

REQUEST FOR PROPOSALS FOR PROFESSIONAL ARCHITECTUAL SERVICES

ARCHITECTURAL, DESIGN & BIDDING
AMERICAN RESCUE PLAN FUNDS
SULLIVAN COUNTY
DEPARTMENT OF EMERGENCY SERVICES (DES) BUILDING IMPROVEMENTS



Proposals Solicited by:

Sullivan County Commissioners
245 Muncy Street
Laporte, PA 18626

Dates of Publication June 21, 2024, and July 26, 2024:
Contact: Contact Name, (570) 524-4491

REQUEST FOR PROPOSALS

Sullivan County is requesting proposals for the purchase of Professional Architectural Services. These services include all necessary design and specifications for the bidding of and contracting for the Sullivan County DES Building Improvements project. Complete proposal details, including the required proposal format, may be obtained by contacting:

Tyler Dombroski, Director
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Proposal details are also available at www.seda-cog.org – News, Notices, Publications. Sullivan County will hold a non-mandatory pre-bid meeting at 10:00 am on July 10, 2024, at the project site, 6864 State Route 220, Laporte, PA 18626 for architecture firms interested in submitting a project proposal. Architects will have this time to tour the project site and get a better understanding of the project.

Proposals will be accepted until 3:00 pm prevailing time, July 26, 2024. They will be publicly opened at the Sullivan County Courthouse during the regular meeting of the Sullivan County Commissioners on Tuesday, July 30, 2024, at 10:00 AM. Quotations shall be on the forms required, sealed and clearly marked on the outside, "**Sullivan County DES Building Improvements Project Proposal**", and submitted to:

Hope Verelst, Chief Clerk
P.O. Box 157
245 Muncy Street
Laporte, PA 18626

Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.

REQUEST FOR PROPOSALS
AMERICAN RESCUE PLAN FUNDS
SULLIVAN COUNTY
FOR
PROFESSIONAL ARCHITECTURAL SERVICES

ARCHITECTURAL, DESIGN, & BIDDING
AMERICAN RESCUE PLAN FUNDS

SULLIVAN COUNTY
DES BUILDING IMPROVEMENTS

Sullivan County proposes to use the recently allocated American Rescue Plan funds for the completion of building improvements to the Sullivan County Department of Emergency Services building. The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project from design to final inspection. It should be recognized by all proposers that the Scope of Services included herewith might exclude some minor, incidental Architectural responsibilities not currently identifiable.

Proposals shall include the attached "Standard Architectural Estimate" and be submitted to:

Hope Verelst, Chief Clerk
P.O. Box 157
245 Muncy Street
Laporte, PA 18626

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All proposals shall be sealed and clearly marked on the outside, "**Sullivan County DES Building Improvements Project Proposal**", and must be received by 3:00 pm, prevailing time, July 26, 2024. They will be publicly opened at the Sullivan County Courthouse during the regular meeting of the Sullivan County Commissioners on Tuesday, July 30, 2024, at 10:00 AM.

Questions regarding this proposal should be directed to:

Tyler Dombroski, Director
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
tdombroski@seda-cog.org

PROJECT DESCRIPTION

Sullivan County's Department of Emergency Services building facility is located at 6864 US-220, Laporte, PA 18626. This building was originally a Pennsylvania State Police barracks constructed in the 1980's and has been owned and operated by Sullivan County since the early 2000's. The building was retrofitted to house Sullivan County's Department of Emergency Services around 2004.

The building and Sullivan County's Department of Emergency Services are managed by its Director, Joe Carpenter. The building houses two other employees as well and is the home of Sullivan County's 911 Center. Zito Media is also a co-location partner. The building is also the location of Sullivan County's Emergency Operations Center during severe weather and disaster events. During disaster events, the building can have about 20 people providing disaster response services. Communication with the Pennsylvania Emergency Management Agency (PEMA) and neighboring counties is critical to disaster response.

During PEMA disaster response audits, the Sullivan County Emergency Services Department has been regularly cited for having inadequate Emergency Operations Center facilities. The footprint of the building is only about 100'x40' and is one floor. Additionally, Sullivan County Emergency Services Department staff feel the building has inefficient functionality and has security deficiencies. Finally, the building has a number of outdated features that need to be modernized.

In an effort to address these various concerns, the following is a list of design upgrades to address at the building:

1. Expansion of the existing building facility.
2. Redesign of the existing building facility to improve functionality and security.
3. Improvements to the existing building facility:
 - a. Replace the oil forced air heating system with a propane system negating the need for a 1,000 gallon in-ground fuel tank.
 - b. Interior lighting upgrades for utility efficiency.
 - c. Replace aging / original windows for heating and air efficiency.
 - d. Replace the asphalt shingle roof.

