

PRE-PROPOSAL CONFERENCE MINUTES
Campus Facilities Master Planning Services
Clarion University, Eagle Commons, Rooms 107/108
Purchasing/Construction Contracting Information Web Site: www.clarion.edu/27345/

RFP Number: CL-719 for Campus Facilities Master Planning Services
(Link for RFP #CL-719 inf. www.clarion.edu/61523/)

Pre-Proposal Conference Date & Time: Tuesday, January 17, 2012 at 10:00 am

Project Description: Clarion University is seeking proposals from qualified professionals for the development of a new Campus Facilities Master Plan.

Attending:

Mr. Rein Pold	Clarion University, Director of Purchasing & Contracting
Mr. Ric Taylor	Clarion University, Director Facilities Management & Planning
Mr. Dave Fagan	Clarion University, Project Manager/Engineer
Ms. Ruth Wolfgang	Clarion University, Contract Specialist
Ms. Dinah Bowman	Clarion University, Purchasing Agent

Mr. Terry Thompson	Foreman Architects/Engineers
Mr. Chris Haupt	DLA Architecture
Ms. Summer Heck	Stantec
Mr. Jeff Funovits	Stantec
Mr. Donald Minnery	Saratoga Associates
Mr. Phil Hundley	DRS Architects
Mr. Michael Johnson	Smithgroup/JJR
Ms. Georgia Glass	Architectural Innovations
Mr. Frank Gargiulo	HHSDR Architects/Engineers
Mr. Tyler Patrick	Sasaki Associates
Mr. Robert Marz	Roth Marz Partnership
Mr. Alan Schlossberg	Perkins Eastman
Ms. Amanda Scheller	Eckles Architecture & Engineering
Mr. Derek Eversmann	WTW Architects
Mr. Luis Vildostegui	Klingstubbins
Mr. Richard Bauschard	Osports/Osburn
Mr. Richard Schmitz	Borton-Larson
Mr. Matthew Harper	Harper Consulting Engineers
Mr. Alan Cuteri	Strada LLC
Mr. Michael Stern	Strada LLC
Mr. John Coyne	GAI Consultants
Mr. Bradford Watson	Westlake Reed Leskosky
Ms. Debi McDonald	NBBJ
Mr. Mark Kukla	CZOP/SPECTER, Inc.
Mr. Scott Rowland	Langan Engineering & Environmental Services

Mr. Christopher Brown	MacLachlan Cornelius & Filoni
Mr. Todd Chambers	Chambers Design Associates
Ms. Sarah Kurpe	Johnson Controls Inc.
Mr. James Feath	HRG Engineering
Mr. Tracy Frampton	The EADS Group
Ms. Kimberly Mallatratt	Crabtree, Rohrbaugh & Associates
Ms. Debra Fuller	Fuller Architects
Ms. Jonie Fu	AECOM

Expressed Interest but Unable to attend Conference:

Acentech	Cambridge, MA
Andropon Associates	Philadelphia, PA
Apostolou Associates	Pittsburgh, PA
Delta Development Group	Mechanicsburg, PA
Desmone & Associates	Pittsburgh, PA
K & W Engineers	Harrisburg, PA
Klein and Hoffman	Philadelphia, PA
Lennon Smith Souleret Eng.	Coraopolis, PA
MGT of America	Tallahasee, FL
No Left Turn, LLC	Norwalk, CT
S/L/A/M Collaborative	Glastonbury, CT
Spillman Farmer Architects	Bethlehem, PA
STV Architects	Douglassville, PA
Toscano Clements Taylor Cost Consultants	Huntington, NY

Introductions:

Introductions were made by Rein Pold.

1. General RFP Statements & Requirements:

- 1.1. Format for responses to the RFP shall Computer Disc. Four (4) complete sets are required.
- 1.2. All questions are to be submitted via e-mail to Dinah Bowman at dbowman@clarion.edu and rwolfgong@clarion.edu. Questions asked during the Pre-Proposal meeting must also be asked via e-mail or they will not be addressed.
- 1.3. Bidders were reminded that the bid opening date is 3/14/2012 at 2:00 pm. All proposals must be received by 2:00 pm. Faxing or e-mailing of proposals is **not** permitted.
- 1.4. Bidders were reminded that their proposals should not include Fee Schedules. Fees will be negotiated during the selection process
- 1.5. Professionals were told that the Proposed Timeline Section 1.17 on page 6 of the RFP is as estimated time schedule.

