



# REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL  
ENGINEERING/CONSTRUCTION SERVICES

**City of Shamokin**  
**American Legion Building Repair: Phase 1**  
**Northumberland County, PA**



**EQUAL HOUSING  
OPPORTUNITY**

Dates of Publication: 5/19/2025

Contact: Betsy Kramer [bkramer@seda-cog.org](mailto:bkramer@seda-cog.org)

Proposals Solicited by:

Betsy Kramer: Program Manager  
SEDA- Council of Governments (SEDA-COG)  
c/o City of Shamokin  
47 East Lincoln Street  
Shamokin, PA 17872

**REQUEST FOR PROPOSALS**  
**City of Shamokin**  
**American Legion Building Repair**  
**Shamokin**  
**Northumberland County, PA**

The City of Shamokin proposes to use a recent \$500,000 legislative appropriation through the U.S. Department of Housing and Urban Development (HUD) made possible by U.S. Senator John Fetterman to undertake Phase 1 of critical repairs and renovations to the American Legion Memorial Building. This initial phase represents the first step in a larger, multi-phase effort to restore and modernize the facility.

The following narrative outlines the key responsibilities of the proposers for this phase, encompassing all services from initial design through to final inspection. Proposers should be aware that while the Scope of Services is intended to be comprehensive, it may not capture every minor or incidental engineering task that could arise during the project.

Required: (5) Five proposals which shall each include the attached "Standard Selected Firm Estimate"

Proposal details are also available at [www.seda-cog.org](http://www.seda-cog.org) – News, Notices, Publications.

Proposals will be accepted until June 16, 2025 prevailing time, 3:00pm, 2025, at which time they will be publicly opened. Proposals shall be on the forms required, sealed and clearly marked on the outside, "Engineering/Construction Services Proposal," and submitted to:

Betsy Kramer: Program Manager  
SEDA- Council of Governments (SEDA-COG)  
c/o City of Shamokin  
47 East Lincoln Street  
Shamokin, PA 17872

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

Questions regarding this proposal should be directed to:

Betsy Kramer, Program Manager  
SEDA-COG  
570-524-4491 x 7203  
bkramer@seda-cog.org

## PROJECT DESCRIPTION

### **1. Introduction and Background**

SEDA-COG on behalf of the City of Shamokin is seeking proposals from qualified contractors for the repair and renovation of the American Legion Memorial Building. This project includes the urgent repair of the building's façade crack and the installation of wired smoke detection systems throughout the building to improve safety and ensure compliance with HUD standards. The work is being funded through appropriations from Senator John Fetterman and the U.S. Department of Housing and Urban Development (HUD) under the DCED COVID-19 ARPA Capital Projects Fund Multi-Purpose Community Facilities Program, which aims to support the renovation of community facilities impacted by the pandemic.

The American Legion Memorial Building serves as a critical community resource in the City of Shamokin and surrounding areas, housing the Shamokin-Coal Township Public Library, the Oasis Community Recovery Club, the Shamokin Youth Basketball League, and other essential community services. This building is located in the City of Shamokin, which is recently emerging from Pennsylvania's Act 47 program for financially distressed municipalities. The repair and renovation of this facility are essential to sustaining the city's momentum toward recovery by supporting workforce development, educational initiatives, and health-related services for the community.

#### **Scope of Work: Construction and Engineering Services**

SEDA-COG on behalf of the City of Shamokin is seeking a construction firm with demonstrated expertise in both construction and engineering services for the repair and renovation of the American Legion Memorial Building. The selected contractor must have the capability to provide engineering support throughout the project, including but not limited to:

- Structural assessments and design for the façade crack repair and reinforcement.
- Design of the smoke detection/alert system installation in compliance with local and federal safety codes.
- Coordination of engineering support to ensure that all work is executed in compliance with engineering standards and federal regulations, particularly those related to building safety, historic preservation, and fire safety systems.

The selected firm will be responsible for both the construction execution and the necessary engineering designs to ensure that the repairs and installations meet all applicable safety, structural, and regulatory requirements.

The project involves the following two major components:

#### **2.1 Façade Crack Repair**

- **Inspection and Assessment:** Inspection of the façade crack and determination of underlying structural integrity.