PRE-BID MEETING

Sullivan County will hold a non-mandatory pre-bid meeting at 10:00 am on July 10, 2024, at the project site, 6864 State Route 220, Laporte, PA 18626 for architecture firms interested in submitting a project proposal. Architects will have this time to tour the project site and get a better understanding of the project.

PROJECT DESIGN

The Architect shall prepare all necessary design plans, drawings and specifications to be used for the construction of the improvements and should therefore be complete in detail and contain all necessary information. Drawings shall conform with standard professional practice and consist of all architectural and engineering drawings, including profiles and sections, plot and site plans, and all else necessary to illustrate the interest and scope of the work. Working drawings shall be prepared for structural, hydraulic, mechanical, electrical, and all other branches of the construction work.

The Architect shall investigate any existing systems affected by the proposed project, identifying options, and advising Sullivan County in the most appropriate method of modifying the systems as part of the design of this project. Plans and specifications shall be developed in such a manner to delete and add segments should the project costs be over or under budget.

1. All permits, plans, or surveys which may be necessary to define the scope of the work or for the performance of the project shall be the responsibility of the Architect. The proposal shall include a list of those permits currently anticipated as necessary, identifying actual permit fees which shall be paid by the Architect as a component of their project proposal. Survey work required for easements/rights-of-way is not a part of this proposal. Federal Environmental Reviews, State Historic Preservation Office Review, and Archaeological Reviews are not a part of this proposal.

Due to the merit of the proposed project meeting attendance is of high importance. Accordingly, this proposal shall include four (4) design phase meetings, as well as four (4) preconstruction meetings (as noted below). These meetings shall be conducted during the design and construction specifications phase at the convenience of County, and shall include the following:

- Design phase meetings
 - o A kick-off meeting
 - o Two (2) development meetings
 - o A meeting to present the final design and receive approval to advertise
 - Preconstruction meeting(s) – (Architect will coordinate and prepare meeting agenda w/ minutes.)
 - o Pre-bid meeting (Architect will hold and attend)
 - o Bid Opening (Architect will prepare bid tabulation form)
 - o Award – (Architect will make formal recommendation to award)
 - o Preconstruction Conference
2. County may request, and the Architect may suggest, additional meetings. Accordingly, proposers should indicate their intention to do so in the narrative of their proposal. Any cost associated with additional meetings shall be included on the standard Architects Estimate form.

3. A project design schedule must be included as part of this proposal indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by County. In addition, the Architect must provide a list of sub consultants, if applicable, for approval by County.

It is the intention of the Sullivan County Commissioners to advertise for construction bids for improvements to the existing facility (see #3 in the project description section) on or before November 15, 2024, with a bid opening on or before December 10, 2024.

Expansion of the existing building facility (see #1 in the project description section) and redesign of the existing building facility to improve functionality and security (see #2 in the project description section) may be added to the aforementioned bidding schedule as the project budget and timing feasibility allows. Additions to the bidding effort shall be at the mutual agreement of the Sullivan County Commissioners and the architect.

4. Upon completion of the preliminary design, and again when requesting approval of the final design, the Architect shall prepare and provide to County an opinion of probable construction costs, utilizing the itemized bid schedule.

PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING

The Architect shall prepare all construction contract documents, including but not limited to bid schedule, bond forms (bid, performance, payment), construction specifications and agreements, compliance forms, etc. The Architect shall be responsible for coordinating the bidding process. **The project budget and/or timing feasibility may not allow for expansion of the existing building facility and/or redesign of the existing building facility to improve functionality and security to be included in a 2024 bidding effort. Sullivan County reserves the right to not proceed with these proposed improvements through the services of the Architect.**

For the coordinated bidding process, the Architect shall hold a pre-bid meeting for prospective contractors and shall be responsible for printing and distributing up to ten (10) sets of bid documents, publishing the required advertisements, attending a pre-bid meeting and managing of any required deposits or payments. Costs for this portion of the work shall be borne by the Architect except that the actual costs for legal advertisements will be reimbursed by County. Insofar as federal ARPA monies are being used in the project, forms and procedures meeting the requirements of the US Treasury shall be used in the contracting documents. SEDA-COG shall facilitate this process by providing model bidding documents for use by the Architect.

In addition, the Architect will assist the solicitor throughout the project including, but not limited to, the preparation of documents involving Architectural matters and preparation of contract documents for the solicitor's opinion, a review of the bid documents, conformity with the

specifications, and requirements, as well as a formal recommendation of bid award. The Architect is also responsible to manage the construction contract award process, including issuance of the Notice of Intent to Award, execution of the agreements, Award, Notice of Start of Construction, Substantial Completion, Final Inspection, and Completion.

