



**Community College of Allegheny County**

**REQUEST FOR QUALIFICATIONS 3096  
ARCHITECTURAL & ENGINEERING SERVICES  
WORKFORCE DEVELOPMENT AND  
TRAINING CENTER**

**A MANDATORY pre-proposal meeting will be held at 2:00 p.m. on Wednesday, September 20, 2017. The meeting will be held in the CCAC Tom Foerster Student Service Center, 2<sup>nd</sup> floor Auditorium, Ridge Ave. at Legacy Way, Pittsburgh, PA 15212.**

**Due Date: Wednesday, October 11, 2017 at 2:00 p.m.**

The CCAC Procurement Department publishes all Invitations to Bid and Requests for Proposals (Bids and RFP's) via the CCAC Procurement website at [https://www.ccac.edu/Bid-RFP\\_Opportunities.aspx](https://www.ccac.edu/Bid-RFP_Opportunities.aspx) (see "Bid and RFP Opportunities"). It will be each vendor's responsibility to monitor the Bid/RFP activity within the given website and/or verify they are on the CCAC vendor list for this particular Bid/RFP in order to ensure receipt of and compliance with all applicable documents inclusive of any issued addenda. Failure to incorporate any applicable addenda in the final submittal may result in the rejection of your bid or proposal.

**Community College of Allegheny County (CCAC)  
Workforce Development & Training Center**

**Request for Qualifications  
for  
Architectural & Engineering Services**

**Introduction**

The Community College of Allegheny County (CCAC) is soliciting a Request for Qualifications (RFQ) from firms that are interested in providing architectural & engineering services in connection with the construction of a new Workforce Development & Training Center located on the CCAC Allegheny Campus.

**Project Summary**

**College History:** In December 1965, the first 15-member college Board of Trustees was sworn into office. The first two college campus locations, CCAC–Boyce Campus in Monroeville and CCAC–Allegheny Campus on Pittsburgh’s North Shore, were chosen. In September 1966, classes began at the new Community College of Allegheny County with 59 full- and 16 part-time faculty members serving 1,505 students. CCAC–South Campus was then established in 1967 and CCAC–North Campus was established in 1972. Five neighborhood centers also serve as satellite facilities: Braddock Hills, Energy Innovation Center, Homewood- Brushton, West Hills Center in Oakdale and Washington County centers. The college also maintains an ever-growing online learning presence, with fourteen (14) degrees, thirteen (13) certificates and hundreds of courses available online. Today, CCAC’s quality programs have enabled students to transfer credits to 520 colleges and universities. The college supports regional workforce needs with accessible instruction available day, evening, weekend and online in Allegheny County and beyond with focus on entering or reentering the workforce in two years or less. The legacy continues.

**Project Description:** Construction of an approximate 90,000 square foot (5 story) workforce training center to deliver instruction for a range of high-demand jobs, including those in the STEM fields such as cybersecurity, autonomous technology, process technology, plastic technology, and additive manufacturing; EMT; Nurse Aide; and the creative arts, as well as a new culinary school and noncredit programs designed to further align the college with 21<sup>st</sup> century workforce demands. Other features will include smart classrooms, laboratories and multi-use spaces.

## **Facility Performance Requirements**

CCAC desires that this project demonstrate the feasibility of achieving high levels of sustainability, while also achieving construction costs competitive with traditional college instructional projects. CCAC will establish specific performance goals, categorized in the following areas:

- A. *Mission Critical*: these are deemed critical to project success.
- B. *Highly Desirable*: these are a high priority for the project. If not included in the final plans, the trade-offs for these items should be made clear.
- C. *If Possible*: these goals will influence the recommended design and are considered highly beneficial if they are included in the solution.

In order to achieve these performance goals, the design team will be asked to use their creativity and technical skills to meet these targets, while also maintaining adherence to the established construction budget.

CCAC is currently in the process of establishing these specific performance goals, but these will include a maximum site energy use intensity (EUI) goal that facilitates the achievement of a net-zero energy project (measured on a site basis). The energy performance will be measured during the operational period of the project, following the guidelines required of *Net Zero Energy Building Certification* through the International Living Future Institute (ILFI).

