



# Indiana University of Pennsylvania

FACILITIES ENGINEERING AND CONSTRUCTION

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## INVITATION LETTER

September 13, 2013

RE: Request for Proposal – **RFP # IUP 01-13**  
Open-Ended Contract for Professional Design Services

To Prospective Proposer:

You are invited to submit a proposal, in accordance with the attached Request for Proposal, to Indiana University of Pennsylvania (IUP) to perform Open-Ended Professional Design Services.

This Request for Proposal (RFP) provides interested Professional Architectural and Engineering firms with sufficient information to enable them to prepare and submit proposals for consideration by IUP for open end professional design services. The services include but are not limited to planning, feasibility studies, conceptual designs, design, cost estimates, bid documents preparation, bid participation, construction administration and close out services. Services shall be performed as described by the PA State System of Higher Education (PASSHE), or IUP policies and procedures, governing design and construction projects.

The Request for Proposal (RFP) is available at the following web address:

[www.ebidexchange.com/passhe](http://www.ebidexchange.com/passhe)

All interested proposers must register at this website to participate in this bid. Instructions for registering can be found at same. If you have questions with registering contact Mandi Custer at 724-357-2289. A list of bidders can also be found at this website.

All questions must be submitted electronically to this ebid website by October 11, 2013 at 4:00 p.m. est. Answers to qualifying questions will be posted at same website by close of business October 15, 2013. An email notification will be sent to all registered proposers when answers are posted.

Five (5) copies of your Proposal shall be prepared and submitted in accordance with the RFP instructions and to the attention of the Issuing Officer by October 18, 2013 by 4:00 p.m. est. Electronic bids are not being accepted for the RFP.