is available for the following projects: DGS 251-87 Phase 1, 404-63 Phase 1, 413-52 Phase 1, 552-38 Phase 1, 700-47 Phase 2, 700-48 Phase 1 and 944-4 Phase 1 and can be download upon registration with e-builder through a link on the Commonwealth's e-market place web-site.

DESIGN PROFESSIONAL SELECTION APPLICATION FOR SPECIFIC PROJECT

The Design Professional Selection Application for Specific Project, is available for the following projects: DGS 251-87 Phase 1, 404-63 Phase 1, 413-52 Phase 1, 552-38 Phase 1, 700-47

Phase 2, 700-48 Phase 1 and 944-4 Phase 1 and can be download upon registration with e-builder through a link on the Commonwealth's e-market place web-site.

DELIVERY OF DESIGN PROFESSIONAL SELECTION APPLICATION FOR SPECIFIC PROJECT

A completed and signed *Design Professional Selection Application for Specific Project*, **must be uploaded electronically through e-builder for each project before the close of business (5:00 p.m.), Wednesday, March 1, 2017.** Any other method of delivery will not be accepted.

Professionals must register with e-builder through a link on the Commonwealth's e-market place web site for access to e-builder.

ADDITIONAL REQUIREMENTS OF SHORT-LISTED FIRMS

- Project 251-87 Phase 1, Interviews will be conducted with all short-listed firms. The short-listed professionals will be notified as to the date, time and location of the interviews. A "Detailed Proposal" will be requested from short-listed firms for this project. The following information will need to be provided: detailed resumes for key design and management personnel with references; the firm's approach to the project, including descriptions of tasks and scope of services, and an explanation of how the approach provides value to the Commonwealth; a detailed description from the firm's portfolio of a project that illustrates the firm's ability to translate design intentions into a solution that meets the client's needs and expectations; an organizational chart and detailed work plan, identifying key personnel roles and percent of time assigned to the project; visual examples of relevant projects completed by the lead design professional and key personnel, with contact information for references for these projects; an assessment of key project issues and risks to the project; identification of special investigations, studies or testing that may be required; a description of how diversity will be accomplished within the team; evidence of financial capability; a list of professional liability claims and/or legal actions within the last ten years; a non-binding fee proposal; and a description of actions to be taken to ensure quality control of bid documents.
- Project No. DGS 404-63 Phase 1, A "Detailed Proposal" will be requested from the short-listed firms for this project. Short-listed firms will be required to provide visual examples of relevant projects completed by the lead design professional and key personnel. The firms will need to provide contact information for references for these projects.
- Project No. DGS 413-52 Phase 1, A "Detailed Proposal" will be requested from short-listed firms for this project. The following information will need to be provided: detailed resumes for key design and management personnel with references; the firm's approach to the project, including descriptions of tasks and scope of services, and an explanation of how the approach provides value to the Commonwealth; a detailed description from the

firm's portfolio of a project that illustrates the firm's ability to translate design intentions into a solution that meets the client's needs and expectations; an organizational chart and detailed work plan, identifying key personnel roles and percent of time assigned to the project, an assessment of key project issues and risks to the project, identification of special investigations, studies or testing that may be required; a list of professional liability claims and/or legal actions within the last ten years; and a non-binding fee proposal.

- Project No. DGS 700-47 Phase 2, Interviews will be conducted with all short-listed firms. The short-listed professionals will be notified as to the date, time and location of the interviews.
- Project No. DGS 700-48 Phase 1, Interviews will be conducted with all short-listed firms. The short-listed professionals will be notified as to the date, time and location of the interviews.
- Project No. DGS 944-4 Phase 1, A "Detailed Proposal" will be requested from short-listed firms for this project. The following information will need to be provided: the firm's approach to the project, including descriptions of tasks and scope of services, and an explanation of how the approach provides value to the Commonwealth; a detailed description from the firm's portfolio of a project that illustrates the firm's ability to translate design intentions into a solution that meets the client's needs and expectations; an organizational chart and detailed work plan, identifying key personnel roles and percent of time assigned to the project, visual examples of relevant projects completed by the lead design professional and key personnel, with contact information for references for these projects; evidence of financial capability; and a list of professional liability claims and/or legal actions within the last ten years.

