



Request for Proposals

Architectural, Engineering & Bid Phase Services

North Fourth Street Parking Garage

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Version 1.0

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1 Announcement

REQUEST FOR PROPOSALS (RFP)

City of Easton Architectural, Engineering, and Bid Phase Services North Fourth Street Parking Garage

The City of Easton, located in Northampton County, Pennsylvania, is accepting proposals to identify a qualified firm or team to provide architectural and engineering design services for a new parking garage located at 34 North Fourth Street.

Important Dates:

All proposers may attend an optional pre-proposal conference held on **July 10, 2019** at 10:30 a.m. at Easton City Hall, 3rd Floor Conference Room, 123 South 3rd Street, Easton, PA. While attendance at this meeting is not mandatory, it is strongly recommended.

Follow-up questions regarding the proposal may be submitted in writing to publicworks@easton-pa.gov by 4:30 p.m. on **July 24, 2019**. All responses to questions will be sent out as an addendum to the email address provided by prospective bidders. All interested proposers must register at publicworks@easton-pa.gov prior to the pre-proposal conference and include the telephone number and email address for the contact person for the proposal.

Sealed proposals (**5 unbound copies**) must be received by the Easton Public Works Department no later than **August 16, 2019 at 1:00 p.m.** ALL PROPOSALS MUST BE SEALED AND CLEARLY MARKED “**City of Easton- North Fourth Street Garage**”. Mailed copies should be addressed to:

ATT: David Hopkins, Director of Public Works
City of Easton
123 South 3rd Street, 3rd Floor
Easton, PA 18042

Any requests for additional information should be sent via email to publicworks@easton-pa.gov

NOTE: In this document the term "proposer" shall mean the person or firm making a proposal based on this RFP. The term "proposer" and the term "firm" is used interchangeably. Also, the term "you" or "your" shall refer to the proposer.

2 Project Summary

The City of Easton, PA is issuing this Request for Proposal (RFP) to identify a qualified architectural and engineering firm(s) to develop all plans and documents necessary to design a new parking garage and contiguous outdoor plaza area and issue the project for public bid. This RFP describes the property and the process to select the best design team that will work cooperatively with the city for the desired outcome.

2.1 The City of Easton

The City of Easton is located in the Lehigh Valley region of eastern Pennsylvania, approximately 60 miles north of Philadelphia and 70 miles east of New York City. Easton is home to Lafayette College and the Crayola Experience and has a heritage steeped in history. On July 8th, 1776, Easton was one of three cities where the original Declaration of Independence was read aloud in public in our iconic Centre Square. Easton's resurging economy has been cultivated largely around tourism, fueled by the Crayola Experience, the National Canal Museum, and the State Theatre for the Arts.

2.2 Proposed North Fourth Street Project

Strategically located behind the city's new Public Market, this area has been identified in two separate parking studies as the preferred location for an additional parking structure. In addition to the market, the area is home to the new Elementary Arts Academy, the City Police Headquarters and numerous commercial and residential projects. The City of Easton has control of all parcels intended to be used for the proposed project.

The vision for this site is to construct a roughly 400-space parking structure with some potential ground floor commercial and a pedestrian plaza on the south side of the structure where Church Street currently exists.



3 General Requirements

3.1 RFP Process

- The City reserves the right to reject any or all proposals, whole or in part, and to select the proposal that it judges to be in the best interest of the City.
- The contract is subject to the approval of City Council and is effective only upon their approval.
- All proposers are bound by the timeframe requirements as previously detailed in the Section 1 - Announcement component of this RFP
- All proposals shall remain effective subject to City review and approval for a period of one hundred twenty (120) days from the deadline for submitting proposals.
- LEED certification is not required for this project, however sustainable or “green” building practices should be incorporated wherever possible when deemed cost effective.
- Proposals should anticipate a pre-cast parking structure with an approximate capacity of 400 spaces that will house a commercial space on the ground floor. In addition, proposals will also need to account for the design of an urban plaza/park on the south side of the structure in the area of where Church Street currently exists.
- It is not anticipated that a NPDES permit will be required for this project, therefore proposals should not account for this task.