2. General Questions & Answers submitted via e-mail: (If you have questions that were asked verbally at the Pre-Proposal meeting but did not submit them via e-mail please do so as soon as possible.)

Question 1: Can the University confirm whether there are any University target requirements, recommendations, or goals regarding the percentage involvement of MBE/WBE firms beyond those typically articulated by the State of Pennsylvania?

Answer: Please see Attachment A: MBE-WBE Information.

Question 2: Can the University provide any further clarification of the timing of oral presentations?

Firms that submit proposals and who are selected as finalists in the RFP process may be required to make an oral presentation of their proposal to the Selection Committee. Such presentations would likely be scheduled between March 14, 2012 and April 4, 2012.

Question 3: Section 11 of the PASSHE Form 150 asks for a listing of five (5) projects as a minimum. Given the request made during the Pre-Bid Conference that candidate firms endeavor to keep their submission succinct, is the submission of five (5) relevant projects considered sufficient or should candidate firms include more? If more are desired, is there a maximum?

Answer: Please submit only (5) projects.

Question 4: How long will the study take? When is the study expected to be completed?

As stated in the RFP, 'The University will look to the successful team to develop an engaging and highly inclusive process, and to provide a schedule and all expertise needed to develop the comprehensive Campus Facilities Master Plan with a final plan delivered within 18 to 24 months of a signed contract'. The RFP estimates a signed contract would be issued on or around 8/1/12.

Question 5: Must all sub-consultants (in addition to the prime) provide a non-discrimination/sexual harassment statement and a list of all current/upcoming projects?

Answer: Yes

Question 6: Can required five project samples be a combination of experience of the entire consulting team (prime and subs)?

Answer: Yes

Question 7: Is a MBE/WBE required?

Answer: Yes

Question 8: Will such a firm be favorably weighted?

Answer: Yes

Question 9: If a MBE/WBE is required (and used as a sub-consultant), must a prescribed percentage of revenue be dedicated to that firm?

Answer: Please see Attachment A: MBE-WBE Information.

Question 10: Is the project essentially two master facilities plans – the primary one for the main campus at Clarion and the other at the branch campus in Oil City, some 25 miles away?

Answer: The main campus study is to include the footprint and integration of the Venango campus which then may lead to a separate plan for the Venango campus.

Question 11: Are copies of all of the University's most recent Strategic Plan, demographic and enrollment analyses, or any other source documents available in advance of consultant selection?

Answer: Much of this type of information can be found at: <http://www.clarion.edu/195231/>. A copy of the most recent update of the Strategic Plan will be provided to the selected professional design firm for review and reference.

Question 12: Do we expect responses on F-150 forms or SSHE 330 forms?

Answer: The form F-150 provided in the RFP is required. The form is located in Appendix 4, PASSHE Form 150 ASP (15 pages).

Question 13: In addition to scheduling the group campus tours, will it be possible to set up personal meetings with campus representatives prior to the proposal submission?

Answer: No.

Campus Site Visits:

Interested firms may attend either of two site visits that have been scheduled for the Clarion campus on February 14, 2012 at 9:00 am and February 15, 2012 at 9:00 am. Attendance is not mandatory. Tours will leave from the lower level of Eagle Commons.

Any authorized persons who take exception to any information in the above minutes shall notify Dinah Bowman or Ruth Wolfgang at dbowman@clarion.edu & rwolfgong@clarion.edu within two (2) business days from the date of receipt of the minutes, stating in detail their exceptions to the minutes. Otherwise the minutes shall be considered correct and final.

Respectfully Submitted by:

Dinah Bowman & Ruth Wolfgang
Contract Specialists

Attachment A: MBE/WBE Information (1 page):

- Department of General Services
- Doing Business with the Commonwealth
- Procurement
- Bureau of Minority and Women Business Opportunities
- MBE/WBE & Certification
- VOBE/SDV Certification
- State Contracting
 - First Steps
 - Finding Contracting Opportunities
 - The Procurement Process
 - Minority, Women and Disadvantaged Business Utilization
 - Federal Contracting Basics
 - FAQs
 - Upcoming Bid Opportunities
- Disadvantaged Business Program
- Forms & Publications
- Events & Workshops Calendar
- Supplies and Surplus Operations
- Real Estate
- Contract Compliance
- Risk and Insurance
- Construction and Public Works
- Property and Asset Management / Executive Office
- Publications and Media Services
- Press Office
- DGS Audiences
- Report Unsafe Driving, Improper Use, of a State Vehicle
- Search Debarred and Suspended Contractors
- Vehicle Management
- Log In