ADDITIONAL REQUIREMENTS AND INFORMATION

- **Additional Services - Indoor Air Quality Assessment Program and Hazardous Materials**
 - o The Professional firm selected to design a project will be expected to perform and administer, when required by the Department as Additional Services, an Indoor Air Quality Assessment Program during Building or Renovation Commissioning and the sampling, testing, inspection and monitoring for removal of any asbestos, other hazardous waste or contaminants encountered during project design or construction, unless otherwise stated in the Scope.
- **Small Diverse Business Consideration In Professional Selections**
 - o The Department of General Services encourages the participation of Small Minority Business Enterprises, Small Women Business Enterprises, Small Veteran Business Enterprises and Small Service-Disabled Veteran Business Enterprises (collectively referred to as "Small Diverse Businesses" as defined under Title 4 of The Pennsylvania Code, Chapter 58) in Commonwealth Design Professional Agreements.
 - o Therefore, the Department of General Services will consider participation of Small Diverse Businesses (SDB) as either the prime professional, or as a

subcontracting consultant, as a factor in the final selection of Design Professionals on Commonwealth projects.

- o Firms wishing to participate in Commonwealth Design Professional Agreements should specify whether the professional or consultants being proposed on the projects are currently recognized as SDB's by the Department of General Services, Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO). If the proposing firm is itself a current SDB, the firm should state that fact in its proposal.
- o **Finding DGS Small & Small Diverse Businesses**
A list of Small and Small Diverse Businesses can be found by visiting the website at www.dgs.pa.gov> Select Minority, Women & Veteran Businesses>Scroll Down to Resources> Select Locate Small and Small Diverse Businesses> Select link under ***Preferred Method*** online, searchable database for **Pennsylvania Small & Small Diverse Businesses** at www.dgs.internet.state.pa.us/SBPI/AlphaResults.aspx. Be sure to check the box to "Only return Small Diverse Businesses (MBE, WBE, VBE, SDVBE, DOBE, LGBTBE)" when searching for Small Diverse Businesses by business type or UNSPSC Codes; otherwise, leave the box unchecked to return *all* Small Businesses, including Small Diverse Businesses. Please contact the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) for questions at gs-bdisbo@pa.gov or call Paula Murphy, Construction Liaison for assistance at (717) 783-3119.

All applications submitted are subject to review by the Selections Committee. The Selections Committee disclaims any liability whatsoever as to its review of the applications submitted and in formulating its recommendations for selection. All recommendations for selection made by the Committee shall be final pursuant to the Commonwealth Procurement Code, 62 Pa. C.S § 101 et seq., as amended (Act 57 of May 15, 1998).

INSTRUCTIONS FOR COMPLETING AND SUBMITTING

Design Professional Selection Application for Specific Project

Design Professional Selection Application for Specific Project.pdf

Please Note:

- o The *Design Professional Selections Application for Specific Project* has been **revised in its entirety** as of 08/2016.
- o Design firms submitting Design Professional Selection Application for Specific Project (The Application) in response to the above advertised project(s) **must utilize the updated application; older versions will not be accepted** by the Department.
- o No alterations or additions to The Application will be permitted. Any deviation may result in rejection.

- o The submission of The Application **will only be accepted electronically**. The Application submitted by any other means will be rejected.
- o ALL data fields must be completed. NA Should be entered into any field for which the applicant does not have a response. NO FIELD should be left blank.

Section 1 – PROJECT INFORMATION

This information will be prepopulated for the specific project and should not be altered.

Section 2 – FIRM GENERAL INFORMATION

Provide information on the firm that is applying for selection and will enter into a contract with the Commonwealth of Pennsylvania to provide professional services for the specific project.

FIRM NAME: Enter the firm's legal business name.

SAP NUMBER: Enter the firm's Commonwealth SAP Vendor ID (Vendor Registration can be accessed at www.pasupplierportal.state.pa.us or by calling 717-346-2676 (Harrisburg Area) or 877-435-7363 (Toll Free).

PREDESSOR FIRMS: Enter the business name(s) or any legal predecessor firms and/or any other names that the firm may have operated under or been known as within the last five (5) years.

CONTACT PERSON: Enter the name of the firm's contact person during the selection process.

TITLE: Enter the contact person's title and position in the firm.

EMAIL ADDRESS: Enter the contact person's email address.

STREET ADDRESS/CITY/STATE/ZIP CODE: Enter the contact person's business mailing address.

PHONE NUMBER: Enter the contact person's telephone number.

COUNTY: Enter name of county for the office performing the majority of the work.

NUMBER OF EMPLOYEES ASSIGNED: Enter an estimate of the total number of different full-time employees to which the firm may assign project design and construction administration responsibilities on the project.

NUMBER OF PERSONS ASSIGNED AT OFFICE PERFORMING WORK: Enter the total number of full-time employees at the firm's business office that will be performing the majority of the work on the project.