### **Scope of work**

1. Complete design services, including at a minimum Architectural, Structural, MEP Engineering, Energy Modeling, Fire Protection, Civil, Geotechnical, Traffic, Vehicular Accessibility & Parking Studies and Landscape for a total functional design for the facility.
2. Perform necessary studies to provide an exact recommended site location on the Allegheny Campus. Study should address issues related to: utility infrastructure, costs, visibility, safety/security, and technical feasibility for achieving the net-zero energy goals of the project.
3. Receive, evaluate & implement input & recommendations provided by the Workforce Development Internal Task Force, Workforce Center Advisory Committee and the college administration.
4. Energy modeling:
  - a. Perform and submit energy modeling reports at conceptual design, schematic design, design development, and construction document phases.
  - b. The energy modeler should be a key member of the integrated design process and should demonstrate that energy analysis was used to inform and enhance the design.
  - c. Include the predicted site energy use of the design, as well as the proposed energy savings versus the selected ASHRAE baseline.
  - d. If necessary, adjust model to reflect actual expectations of performance if they differ from ASHRAE requirements.

- e. Provide quarterly calibrated models during the measurement and verification period.
5. Prepare and provide estimates of the conceptual design, schematic design, design development, and construction costs.
6. Prepare a list of value engineering items and associated costs with each estimate. Include the energy and life-cycle impacts of VE items.
7. Coordinate and conduct a constructability review of the drawings with each estimate to ensure appropriate methods and materials are being used and to act as a secondary quality control check.
8. Assist with preparation of bids and selection of contractors.
9. Coordinate with the CCAC Facilities Management team and selected construction manager through project completion.
10. Teams will be required to coordinate with, and respond to requests for information from Owner-engaged consultants. CCAC will directly engage consultant(s) to provide the following services separately:
  - a. Development of project performance goals
  - b. Enhanced commissioning
  - c. Envelope commissioning
  - d. LEED administration (if certification is pursued)
  - e. Measurement and verification
  - f. Post-occupancy evaluations
  - g. Utility rebate and demand-side management programs

### **Project RFQ Phases**

This RFQ process will be comprised of two primary phases:

- i. **Phase I:** A written response to the RFQ selection criteria found below. The College will rank the responding firms' responses and select / invite a maximum of three (3) firms to participate in Phase II.
  - Responses are limited to **25** pages. (Ex. A sheet of paper with printing on both sides is two pages.) Covers, tabs, divider sheets, and insurance/bonding certificates are not included in the page count.
  - Submit RFQ response electronically in PDF format.
- ii. **Phase II:** Consists of an on-site interview with representatives from the CCAC selection committee. Teams will present and introduce key members of the project team who will be responsible for the development of this proposed workforce development & training center project. These teams will be asked to present their approach to:
  - Utilizing creativity in achieving a net-zero energy building in a cost-effective manner.
  - Designing workforce instructional facilities of similar scale and complexity.

- Designing facilities with a visible commitment to sustainability, achieving results similar to those required for LEED Certification, whether or not certification is pursued.
- Engagement in post-occupancy activities work to ensure that the project goals are achieved.
- Leading client groups through a systematic analysis and resolution of complex design issues.
- Providing timely and accurate building and operating cost information integral to the planning process.
- Experience in structuring college instructional projects that minimize impact to institutional balance sheets and credit.
- Demonstrated experience in designing a facility with a phased construction approach.

### **Selection criteria**

RFQ submission should include the following:

1. A company profile that includes a description of each firm.
2. A list of relevant experience/similar projects and references. A minimum of five relevant projects is preferred.
3. Qualifications of the proposed project team, including resumes of key personnel.
4. History of working on an active college campus. Examples of precautionary measures taken to ensure the safety of the college community.
5. Preconstruction and construction approach, including estimating capabilities to deliver projects on budget.
6. Financial approach to developing college instructional projects that are structured to minimize balance sheet and credit impacts to the institution.
7. A list of litigation and claims history for the past five years.
8. Provide evidence of firm's bonding capacity for at least \$50M aggregate. This evidence shall be in the form of a letter from a licensed bonding company or from an agent normally representing the firm. Provide the cost of bonding.
9. Insurance certificate.
10. Proposed phased fee structure based on a % of the construction cost contracts (utilize a \$30M baseline value).
11. Evidence of how the firm will meet the College's MWDBE participation goals, particularly that of certified MBE firms.
12. Preference will be given for Pittsburgh area owned and operated firms.