- **Masonry Repair:** Repointing and sealing of deteriorated brickwork and stone moldings. Installation of helical stitching ties for structural reinforcement.
- **Finish Work:** Apply a finish matching the building’s existing aesthetic to restore the appearance of the façade.

## 2.2 Smoke Detection System Installation

- **System Design:** Design a wired fire detection/alert system that includes smoke detectors, pull stations, horn strobes, and a fire alarm control panel.
- **Installation Locations:** Install the system across all key areas of the building, including the basement, library (first and second floors), American Legion (third floor), Shamokin Youth Basketball League gymnasium, and mezzanine.
- **Monitoring Services:** Provide cellular monitoring for the system, with semi-annual inspections as required by HUD standards.

## 3. Contractor Requirements

SEDA-COG on behalf of the City of Shamokin invites proposals from contractors who meet the following criteria:

- **Experience:** Demonstrated experience in historical building restoration, masonry repair, and fire safety system installations.
- **Licensing:** Must be fully licensed and insured to perform construction and fire alarm system work in Pennsylvania. Contractors should also be in good standing with the U.S. Department of Housing and Urban Development (HUD).
- **Prevailing Wage Compliance:** All contractors must comply with the Davis-Bacon Act and pay prevailing wages as determined by the U.S. Department of Labor (DOL).
- **Equal Employment Opportunity:** Contractors must adhere to EEO requirements and HUD’s non-discrimination policies.
- **Safety Compliance:** Contractors must comply with all OSHA safety standards.

## 4. Proposal Submission Guidelines

All proposals must include the following:

### 4.1 Proposal Content

- **Cover Letter:** Include a brief introduction to your company, your experience, and why your company is well-suited to perform this work.
- **Company Profile:** Provide information about your company’s history, structure, and qualifications, particularly in projects of a similar scope.

- **Detailed Scope of Work:** Outline the specific work to be performed, including a clear methodology for repairing the façade and installing the fire alarm system.
- **Project Timeline:** Provide a detailed schedule, including start and completion dates, along with key milestones for the project.
- **Cost Estimate:** Include an itemized cost proposal for both the façade repair and smoke detection system installation, including labor, materials, equipment, permits, and other associated costs. Ensure that the cost estimate follows the guidance outlined in the attached grant application.
- **Compliance with Federal Regulations:** A statement confirming that the proposal complies with all relevant HUD and federal regulations, including the Davis-Bacon Act for prevailing wages, equal opportunity employment requirements, and other applicable federal laws.

#### 4.2 Required Documentation

- **Licensing and Insurance:** Submit copies of all relevant licenses, certifications, and insurance coverage.
- **Prevailing Wage Compliance:** Include a certification that your company complies with the prevailing wage laws and will pay workers in accordance with the U.S. Department of Labor's wage determinations.
- **References:** Provide at least three references from prior projects of a similar scope and size – with two of them within the past 3 years.
- **Safety Plan:** Include a safety plan outlining how the contractor will manage safety on the job site, in compliance with OSHA standards.

#### 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

##### Proposal Evaluation Criteria

Proposals will be reviewed and evaluated by the City of Shamokin. The evaluation will be based on the following criteria, in order of relative importance:

##### **Experience and Qualifications (30%)**

The proposer's demonstrated experience in historical building restoration, masonry repair, and fire alarm system installations. This includes relevant past performance, quality of previous work, and how well the proposer has met similar project goals.

##### **Adequacy of Proposal (25%)**

The extent to which the proposal addresses the specific needs outlined in the Request for Proposals, including a clear understanding of the project's scope, objectives, and challenges.

##### **Project Timeline and Resources (20%)**

The proposed timeline for completing the project, including key milestones, the ability to meet the one-year project completion requirement, and the adequacy of resources (labor, equipment, subcontractors, etc.) allocated to the project. This includes a demonstrated record of completing projects on time and within budget.

**Cost (15%)**

The reasonableness and competitiveness of the proposed budget, including a detailed cost breakdown that ensures value for money and aligns with the project’s scope and goals.

**Compliance with Federal Standards (10%)**

Adherence to HUD’s regulations, including prevailing wage requirements, equal employment opportunity policies, safety compliance, and other applicable federal standards.

