



REQUEST FOR PROPOSAL

PROJECT MANAGEMENT SERVICES

THE PENNSYLVANIA STATE UNIVERSITY

GREATER PHILADELPHIA INNOVATION CLUSTER PROJECT

BUILDING 661 - PHILADELPHIA NAVY YARD

PHILADELPHIA, PA

JUNE 7, 2011

PSU PROJECT #03-03808

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1.0 PROJECT DESCRIPTION & SCHEDULE

The Pennsylvania State University (Owner) is seeking the services of a professional Project Management Firm to provide lifecycle project management services in support of the retrofit of Building 661 (38,000 square feet) into the Greater Philadelphia Innovation Cluster (GPIC) Headquarters at the Philadelphia Navy Yard. GPIC is a national DOE HUB that is focused on research to improve energy efficiency and operability within new and existing buildings. At this time, the Owner is seeking a Project Manager (“PM”) to provide professional project management services in conjunction with the project. The Integrated Design Team and Construction Manager (as agent) for this project have not been selected.

Following is an estimated project schedule:

PM Proposals Due	June 28, 2011
PM Notice to Proceed	July 29, 2011
Design Phase	July 2011 – September 2012
Bid Phase	August 2012 – October 2012

2.0 SCOPE OF SERVICES

- 2.1 Establish and manage a formalized Integrated Project Delivery (IDP) approach to the project.

- Project; has or may result in the installation of work or material which is not acceptable and in accordance with plans and specifications developed for the Project.
- 2.13 Schedule and conduct on-site bi-weekly progress meetings involving the Owner, Designer, and Construction Manager to review, resolve and plan in areas such as budget, schedule and quality. Meeting Minutes will be recorded and distributed, including an Outstanding Action Item Log, detailing the status of key decisions, responsibility and required timing.
 - 2.14 Review requests for changes, submit written recommendations to the Owner and negotiate Change Orders, with final terms and price subject to approval by Owner.
 - 2.15 Review applications by Consultants and Trade Contractors for progress and final payments.
 - 2.16 Review the CM's Master Project Schedule and advise the Owner on issues potentially impacting timely completion.
 - 2.17 Establish an IT platform for the exchange of real-time project information between the Owner, PM, Design Team and Construction Manager.
 - 2.18 Maintain at the Project site for the Owner, one PDF electronic record copy of Contracts, Drawings, Specifications, Addenda, Change Orders and other modifications, in good order, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The Project Manager will make such records available to the Owner during the performance of the work and upon completion of the Project will deliver them to the Owner in electronic form.
 - 2.19 With the Owner's maintenance personnel, design consultant, and commissioning agent, the PM will observe the Trade Contractor's final testing and start-up of utilities, operational systems and equipment.
 - 2.20 Coordinate all inspections to determine whether the Work is substantially complete, including review and feedback regarding the Construction Manager's punch list.
 - 2.21 Receive and review for completeness all manuals, warranty information, attic stock and record drawings for delivery to the Owner.
 - 2.22 Schedule and facilitate a Lessons Learned meeting at the conclusion of the project, including recording and documenting the meeting activities and submitting a report to the Owner.

3.0 PROPOSAL FORMAT

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**Request for Proposal
Project Management Services
Greater Philadelphia Innovation Cluster Project**

notified in writing and negotiations may be initiated with other firms recommended by the committee.

- 4.6 If selected as the PM, the successful firm will be disallowed from consideration on any other aspects of the project.
- 4.7 The Owner does not obligate itself to accept the lowest proposal or any proposal, and reserves the right to waive any informalities in any or all of the proposals, and to reject or accept any proposal.
- 4.8 Due to the nature of this project, the Owner would like to discuss the opportunity for the contribution of In-Kind Services up to 25% of the fee amount. This will not be a criteria for selection, but the Owner would like to discuss this with the successful Proposer. Contribution may be comprised of personnel costs, office, travel, meeting, and other direct expenses, overhead costs, purchased services, and other costs associated with carrying out the project.

5.0 SUBMITTAL REQUIREMENTS

Each responding firm will email The Pennsylvania State University point of contact shown below affirming they intend to submit a proposal. Include submitting firm's point of contact information.

All questions regarding this RFP are required in writing, via email, to:

The Pennsylvania State University
Mr. John Bechtel, PE
Assistant Director, Design & Construction
Office of Physical Plant
University Park, PA 16802
Email: JRB115@PSU.EDU

The Owner is requesting that those firms interested in providing Project Management Services for the project provide a Proposal, in electronic PDF form, via email to:

Mr. Gregory A. Scott, PE
Director, Commonwealth Services
Office of Physical Plant
The 328 Building, Suite 325
University Park, PA 16802
Email: GAS112@psu.edu

All responses must be received by the Owner by 4:00 PM on June 28, 2011. Responses received after this date and time may not be considered. All proposals in response to this RFP should be clearly marked "The Pennsylvania State University –

Greater Philadelphia Innovation Cluster Project, Building 661 - RFP: Project Management Services”.

Amendments to the RFP will be distributed via email only to firms that confirmed their intent to submit a proposal.