CONSTRUCTION SUPERVISION

The Architect is expected to furnish customary Architectural advice and assistance necessary to enable County and SEDA-COG to readily understand the project. The Architect shall visit the construction site to observe progress and quality of work, to determine if work is proceeding in accordance with contract documents, to keep the County informed of progress, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents. The Architect shall serve as the County representative at the project site, issuing all instructions to the contractors and preparing any change orders.

The Architect will check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which contractors are required to submit to ensure conformity with project design, concept, and requirements. The Architect, in accordance with accepted professional standards and practice, shall review contractors' payment requests and approve, in writing, payment to the contractors in such amounts. The Architect will also conduct, in the company of the owner and the contractor, a final inspection of the project for conformity with design, concept, and contract documents. When the project is complete, the Architect will correct all drawings to show construction and installation as actually accomplished and will furnish one set of full size "As Built" prints and one electronic copy to County.

These services, to be provided by the Architect, do not infer resident inspection services. The Architect is expected to visit the project site during construction, not less than weekly and conduct a final inspection at project completion. Comprehensive design, inspection of work and compliance with specifications is of utmost importance to a successful and timely project completion. Accordingly, the Architect shall hold a job conference with County and SEDA-COG not less than monthly. As a part of this proposal, it is the Architect's responsibility to estimate the project duration in order to calculate the number of construction supervision site visits. Should the project take less or more time than anticipated, no adjustment to the costs for project supervision will be considered.

ADDITIONAL SERVICES OF ARCHITECT

Where participating state and/or federal agencies require reports relating to construction, the Architect shall prepare and submit such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

TERMS OF PAYMENT

The Architect will be required to enter into a written Professional Services Agreement with County, which will incorporate the information contained in this Request for Proposals. The Architect will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this proposal. Payment shall be made to the Architect on a monthly basis.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts. Payment shall be expressly contingent upon receipt of funds from the US Treasury.

MBE/WBE GOALS

The Architect must comply with **2 CFR § 200.321** regulations regarding with small and minority businesses, women's business enterprises, and labor surplus area firms.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section. "

PROPOSAL SUBMISSION AND EVALUATION

Three (3) copies of the proposal must be submitted to:

Tyler Dombroski, Director
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Proposals must be received no later than 3:00 pm, prevailing time, July 26, 2024. Proposals that are faxed or e-mailed to Sullivan County or SEDA-COG cannot be accepted.

Proposals will be reviewed and evaluated by SEDA-COG and Municipality. The evaluation will include the following areas in order of relative importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Proposer's commitment to Small, Minority Owned Business Enterprises, and Women Owned Business participation.

Note: Cost is only one of several criteria to be considered in evaluating proposals. Accordingly, SEDA-COG will not publish proposal cost summaries. Proposers are, however, invited to attend the opening.

REQUIRED INFORMATION

Each proposer shall provide all information herein requested. Further, no proposal will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of two references where similar Architectural services have been performed during the past three years. These projects should be similar in design and scope. If the proposer is an SBE/MBE/WBE business concern, a certification form shall be submitted with the bid attesting to the firms' status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the proposers must submit documentary evidence of SBE/MBE/WBE business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to SBE/MBE/WBE's business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the SBE/MBE/WBE requirements are not triggered.

County reserves the right to accept or reject any and all proposals or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

STANDARD ARCHITECTURAL ESTIMATE

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

REPRESENTATIVE: _____

I. Project design, specification, required meeting attendance, and other Architectural services

II. Bidding and project construction supervision - Improvements to the existing building facility:

Frequency of construction supervision visits:

TOTAL LUMP SUM:

III. Add Alternate #1: Bidding and project construction supervision - Redesign of the existing building facility to improve functionality and security:

IV. Add Alternate #2: Bidding and project And construction supervision - Expansion of the existing building facility:

Additional Meetings:

Lump sum cost for additional meetings if requested by Sullivan County:

I, _____, a licensed professional Architect in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the Sullivan County Request for Proposals, and I/we am/are prepared to provide the required services for the above costs.

(SEAL)

ATTACH A MINIMUM OF TWO (2) PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE.
ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.

**SBE/MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT
TO BE SUBMITTED WITH THE BID**

Name of Bidder:	Project Name:
Address:	Bid Opening Date:
Email Address:	
Telephone Number:	Contact Person:

List those small/minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

Company Name & Telephone Number	SBE (X)	MBE* (enter code from below)	WBE (X)	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received (Please mark NR If no response was received)	Total Dollar Amount Awarded (If not awarded indicate reason)
Prepared By:				Title:		

*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

SMALL, MINORITY, AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for SBE/MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

Where the goals are not met, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to SBEs/MBEs/WBEs was not motivated by consideration of race or gender.
2. SBEs/MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect SBEs/MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

Company Name

Signature

Date