**Commitment to Minority and Women-Owned Business Participation (5%)**

The proposer’s commitment to fulfilling the obligations of the Minority Owned Business Enterprises (MBE) and Women Owned Business Enterprises (WBE) Action Plan, demonstrating diversity and inclusivity in subcontractor and supplier engagement.

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

**6. Questions and Clarifications**

For any questions or clarifications regarding this RFP, please contact:

- **Contact Name:** Betsy Kramer
- **Title:** Program Manager Community Revitalization
- **Email:** [bkramer@seda-cog.org](mailto:bkramer@seda-cog.org)
- **Phone Number:** (570)524-4491 x 7203

**PROJECT DESIGN**

The selected firm shall be responsible for both the engineering and construction aspects of this project, preparing all necessary design plans, drawings, and specifications for the improvements to the American Legion Memorial Building. These designs should be complete and detailed, containing all required information to guide construction, ensuring compliance with professional standards. Drawings will include architectural and engineering plans such as profiles, sections, plot and site plans, and any other necessary documentation to illustrate the scope of the work. These working drawings shall encompass structural, hydraulic, mechanical, electrical, and all other aspects of the construction.

The firm will investigate existing systems affected by the proposed work, identifying options, and advising the City of Shamokin on the most suitable methods to modify these systems as part of the overall design. Plans and specifications will be flexible to accommodate adjustments should the project costs fluctuate, ensuring efficient cost management.

**Permits and Surveys:**

The firm will be responsible for obtaining all necessary permits, plans, and surveys required to define the scope of work or perform the project. This proposal should include a list of anticipated permits, with associated fees to be paid by the firm. Survey work for easements/rights-of-way is not part of this proposal. Environmental Reviews, State Historic Preservation Office Reviews, and Archaeological Reviews are not included.

**Meetings:**

The firm is expected to be actively involved with the City of Shamokin throughout the project, ensuring clear communication and understanding of the project's progress. The firm should specify in their proposal how many meetings they will require with the City for the design and construction phases. These meetings will be critical to maintaining project alignment, and the firm is expected to coordinate and prepare meeting agendas and minutes. The firm should also be prepared for additional meetings as requested by the City or suggested by the firm. The costs for any additional meetings should be outlined in the proposal.

**Project Design Schedule:**

A project design schedule must be included in the proposal, outlining key milestones and completion dates. All final plans and specifications must be submitted to the City of Shamokin for approval. If applicable, the firm should also provide a list of any sub-consultants for approval.

**Opinion of Probable Costs:**

Upon completion of the preliminary design, and again when the final design is ready for approval, the firm will prepare and provide an opinion of probable construction costs. This can be presented either as a lump sum or an itemized bid schedule if a line-item construction bid is proposed.

**PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING**

Following selection through this RFP, the firm will be responsible for preparing all construction bid documents, including but not limited to the bid schedule, bond forms (bid, performance, and payment), technical specifications, and contractor agreements. The firm will also coordinate the public bidding process for construction services, ensuring full compliance with all applicable local, state, and federal regulations, including HUD requirements associated with the use of federal funds.

Responsibilities will include preparing and distributing bid packages, publishing required legal advertisements, managing document deposits or payments, and ensuring that all HUD-required documentation is completed and submitted appropriately.

All costs associated with the preparation and distribution of bid documents shall be borne by the selected firm, with the exception of legal advertisement costs, which will be reimbursed by the City of Shamokin.

**CONSTRUCTION SUPERVISION**

The selected firm, acting as both the engineer and construction manager, is expected to provide comprehensive oversight and management for the City of Shamokin throughout the construction process.

As the primary point of contact for the City, the firm will ensure that the project progresses smoothly and adheres to the approved design, contract documents, and all applicable standards.

The firm will conduct regular site visits to observe the progress and quality of the work, ensuring it aligns with the project's requirements. They will keep the City of Shamokin informed of progress, identify and address any defects or deficiencies, and ensure that any work not in conformance with the contract documents is promptly addressed. The firm will serve as the City's representative at the construction site, issuing instructions to the contractors and preparing any necessary change orders.

Additionally, the firm will review and approve all submissions from contractors, including samples, schedules, shop drawings, catalog data, and laboratory or mill test results for materials and equipment, ensuring they conform to the project design and requirements. The firm will also assess contractors' payment requests and approve payments in writing, in accordance with the work completed.