STREET ADDRESS/CITY/STATE/ZIP CODE: Enter the address of the firm's business office performing the majority of the work on the project.

PAST MULTI-PRIME CONTRACT EXPERIENCE: Indicate whether or not the firm has completed multi-prime contract construction projects.

DGS SELF-CERTIFIED SMALL BUSINESS: Indicate if the firm is or is not a DGS Self-Certified Small Business.

DGS VERIFIED SMALL DIVERSE BUSINESS: Indicate if the firm is or is not a DGS Verified Small Diverse Business.

DISTANCE FROM PROJECT SITE: Enter the distance, in miles from the firm's business office performing the majority of the work to the project site.

TYPE FOR FIRM: Select a firm type(s) and indicate if the project is a joint venture (JV). Check all appropriate boxes and provide an explanation if "other" is selected.

Section 3 – DESIGN TEAM INFORMATION

Provide information, as required, for no more than five (5) key consulting firms that will be retained to assist in the design process. Complete the following for each consulting firm proposed:

CONSULTANT FIRM NAME: Enter the consulting firm's business name.

STREET ADDRESS/CITY/STATE/ZIP CODE: Enter the business address (Street, City, State and Zip Code) of the consulting firm's primary office that is supporting this project.

NUMBER OF PROJECTS COMPLETED TOGETHER: Enter the number of projects that the firm applying for the project and the consulting firm have completed design and construction responsibilities for together within 10 years.

TOTAL DOLLAR VALUE OF PROJECTS COMPLETED TOGETHER:

Enter the total construction dollar value for the projects that the firm apply for the project and the consulting firm have completed together.

ANTICIPATED SERVICES AND PROPOSED RESPONSIBILITIES: Describe the types of services the responsibilities that the consulting firm will perform for the project.

SIMILAR PAST PROJECTS COMPLETED TOGETHER BY THE CONSULTANT AND THE LEAD FIRM:

List up to three (3) projects that are similar to the proposed project that the consulting firm completed together with the firm applying for the project. Provide general information including the size of the project(s) (building square footage and site acreage, as applicable) and total construction cost value for each example.

PAST MULTI-PRIME CONTRACT EXPERIENCE: Indicate whether the consulting firm has experience with multi-prime contract construction projects. Check appropriate box.

NUMBER OF EMPLOYEES ASSIGNED: Enter an estimate of the total number of full-time employees to which the consulting firm may assign project design and construction administration responsibilities for this project.

NUMBER OF PERSONS ASSIGNED AT OFFICE PERFORMING WORK:

Enter the total number of full-time employees at the location of the consulting firm's business office performing the majority of the work on the project.

DISTANCE FROM PROJECT SITE: Enter the distance, in miles from the consultant firm's office that is performing the majority of the work on the project to the project site.

TELEPHONE NUMBER: Enter the telephone number for the consultant's business office that is performing the majority of the work.

DGS SELF-CERTIFIED SMALL BUSINESS: Indicate if the consulting firm is or is not a DGS Self Certified Small Business.

DGS VERIFIED SMALL DIVERSE BUSINESS: Indicate if the consulting firm is or is not a DGS Verified Small Diverse Business.

TYPE FOR FIRM: Select a firm type(s) for the consulting firm and indicate if the project is a joint venture (JV). Check all appropriate boxes and provide an explanation if “other” is selected.

Section 4 – KEY PERSONNEL

Provide information, for up to six (6) individuals from both the firm applying for the project and the consulting firm(s), where applicable, that will be responsible for leading the design of the project.

NAME: Enter the individual’s full name.

FIRM: Enter the name of the firm for which the individual is employed.

REGISTRATION NUMBER: Enter the registration number of the individual’s professional license. Indicated the state, if the license is not a Pennsylvania license.

REGISTRATION EXPIRATION: Enter the date that the individual’s license expires.

STREET ADDRESS/CITY/STATE/ZIP CODE: Enter the business office address from which the individual will operate while working on the project.

YEARS EMPLOYED BY FIRM: Enter the total number of years that the individual has been employed by the firm.

YEARS LICENSED: Enter the total number of years that the individual has been licensed.

SPECIFIC ROLES AND RESPONSIBILITIES: Describe the individual’s anticipated specific roles and responsibilities on the proposed project.

SIMILAR WORK EXPERIENCE & QUALIFICATIONS: List projects where the individual performed similar roles and responsibilities.

SPECIALTY/DISCIPLINE: Indicate the individual’s specialty and/or discipline. i.e. Architecture/Design Project Manager, etc.

DEGREE/CERTIFICATIONS: List applicable professional degrees and or certifications.

