KUTZTOWN UNIVERSITY

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

INSTRUCTIONS TO OFFERORS, SPECIAL INSTRUCTIONS

PROJECT INFORMATION

Project No:	KUCC-0000
Project Title:	Project Title
Location:	Kutztown University
Project Scope:	Kutztown University is planning a renovation of the building. The renovation will include a 20,000 square foot addition. The renovation includes upgrades to all building systems. Work shall include all labor, superintendence, materials, tools and equipment, and performing all work necessary to complete the project. The work will be performed under separate prime contracts for construction which will include General Construction, HVAC Construction, Plumbing Construction, and Electrical Construction.
Contract Duration:	On site work shall commence on or after **DATE**, and shall be complete by **DATE.** See Rider A.
Prevailing Wages:	**YES or NO**. See Rider A.
Liquidated Damages:	**YES or NO**. See Rider A.

Contract Cost Ranges:

KUCC-0000.1 Gen. Const.	$000 to $000
KUCC-0000.2 HVAC	$000 to $000
KUCC-0000.3 Plumbing	$000 to $000
KUCC-0000.4 Electrical	$000 to $000
KUCC-0000.5 Other (if applicable)	$000 to $000

Directions: See Campus Map & Directions Section; or
http://www.kutztown.edu/about/campusmap/

REQUEST FOR PROPOSAL INFORMATION

Issuing Office:
Facilities Project Services
Kutztown University
15200 Kutztown Road
Kutztown, PA 19530
610-683-1332

Contracting Officer:
Gerald Silberman, Vice President for Administration & Finance
Kutztown University
P.O. Box 730
Kutztown, PA 19530

Design Professional: Architect Name
Primary Contact Name
Street Address
Town, State, Zip
Architect Phone No.

Proposal Due Date/Time: **DATE & TIME**. Proposals will not be opened or read in public. The only information that will be provided at the time and on the date proposals are due, is the name of each contractor submitting a proposal.

Deliver Proposals to: Proposals must be delivered to the Facilities Project Services, Room 229, Old Main, I-Wing, 15200 Kutztown Road, Kutztown, PA 19530.

Pre-Proposal Meeting Date/Time: DATE & TIME.

Mandatory or not: Mandatory. Proposals from contractors who do not attend a mandatory pre-proposal meeting will not be accepted.

Location: Kutztown University, Dining Room #1, South Dining Hall.

Site Visits: A site visit will be conducted immediately following the pre-proposal meeting. This will be the only time a site visit will be offered and conducted.

Point of Contact: Craig Kleinsmith, Contract Specialist
Kutztown University
Facilities Project Services
P.O. Box 730
Kutztown, PA 19530
610-683-4602

Pre-Proposal Questions: All questions prior to proposal submission must be submitted in writing. Answers will be provided in an addendum to be issued prior to the proposal due date.

Send to: Architect Name & Architect Point of Contact
Architect Address
Architect Email
Architect Phone and Fax numbers

Not later than: **DATE & TIME.**

MBE/WBE REAAs:

KUCC-0000.1 Gen. Const.	$000
KUCC-0000.2 HVAC	$000
KUCC-0000.3 Plumbing	$000
KUCC-0000.4 Electrical	$000
KUCC-0000.5 Other (if applicable)	$000

Proposal Security Required: 5% of bid proposal price.

Proposal Security Allowed: Bid Bond (Must use the System furnished form. Any other form will result in the bid being rejected as non-responsive.), Certified Check, or Bank Cashier's Check only.

Proposal Period: Proposals shall be valid for not less than 60 days. Approximately 60 calendar days allowed from bid due date until award of contract.

Required Items to be Submitted with the Proposal:

All Information/Documentation as Required in Part II of this RFP
Bid Form
Bid Bond (or other bid guarantee)
Business Certification Form
MBE/WBE Solicitation Form and required supporting documentation.
Contractor's Qualification Statement

Additional Proposal Submission Requirements:

The following are special requirements for this project. Failure to meet any of the special requirements, or failure to submit required documentation may result in the rejection of your proposal. The University reserves the right to reject any or all proposals, or any part thereof, or items therein, and to waive technicalities when in the best interest of the University. It is further understood that competency and responsibility of offerors will receive consideration before award of a contract.

List any special requirements.

Any licenses, certifications, etc. to be submitted with proposal.

Proposal Evaluation Plan: Proposals will be evaluated in accordance with this RFP, Criteria for Selection.

Performance, Payment and Maintenance Bonds Required with the Contract: 100% of awarded contract price.

Plans and Specs Cost: $000.00 (non-refundable)

Available from: Architect Name, Attn: Name, Address; Fax #, Email Address.

Bidders' Services: RFP documents may be reviewed without charge in the office of Architect.

RFP Results: http://www.kutztown.edu/admin/ProjectOffice/contracting