At project completion, the firm will conduct a final inspection in collaboration with the City and the contractor, ensuring conformity with the design and contract documents. Upon completion, the firm will update all drawings to reflect the actual construction and installation, providing the City of Shamokin with one set of full-size "As-Built" prints and an electronic copy.

The firm will determine the frequency of site visits based on the estimated project duration and include this information in their proposal. The firm is responsible for estimating the total number of construction supervision visits required. No adjustments to the costs for project supervision will be made if the project duration differs from the original estimate.

#### **ADDITIONAL SERVICES OF SELECTED FIRM**

Where participating state and/or federal agencies require reports relating to construction, the selected firm 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 selected firm will enter into a written Professional Services Agreement with the City of Shamokin. Payment for services rendered will be based on a lump sum fee that includes all costs associated with the project, including reimbursable costs (if applicable), which must be declared and included in the lump sum amount. The payment schedule will follow these terms:

##### **Initial Payment:**

20% upon contract signing and issuance of the Notice to Proceed.

##### **Progress Payments:**

30% upon completion of the façade repairs.

30% upon installation of the smoke detection system.

**Final Payment:**

20% upon final inspection and project completion, contingent upon approval by the City of Shamokin and a successful inspection confirming adherence to project specifications.

**Monthly Invoices:**

The selected firm will submit monthly invoices detailing the percentage of work completed to date. The payment due will be based on the percentage of work completed, less any previous amounts paid.

**Contingency on HUD Funds:**

All payments are contingent upon the receipt of funds from the U.S. Department of Housing and Urban Development (HUD). Any delays or issues in receiving funds from HUD will affect the payment schedule accordingly.

**MBE/WBE GOALS**

It is the public policy of the City of Shamokin, to promote the opportunity for full participation by Minority and Women's Business Enterprises ("MBE's" and "WBE's") business concerns in all projects receiving federal funds from the United States Department of Housing and Urban Development..

The City of Shamokin has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG, ESG, and/or HOME funding.

**SECTION 3 GOALS**

Section 3 24 CFR Part 135 has been updated to the New Rule, 24 CFR Part 75. The New Rule for Section 3, 24 CFR Part 75, is applicable for projects for which the total amount of federal assistance is greater than \$200,000. Section 3 does not apply to professional services; however, you are still encouraged to follow GRANTEE's Section 3 Action Plan for Section 3 and Targeted Section 3 Labor Hours. The new 24 CFR Part 75 rule does apply to construction contracts and the professional service provider is expected to assist with facilitation of these efforts for compliance. Professional Service firms who hire Section 3 or Targeted Section 3 workers can count those labor hours as Section 3, or Targeted Section 3, but should be excluded from the total number of labor hours. Benchmarks are only qualified as being met if Section 3 Laborer Hours = 25%, *and* Targeted Section 3 Labor Hours = 5% of the total number of labor hours.

**PROPOSAL SUBMISSION AND EVALUATION**

Five (5) copies of the proposal must be submitted to:

Betsy Kramer: Program Manager  
SEDA- Council of Governments (SEDA-COG)  
c/o City of Shamokin  
47 East Lincoln Street  
Shamokin, PA 17872

Proposals must be received no later than June 16, 2025 at 3:00pm. **Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.**

### **REQUIRED INFORMATION**

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

Each proposer shall provide a minimum of two references where similar services have been performed during the past three years. These projects should be similar in design and scope. If the proposer is an 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 MBE/WBE business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's business concerns, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the MBE/WBE requirements are not triggered.

SEDA-COG and the City of Shamokin 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 SELECTED FIRM ESTIMATE**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

REPRESENTATIVE E-MAIL: \_\_\_\_\_

I. Project design, specification, required meeting attendance, bidding, and other selected firm services \_\_\_\_\_

II. Project construction supervision  
Indicate project duration and frequency of visits below. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL LUMP SUM: \$ \_\_\_\_\_

**Additional Meetings:**

Lump sum cost for additional meetings if requested by \_\_\_\_\_ \$ \_\_\_\_\_

I, \_\_\_\_\_, a licensed professional Selected firm in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the \_\_\_\_\_ 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.

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

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

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

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

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

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

**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 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 MBEs/WBEs was not motivated by consideration of race or gender.
2. 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 MBEs/WBEs.

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date