YEAR GRADUATED: Indicate the year that the professional degree/certifications were obtained.

INSTITUTION: Indicate the institution from with the professional degree/certification was obtained.

Section 5 – FIRM’S RECENT COMMONWEALTH PROJECT EXPERIENCE

Provide information on recent Commonwealth experience within the last five (5) years. List **only** projects in which the **firm applying** for the project holds or held a professional agreement with the Commonwealth. List most recent awards first. If the firm has been awarded more than 10 DGS and/or more than 10 other Commonwealth professional agreements within the last five (5) years, list the nine most recent projects in each category and indicate in row 10 of each

category the number of additional projects and the additional total fee for the additional project not individually listed.

In the top table, list **ALL DEPARTMENT OF GENERAL SERVICES CAPITAL PROJECTS** that the **firm applying for the project** has or had an agreement with the Commonwealth that are active, inactive, or were completed within the last five (5) years. Provide the DGS project number, the DGS project title, the bid type (if known), the total professional fee for the project, the name of the agency or institution for which the project is or was to be designed. Indicate the date design contract was awarded with the bid type (example: low bid; Sept. 2016). For project status, if active, indicate the stage of design or construction. If inactive, indicate whether the project is complete or on hold.

In the bottom table, list **ALL OTHER COMMONWEALTH PROJECTS** that the **firm applying for the project** has or had a professional agreement with the Commonwealth that are active, inactive, or were completed within the last five (5) years. Provide the agency project number, the project title, the bid type (if known), the total professional fee for the project, the name of the agency or institution for which the project is or was to be designed, and the current status of the project. For project status, if active, indicate the stage of design or construction. If inactive indicate whether the project is complete or on hold. Indicate the date the design contract was awarded with the bid type (example: low bid; Sept 2016).

Section 6 – RELEVANT EXPERIENCE

Provide information for up to three (3) project completed within the last ten (10) years or currently being designed that best illustrate that the **firm applying** for the project has qualifications and experience that closely match the proposed project. **DO NOT list project performed only by consultants.**

PROJECT NAME: Enter the project name.

PROJECT LOCATION: Enter the project address.

CLIENT NAME: Enter the client name.

SERVICES PERFORMED BY THE FIRM: Describe the specific services provided for the project. Differentiate work that was completed as the prime professional vs work that was completed as a consultant.

PROJECT DESCRIPTION: Provide general information on the project including type of construction, building square footage, and/or site size in acreage, as applicable.

CONSTRUCTION COMPLETION DATE/STATUS: Enter the date the project had or is to receive final completion or occupancy.

TOTAL AWARDED CONSTRUCTION CONTRACTS: Enter the total awarded contract construction cost value for the project.

TOTAL FINAL CONSTRUCTION CONTRACTS: Enter the final total construction cost value for complete project. If the project is under construction provide the total construction cost to date. If the project is for a private client that will not permit this

information to be released, indicate the cost differential from award to completion, or to date.

CLIENT CONTACT NAME: Provide a project contact name for an individual that represents or represented the owner's interest during the design and construction of the project.

TITLE: Provide the title or position of the individual that is listed as the contact for the project.

CONTACT TELEPHONE NUMBER: Provide a current telephone number for the contact for the project.

CONTACT E-MAIL ADDRESS: Provide an e-mail address for the contact for the project.

COMMENTS: Provide any additional pertinent information about the relevant project as it relates to the proposed project.

Section 7 – SMALL DIVERSE (SDB) AND SMALL BUSINESS PARTICIPATION

Refer to Attachment A. On Attachment A list small business and small diverse business participation commitment levels and firm names. Attach to the application and upload with the application.

Section 8 – OTHER RELEVANT INFORMATION

Provide any additional relevant information supporting the applying firm's qualifications for the proposed project.

CERTIFICATION, SIGNATURE AND SUBMISSION

By entering firm's name, signing in the appropriate Business Type fields, either by typing in name, applying a digital signature or printing, applying wet signature and re-scanning and submitting this "*Design Professional Selection Application for Specific Project*" you agree that **you are signing and submitting this Application on behalf of the firm, and have the legal authority to do so.**

- Enter firm's legal business name.
- Sign the witness' name.
- Sign the name of an individual in the business organization with authority to bind the business to an agreement.
- Enter the date the document was signed.

The "*Design Professional Selection Application for Specific Project*" will only be accepted electronically.

The "*Design Professional Selection Application for Specific Project*" is to be uploaded through e-builder through a bidding portal.

“Design Professional Selection Application for Specific Project” submitted by any other means or older versions will not be considered.