Collier Hall of Science
Renovation and Expansion

Pre-Bid Conference
RFP Deliverables

Date: Tuesday, February 23, 2010
Time: 10:00 a.m.
Location: Collier Hall of Science, Dana Lecture Hall

This is an invitation only, closed bid opportunity.
The bidders list was created by the project team.
Faculty requested that architect is affiliated with Project Kaleidoscope.

**Confirmation of RFP materials**
- Confirm that all electronic documents were accessible

About Moravian College
Moravian College Mission statements
Moravian College Seven-year strategic plan
Moravian College Ten-year capital plan
Collier Hall of Science Academic Departments and Programs
Academic Programming/Space Utilization & Facility Audit (conducted by Holabird & Root, 2008)
Timeline (to be provided at pre-submission conference)
Project leadership
Pre-submission conference parking pass
Bidder’s List
  * Moravian Preservation Master Plan – posted 2/22/2010
  * Pre-Bid Conference Deliverables – to be posted 2/23/2010
  * Instruction to bidder – to be posted 2/23/2010
Proposal Due Date

- Proposals are due on or before noon on Friday, March 12, 2010
- Open privately, at the FMPC office of Moravian College.
- Distributed to the project team for review and evaluation.
- All proposals are confidential and detail will not be share outside of the project team.

Selection Process

- All proposals will be equally evaluated by the project team.
- Pre-determined criteria, evaluated by scale (1-5) per team member, yields an average score of each proposal.
- Based upon results from the evaluations and in connection to the project timeline the college will extend an invitation for formal interview accordingly.

Architect Selection Timeline

Below is the working schedule for securing professional architectural services.

1. RFP Release                   Friday, February 12, 2010
2. Pre-Submission Conference    Tuesday, February 23, 2010
3. RFP Due                      Friday, March 12, 2010 (Noon)
4. Internal review of proposals  Monday, March 15 – Thursday, April 1, 2010
5. Short list                   Thursday, April 8, 2010
6. Report out to BOT            Thursday, April 22, 2010
7. Formal Interviews (by Invitation)  tentative May 20 and 21
8. Interview Evaluation         tentative May 24
9. A&E Selection/Award          June 2010
10. Project Kick-Off            June 2010

Other contract service contracts under development

The college is developing a preliminary bidders list and scope of work for a construction manager, commissioning agent and 3rd party estimator. RFP will release shortly. The college is working toward securing all contacts for the June 2010 kick-off.

- Construction Manager (HVAC infrastructure summer 2011, supports full project)
- Commissioning Agent (LEED certification)
- 3rd Party Estimator (full design only)

Project Timeline

The College imagines phased execution of this work incrementally over a period of several years, beginning with schematic design in the summer of 2010 through occupancy in October of 2014. The College however, welcomes discussion and other opinions for execution of the work.

The College imagines minor progressive renovations during two consecutive summers (May – August) followed by the larger full facility renovation and expansion with an anticipated duration...
of a year and a half. The facility will be occupied during the two summers of minor renovations however; options for the larger renovation and expansion have yet to be developed. The college is currently neutral in available swing space.

June 2010 – Oct. 2010  Schematic Design (complete project)
Design Development (infrastructure – preliminary scope of work developed from programming initiative)

Oct. 2010  BOT approval to move to DD/CD for complete project
BOT approval to move to CD for infrastructure

Summer (1) 2011  Replace/upgrade infrastructure
Summer (2) 2012  Interior renovations/relocations
(Occupancy: JHU, student research and other faculty programs)

Summer 2013  Begin complete renovation and expansion
October 2014  Full occupancy/project commissioned/project complete

**Moravian College Board of Trustees**
The status of the project will be communicated to the Board of Trustees at semi-annual board meetings, the third week of October and April. The selected firm should anticipate providing an update at each of the board meetings throughout this project, starting in October 2010.

**Sustainable Design and Construction**
Moravian College is committed to design and construction practices that are sustainable to the environment, college, local and global community, ecology and economy. Design and construction associated with this project will be developed according to basic sustainable principles and LEED credits for achieving LEED certification. The selected firm will need to be prepared to facilitate a process to assist the college in determining the appropriate level of LEED certification according to the college’s budget ($26MM).

**Deliver Proposals To**
Bidders are to submit two (2) hard copies and one (1) electronic copy (CD, flash drive, etc.) of their proposal to:

Douglas J. Plotts – Director, Facilities Management and Construction
c/o Regina Gower – Management Assistant, Moravian College, Facilities Management, Planning and Construction
1415 Cortland Street
Bethlehem, Pennsylvania 18018

Phone:  (610) 861-1560
E-mail: rgower@moravian.edu
Electronic submission of proposals will not be accepted. Inquiries and clarifications should be in electronic format addressed to rgower@moravian.edu. Deadline for questions and clarifications is noon, Wednesday, March 10, 2010.

Formal Interview
Formal interviews will be by invitation only. Tentative dates, Thursday, May 20 and Friday, May 21, 2010. These dates will be confirmed and additional detail provided in April.

Pricing
Bidders are to provide a lump sum price for the complete scope of work. Include a fee breakdown schedule and estimated duration for each phase of work; schematic design through occupancy. Include the firm’s standard fee schedule by discipline.

Contract
The contract for professional architectural services will be for the duration of the project. Bidders are to provide a proposed contract indicating in detail “work” for each phase of work, schematic through construction.

Terms and Conditions
This contract will be supported by Moravian College Terms and Conditions. Exceptions should be identified with bidder’s proposal.

Confidentiality
All proposal documents provided and received are considered confidential and should not be shared with others not directly associated with this project or bid opportunity.

Award
Moravian College expects to award a contract for this work May 2010.

Lobbying Prohibited
Neither you or any other agent or representative of your company should initiate any communications to promote or advertise your proposal to any member of our Board of Trustees, or Moravian staff or faculty, except in the course of Moravian-sponsored inquiries, briefings, interviews or presentations.

All qualified respondents will receive consideration for employment without regard to race, color, handicap, disability, religious creed, ancestry, national origin, age, or sex. Moravian College shall evaluate all written proposals and determine whether oral discussions are necessary. Based on the content of the written proposal and oral discussions, the College will select the construction manager best qualified for the project. Moravian College reserves the right to reject any and all respondents.