Home > Doing Business with the Commonwealth > Bureau of Minority and Women Business Opportunities > State Contracting > Minority, Women and Disadvantaged Business Utilization

MINORITY AND WOMEN BUSINESS OPPORTUNITIES

STATE CONTRACTING

The Commonwealth of Pennsylvania encourages the participation and utilization of Minority and Women Business Enterprises (MBEs/WBEs) and Disadvantaged Businesses (DB) in state contracting through vehicles such as the Disadvantaged Business Program and Minimum Participation Levels.

[Disadvantaged Business Program](#)

The Disadvantaged Business Program is part of the Commonwealth's Request for Proposal (RFP) procurement process. Vendor proposals that include DB participation earn additional points toward winning contracts.

[Learn more about this program by visiting the Disadvantaged Business Program page.](#)

[Minimum Participation Levels \(MPLs\)](#)

One of the Commonwealth's more common formal purchasing procedures is the Invitation For Bid (IFB). Also know as competitive sealed bidding, an IFB is a formal request inviting Prospective vendors to submit price quotations or bids.

IFBs over a certain amount (\$50,000 for construction contracts and \$250,000 for service and sole source contracts) have set participation thresholds encouraging Minority and Women Business Enterprise (MBE/WBE) involvement. Called Minimum Participation Levels (MPLs), they require that bidders seek out MBE/WBE suppliers and subcontractors for services and materials that the contract may require, but that they cannot provide themselves.

A few important facts to note:

- MBE or WBE prime contractors do not count toward MPLs, only subcontractors or suppliers.
- A company certified as *both* MBE and WBE cannot count as double credit.
- Bidders record their efforts to meet MPLs using either MBE/WBE Solicitation and Commitment Form [GSMWBE-16](#) (construction projects) or [STD-168](#) (non-construction projects)

Falling Short of MPLs

The Commonwealth will not necessarily reject bids that do not meet MPLs under certain circumstances, such as:

- Bidder needs no additional materials, supplies, or services to perform the contract,
- Bidder receives a lower quote from non-MBE/WBE suppliers or subcontractors (must show proof), or
- Bidder meets the Minimum Solicitation Requirements

Minimum Solicitation Requirements			
Construction Projects		Non-Construction Projects	
<i>Subcontractors:</i>		<i>Subcontractors/Suppliers:</i>	
MBEs	5	MBEs	5
WBEs	5	WBEs	5
<i>Suppliers:</i>			
MBEs	5		
WBEs	5		
Total:	20	Total:	10

[See the Procurement Handbook to learn more.](#)

Additional Information

Quick Links

- [Forms & Publications](#)
- [State Contracting Workshops](#)
- [Vendor Registration](#)
- [Bureau of Procurement](#)
- [Procurement Handbook](#)
- [Disadvantaged Business Program](#)
- [Contract Compliance](#)

Procurement Guides

- [Registration Guide -- Registering as a Supplier](#)
- [Supplier Manual -- How to do business with the Department of General Services](#)
- [Procurement Guide -- Doing Business with the Commonwealth](#)
- [Supplier Guide -- Locating and Responding to a Solicitation](#)
- [Supplier Brochure -- COSTARS](#)

Online Database Searches

- [State Contracting Opportunities Search](#)
- [State Contracting Opportunities Search - How To](#)
- [MBE/WBE Database](#)
- [VOBE/SDV List](#)
- [How to Find MBEs/WBEs](#)
- [CCR Dynamic Small Business Search](#)
- [How to Find Small Disadvantaged Businesses](#)
- [Cooperative Purchasing Program \(COSTARS\)](#)
- [BOP eAlerts](#)

Resources

- [Agency Purchasing Offices](#)
- [IT Purchasing Contacts](#)
- [Procurement Technical Assistance Centers \(PTACs\)](#)
- [Right-To-Know](#)
- [Ensuring Timely Payments](#)
- [Doing Business with the Commonwealth: a manual for small business](#)

Contact BMWBO

- [Email](#)
- [BMWBO Directory](#)