### **RFQ Submission & RFQ Questions**

Please submit electronic inputs to:

Mike Cvetic, CCAC Director of Purchasing to [mcvetic@ccac.edu](mailto:mcvetic@ccac.edu). Submissions will be confirmed by a return email.

## **Proposed Schedule**

A preliminary project schedule is as follows:

September 20, 2017	Pre-proposal conference
October 11, 2017	Due Date
October 2017	Interview selected firms
November 2017	Award contract
<b>April 15, 2018</b>	<b>Design 60% complete</b>
June 2018	Design development complete
August 2018	Construction documents complete
August 2018	Bid Documents Prepared
September 2018	Bid Project
November 2018	Construction to start
September 2020	Project Completion/Occupancy

## **Owners contact**

The owners contact person for this RFQ is:

J.B. Messer, Chief Facilities Officer  
Office of College Services  
800 Allegheny Ave.  
Pittsburgh, Pa 15233

All project correspondence is to be directed to:

J.B. Messer, Chief Facilities Officer  
Office of College Services  
800 Allegheny Ave.  
Pittsburgh, Pa 15233

## **Specific Exemption**

This RFQ in no manner obligates CCAC to the eventual purchase of any products or services described, implied, or which may be proposed. CCAC reserves the right, at their sole discretion, to reject or accept any and all RFQ submittals, to cancel the project, to waive any non-material defects in any RFQ submittal or to enter into negotiations with any responding firm. This RFQ may be terminated by CCAC at any time, at its sole discretion, without penalty or obligation.

CCAC reserves the right to negotiate proposals.

**END OF REQUEST FOR QUALIFICATIONS**

## **INSURANCE REQUIREMENTS (Awardee only)**

### **FORM B (A/E)**

**Indemnification.** To the fullest extent permitted by law, Professional shall defend, indemnify and hold harmless the Community College of Allegheny County (CCAC), its agents, officers, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) to the extent directly arising from the acts, errors, mistakes, omissions, work or service of Professional, its agents, employees, or any tier of its subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements of this Contract will in no way be construed as limiting the scope of indemnification in this Paragraph.

**Insurance.** Professional shall maintain during the term of this Contract insurance policies described below issued by companies licensed in Pennsylvania with a current A.M. Best rating of A- or better. At the signing of this Contract, and prior to the commencement of any work, Professional shall furnish the CCAC Purchasing Department with a **Certificate of Insurance** evidencing the required coverages, conditions, and limits required by this Contract at the following address: Community College of Allegheny County, Purchasing Department, 800 Allegheny Avenue, Pittsburgh, PA 15233.

The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name Community College of Allegheny County, its agents, officers, employees, and volunteers as Additional Insureds with the following language or its equivalent:

*Community College of Allegheny County, its agents, officers, employees, and volunteers are hereby named as additional insureds as their interest may appear.*

All such Certificates shall provide a 30-day notice of cancellation. Renewal Certificates must be provided for any policies that expire during the term of this Contract. Certificate must specify whether coverage is written on an Occurrence or a Claims Made Policy form.

Insurance coverage required under this Contract is:

- 1) **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to the liability assumed under the indemnification provisions of this Contract.
- 2) **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to Professional's owned, hired, and non-owned vehicles.
- 3) **Workers' Compensation** insurance with limits statutorily required by any Federal or State law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.
- 4) **Professional Liability** insurance covering acts, errors, mistakes, and omissions arising out of the work or services performed by the Professional, or any person employed by the Professional, with a limit of not less than \$1,000,000 each claim.