

**Date:** 11/9/2020

**To:** Builders/Contractors

**Re:** Request for Qualifications (**RFQ**) Penn State Job Order Contracting (**JOC**) Program

Dear Contracting Firm:

The Pennsylvania State University (PSU) invites your firm to submit qualifications for Construction Services for the above referenced Job Order Contract (JOC) Program. The University has had a very successful JOC program in place over the last ten years but it is time to refresh and expand the program. JOC contracts will be offered for the following categories:

- General Construction
- Electrical
- Mechanical/Plumbing

The main objective of the contract would be to enable the University to rapidly engage the contractor to assist in the development of a project and perform construction and construction related services. It is anticipated that the majority of the work will be performed at the University Park Campus. Work may also be conducted at any of PSU's central Commonwealth Campus locations and potentially the Hershey Medical Center. Projects are typically Renovation/Renewal work with an average size of \$100-200K.

### **WHAT IS JOC?**

A Job Order Contract is an indefinite quantity construction contract pursuant to which the Contractor may perform an ongoing series of individual Projects at different locations and facilities at any of PSU's central Commonwealth Campus locations and potentially the Hershey Medical Center. Job Order Contracting is typically used for small to medium sized repair and rehabilitation work, replacement in kind projects, and minor new construction.

The Contract Documents include a Construction Task Catalog<sup>®</sup> containing Prepriced Tasks for construction work with preset Unit Prices. All Unit Prices are based on local labor, material and equipment costs and are for the direct cost of construction.

Pre-qualified Bidders will bid two sets of Adjustment Factors to be applied to the Unit Prices. One set of Adjustment Factors will be for Prevailing Wage Projects and the second set of Adjustment Factors will be for Non-Prevailing Wage Projects. Each set includes four (4) separate Adjustment Factors Normal Working Hours, Shift Differential Hours, Time and a Half Hours, and Double Time Hours. The Adjustment Factors apply to every Prepriced Task in the Construction Task Catalog<sup>®</sup>. Bidders will also bid a Non-Prepriced Adjustment Factor to be applied to Non-Prepriced Work.

Thereafter, as work is identified, the University will assign the work to a Contractor, who will attend

a Joint Scope Meeting with The University to review and discuss the proposed work. The University will prepare a Detailed Scope of Work and issue a Request for Job Order Proposal to the Contractor. The Contractor will then prepare a Job Order Proposal including a Price Proposal, construction schedule, list of proposed subcontractors, and other requested documentation.

The value of the Price Proposal shall be determined by summing the total of the following calculation for each Prepriced Task: Unit Price x quantity x Adjustment Factor, plus the value of all Non-Prepriced Tasks. The Job Order Price shall equal the value of the approved Price Proposal. If the Job Order Proposal is found to be complete and accurate, The University may issue a Job Order to the Contractor.

A Job Order will reference the Detailed Scope of Work and set forth the Job Order Completion Time and the Job Order Price. The Contractor will be paid the Job Order Price for completing the Detailed Scope of Work within the Job Order Completion Time.

Extra work, credits, and deletions will be contained in a Supplemental Job Order.

### **CONTRACT TERM**

The Contract term of the Contract is three (3) years. The University and the Contractor may agree to extend the term of the Contract term through a bi-lateral agreement.

All Job Orders issued during any term of this Contract shall be valid and in effect notwithstanding that the Detailed Scope of Work may be performed, payments may be made, and the guarantee period may continue, after such period has expired. All terms and conditions of the Contract apply to each Job Order.

The JOC Contract is a performance based contract and the contractor is not guaranteed any work.

### **SELECTION PROCESS AND TARGETED SCHEDULE**

|                                   |   |
|-----------------------------------|---|
| Request for Qualifications Posted | November 9, 2020                          |
| Information/Outreach Meeting      | November 19 <sup>th</sup> , 2020          |
| Qualification Submission Due      | December 2 <sup>nd</sup> , 2020 @ 3:00 PM |
| Request for Proposal Process      | December 2020 – February 2021             |
| Interviews/Selection              | March 2021                                |

### **QUALIFICATION SUBMISSION REQUIREMENTS**

Please provide the following information on your company letterhead, completed and in the order indicated below (**four (4)** pages maximum, single sided):

1. Identify the JOC category(s) of interest: General Contractor, Electrical, or Mechanical/Plumbing.

2. CONTRACTOR must provide proof of bonding with a minimum aggregate dollar amount of \$5,000,000. To demonstrate this ability attach a copy of a letter from one or more bonding companies stating the following:

- Your bonding capacity (aggregate dollar amount)
- The amount of bonding outstanding
- How long the bonding company(s) has been providing bonds to your company
- The amount of working capital required to maintain the bonding capacity

3. Please provide evidence of your firm's ability to be an exceptional JOC partner in our program:
- a. Submit a listing of up to five projects within the past (3) years that demonstrate your ability to perform the desired type of work and include the following information: title of the project, general scope of work, Owner/Client reference, location, completion date, and construction value.
  - b. Provide a summary of your Safety program (highlights only).
  - c. Highlight any qualities, innovations, practices and/or techniques that make your firm particularly suited for the JOC program.
  - d. (3) Letters of Reference from Clients other than PSU (does not count towards page total).

4. CONTRACTOR must have a staffed office within 120 road/travel miles of the University Park campus. Please provide the location of the office, date the office was established, distance to University Park, the number and titles of full-time staff at the office, the number and titles of part-time staff at the office.

5. The University is committed to diversity and continually strives to promote the growth of minority and women owned and disadvantaged businesses. Please outline how you would maximize participation of these entities on your projects. The JOC contract has a 15% DBE participation contract requirement.

The University reserves the right to waive any informality in any or all proposals, and to reject or accept any proposal or portion thereof. The University's intent is to identify the firm that provides the best overall fit with the perceived need. Additionally, the above dates are intended/target dates established by the University. The University reserves the right to modify the dates as/if it deems necessary.

The qualification statement should demonstrate that the company meets the above qualification requirements and should be sent to Jesse G. Wells (814.863.3807), Facilities Contract Administration Specialist, OPP Design & Construction Division and Todd D. Webber (814.865.6876), Construction & Contract Specialist, OPP Design & Construction Division via email in *pdf* format to: [jgw124@psu.edu](mailto:jgw124@psu.edu), with a CC to [tdw16@psu.edu](mailto:tdw16@psu.edu). **Within the subject line of your email, and title page of your submission, please indicate what category you are submitting on.** Categories include: General Construction, Electrical, and Mechanical/Plumbing. All qualifications must be submitted on or before **3:00 PM, December 2, 2020** (local time).

## **OUTREACH MEETING**

PSU will hold an informational outreach meeting on November 19th, 2020 from 8:30 AM to 10:30 AM, virtually via Zoom. The purpose of the meeting will be to explain the Job Order Contracting process, the selection process, and answer any questions specific to the qualification requirements. Zoom instructions will be posted on the OPP website prior to the outreach meeting. Attendance to this meeting is highly suggested.