

**REQUEST FOR PROPOSAL  
FACILITIES MASTER PLAN  
PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE**

**1. Overview**

Pennsylvania Highlands Community College (Penn Highlands), located in Johnstown, PA, seeks proposals from professional planning firms to provide services related to the creative development of a Facilities Master Plan. The Facilities Master Plan will address the five (5) leased locations of Penn Highlands. The Facilities Master Plan will consider current and future program uses to identify strategies for purchase, continued leasing, and expansion of existing and new spaces. This plan will direct the development of the college vision for the future in ways that reflect its mission.

Penn Highlands was founded in 1994 as Cambria County Area Community College when the Cambria County Commissioners entered into an agreement with the Pennsylvania State Board of Education to sponsor a community college in Cambria County. Penn Highlands is a non-residential college located in west-central Pennsylvania approximately 65 miles east of Pittsburgh and 135 miles west of Harrisburg. Geographically, the college operates five educational locations. The college's main campus is located in Cambria County, in Richland Township, a suburb of Johnstown. It also maintains education centers in Ebensburg, the county seat for Cambria County; Somerset County, Blair County, and Huntingdon County. This configuration enables the college to provide educational opportunities in its service region, the Southern Alleghenies Workforce Investment Area.

**2. Mission, Vision & Core Values**

Mission Statement

Pennsylvania Highlands Community College provides quality, affordable opportunities for learning that meet regional needs in a supportive, student-oriented environment.

Vision

Pennsylvania Highlands Community College will be a nurturing, dynamic center for teaching and learning. We will be a model for individual development and a catalyst for regional renewal.

Core Values

Pennsylvania Highlands Community College strives to be a community of learners where every student, employee and community member is respected and supported. The College is deeply committed to the following values:

*Student Success* – Creating a student-centered environment where individuals are challenged, encouraged and supported to achieve their educational, professional, and personal goals as well as develop a spirit of intellectual curiosity and a commitment to lifelong learning.

*Quality and Accountability* – Establishing performance standards throughout the institution, developing measures to document effectiveness along with a commitment to continuous improvement in pursuit of excellence.

*Integrity and Ethics* – Holding each member of the organization to high professional and personal standards. These principles are also embodied in the Statement on Professional Ethics adopted by the College’s Faculty.

*Collaboration and Collegiality* – Informing and involving members of the College community in discussion and problem solving at all levels in an atmosphere marked by civility and cordiality conducted with respect for personal and professional differences remembering as well the value of humor and humility.

*Responsiveness to Diverse and Changing Community Needs* – Developing innovative and creative responses to the region’s dynamic economic, workforce and social needs based on interactions with all segments of the community.

### 3. Schedule

Release of RFP	December 1, 2015
Acknowledgement of Receipt/Intent to Propose	December 7, 2015
Deadline for Questions	December 14, 2015
Response to Questions	December 21, 2015
Proposal Due Date	January 8, 2016 (by 2:00pm EST)
Review of Proposals	January 11 – 15, 2016
Interview Finalists	January 19 – 21, 2016
Notice of Intent to Award	January 28, 2016
Board of Trustees Approval	February 23, 2016

### 4. Instructions

#### a. Questions and Campus Visits

All questions related to this RFP are to be submitted in writing **via email** to:

Lorraine Donahue, Vice President of Finance and Administration  
E-mail: [ldonahue@pennhighlands.edu](mailto:ldonahue@pennhighlands.edu)  
Phone: (814)262-3822

and

Robert E. Brownlee, Director of Facilities  
E-mail: [rbrownlee@pennhighlands.edu](mailto:rbrownlee@pennhighlands.edu)  
Phone: (814)262-3842

Questions received after December 14, 2015 will not be answered.

Campus visits can be scheduled **via email** with the Director of Facilities. All visits must be scheduled in advance.

b. Acknowledgement of Receipt/Intent to Propose

Please submit **via email** your Acknowledgement of Receipt/Intent to Propose no later than **4:00 PM, December 7, 2015** to:

Lorraine Donahue, Vice President of Finance and Administration  
E-mail: [ldonahue@pennhighlands.edu](mailto:ldonahue@pennhighlands.edu)

The Acknowledgement of Receipt/Intent to Propose puts you on our list for updates, answers to questions, addendums, and clarifications. Include the following information:

Email subject line - RE: FACILITIES MASTER PLAN RFP

- Name and address of firm
- Name, title, and email address of Point of Contact
- Indicate if your firm has an interest in participating

c. Submission of Proposal

The body of the Proposal shall include the following in the order and format explained:

- Tab 1. **BUSINESS ORGANIZATION** – Main office address, local office address, phone, email address, type of business entity, and state of formation.
- Tab 2. **PROJECT TEAM** – Organizational Chart including: principals, key personnel, and sub-consultants to be assigned to the project, and their roles and responsibilities for this proposal.
- Tab 3. **RESUMES** – Resumes of key project personnel with personal references and experience on relevant projects.
- Tab 4. **SUB-CONSULTANTS** – A list of sub-consultants, if any, that the consulting firm would propose using for the Penn Highlands project.
- Tab 5. **FINANCIALS** – A current set of audited financial statements.
- Tab 6. **PROJECT STAFFING AND SCHEDULE** – Statement of the firm's ability to staff the project and a schedule for key milestones and personnel showing hours allocated to the project by phase of work.
- Tab 7. **INTENT AND APPROACH** – Statement of conceptual intent and general approach toward the planning process, including a work plan, schedule of dates for completion, and specific demands on the owner representatives.
- Tab 8. **IMPORTANT ISSUES** – Indicate what you consider to be the most important issues for the College in completing the Facilities Master Plan.
- Tab 9. **PROJECT EXPERIENCE** – A list and description of at least 3 (but not more than 5) related Master Planning projects completed or underway in the last 10 years. Include the name of the institution, location, size, owner contact and phone number.
- Tab 10. **FEE PROPOSAL** – Provide a breakdown of in-house design fee, key project milestones and percentages, consultant fees, and estimates for all reimbursable expenses.

**Proposals must be submitted in a sealed envelope and clearly marked in the lower left corner, RFP – Facilities Master Plan.**

Proposals should be sent to:

Pennsylvania Highlands Community College  
Attention: Lorraine Donahue, Vice President of Finance and Administration  
101 Community College Way  
Johnstown, PA 15904

**Five (5) complete hard copies** of the proposal are required.

All proposals (mailed or hand delivered) must be received no later than **2:00 PM, January 8, 2016** in the Penn Highlands Business Office.

All proposals shall be valid for a period of no less than 90 days.

## **5. Procedural Expectations**

- The Facilities Master Plan will support the mission, vision, and strategic plan of the College.
- Planning process will be inclusive with broad-based input from staff, faculty, students, and trustees.
- The Master Plan will encompass a time horizon of at least ten years with a longer look at some issues as necessary.
- The Master Plan will analyze existing leased locations and identify opportunities and deficiencies at the main campus located in Richland Township (Johnstown) and the education centers located in Ebensburg, Somerset, Altoona, and Huntingdon.
- Future enrollment assumptions will be developed for all locations and major program areas.
- A mutually-agreed upon set of essential planning information will be developed with the Consultant as the start of the process in order to fully understand demands on Penn Highlands' staff time.
- The plan will address community and regional partnerships.

## **6. Planning Goals**

The plan is anticipated to respond to the following broad-based goals as well as other issues identified during the early planning phases.

- Meet requirements for state funding from the Pennsylvania Department of Education.
- Complete a space needs analysis for each location considering existing and future enrollment.
- Identify growth thresholds for each location and existing academic program. Identify opportunities for future academic programs.
- Evaluate potential continuation of leases and evaluate potential land and/or facilities acquisition.
- Provide recommended alternatives for lease, acquisition, and renovation of facilities to meet academic program requirements at each location.
- Articulate costs for development and implementation of the facilities program.
- Develop a phased/sequenced facilities program consistent with funding opportunities.
- Provide locations and generalized illustrations of required facilities.
- Consider community relationships including economic redevelopment.
- Explore downtown Johnstown revitalization and identify funding to support this effort.
- Explore regional workforce education and technical training.

## **7. Description of Facilities**

Pennsylvania Highlands Community College leases facilities at five (5) locations including the main campus and four (4) smaller education centers.

1. Richland Main Campus, 101 Community College Way, Johnstown, PA 15904
2. Blair Center, Logan Valley Mall, Suite 1147, 5580 Goods Lane, Altoona, PA 16602
3. Ebensburg Center, Suite 450, 881 Hills Plaza Drive, Ebensburg, PA 15931
4. Huntingdon Center, 6311 Margy Drive, Huntingdon, PA 16652
5. Somerset Center, 315 Georgian Place, Somerset, PA 15501

## **8. Selection Process/Award Criteria**

3 finalists will be selected based on the submitted proposals.

Finalists will be interviewed beginning January 19, 2016.

A Master Planner will be selected and Notice of Intent to Award provided by January 28, 2016.

The selected firm will be recommended for approval at the February 23, 2016 Board of Trustees Meeting.

The selected firm will provide an appropriate contract embodying the terms of the Proposal and containing other mutually agreeable terms.

Leading Selection Criteria:

- Firm experience on higher education projects of a similar nature
- Background and experience of the Project Team, including sub-consultants
- Conceptual intent and general approach described in the proposal and interview
- Approach in working with campus staff, students, faculty, and administration
- Past performance in meeting budget limits and time schedules
- Current workload and ability to effectively staff the project
- Overall suitability to provide the services as outlined in the RFP with the time, budget, and operational constraints that may be present

Pennsylvania Highlands Community College reserves the right to be the sole judge as to the overall acceptability of any proposal. The College is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals.

## **9. Additional Information Provided on our Website on the Bids and Proposals Page**

- Annual Report
- Strategic Plan
- Facilities Utilization Plan