3.2 Scope of Work/Deliverables

All proposals are expected to include and account for all necessary documents and tasks associated with developing a design package that may be issued for public bid. These tasks will include, but not necessarily be limited to, the following:

- Client Meetings
- Elevations and Renderings
- Historic District Commission Approval Process
- Planning and Land Development Approval Process
- Codes Review
- Site Surveys
- Geotechnical Investigations
- Architectural Drawings
- Civil Drawings
- MEP Drawings
- Elevator Design
- PARCS System Consultation and Recommendations
- Security System Consultation and Recommendations
- Construction Cost Estimates

3.2.1 Schematic Design

- Meet with the City to develop key design objectives and delivery dates
- Consult with Codes to understand all necessary regulations as they may apply to the design
- Develop drawings to show all design concepts to be constructed including, but necessarily limited to, site plans, floor plans, elevations, façades, etc.
- Coordinate with appropriate consultants including MEP, PARCS, elevator, trades, etc.
- Schematic design and color renderings will need to be of a level of detail sufficient to submit for Historic District Commission Approval and Preliminary Planning Approval
- Include recommendations for color palettes and finishes
- Account for 5 meetings to present schematic design to elected officials, staff, and the public

3.2.2 Final Design

- Develop final dimensioned plans fixing the locations and types of construction for all interior and exterior architectural elements
- Be responsible for coordination of all trades and engineers and also the coordination, verification, production, and implementation of the final construction documents including MEP, structural, architectural, and any other drawings that may be required
- Develop detailed cost estimates for construction
- Secure all code and planning approvals to prepare for the bid phase of the project
- Account for 3 meetings to present schematic design to elected officials, staff, and the public

3.2.3 Bid Phase Services

- Conduct pre-bid meeting
- Respond to Requests for Information (RFI's) in accordance with the bid timelines as mutually established with the City
- Manage any addenda associated with RFI's
- Assist the City in evaluating bid proposals

3.2.4 Partners and or Sub-Contractors

Please provide a list of potential partners that you might engage in the development of the project. This can include but is not limited to:

- Architects
- Engineering Firms
- General Contractors

Please provide a brief description of projects where you have experience working with the proposed partner(s). Also, if partners and subcontractors will not be utilized, please indicate how your firm will approach these areas of the design process.

4 Organization and Required Submittals

4.1 Letter of Transmittal

This letter should include:

- a statement indicating your understanding of the work to be performed;
- an affirmation of the firm's qualifications for professionally and expertly conducting the work as understood;
- the firm's contact person concerning the proposal and a telephone number where that person can be reached; and,
- a clear statement of the firm's, and/or the principals of the firm, relationship(s) with, or knowledge of any officials or employees of the City and the nature of this relationship or knowledge.

FAILURE TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF TRANSMITTAL SHALL BE GROUNDS FOR THE CITY TO REJECT THE FIRM'S PROPOSALS AND WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF ANY CONTRACT ENTERED INTO BETWEEN THE CITY AND THE FIRM WITHOUT PAYMENT OF WORK COMPLETED.

4.2 Profile of Firm(s)

This should be a brief statement indicating the firm's experience in conducting work similar to that sought by this RFP. Additionally, this profile should include the following information for the proposing firm and any other partner firms that will be directly involved in the design process:

- the location of the firm's office that will provide the proposed services;
- resumes of individual consultants or employees proposed to conduct the work for the City and the specific duties of each consultant or employee relative to the proposed work;
- a reference list of other municipalities/clients that have received similar services by the firm should be provided with telephone numbers and names of contact persons; and,
- any other information that may assist in highlighting the capabilities and expertise of the firm in doing comparable work.

4.3 Work Schedule

A project work schedule should be provided which includes time frames for each major work element, tentative dates for client meetings, and dates for completion of schematic and final documents.

4.4 Cost Proposal

The cost proposal should be broken down into three sections with cost and projected man-hours for each employee's role for each section as follows:

- Schematic Design
- Final Design
- Bid Phase Services

The City will reserve the right to award any or all of the components of the proposal, however it is our intent, if any components are awarded, to use the same firm(s) to complete the work for each component. Additionally, all submitting firms must include a detailed list of hourly rates for all participating consultants to use as a basis of cost should additional services be requested.

4.5 Other Submittals

Additionally, the appendices to this RFP shall be fully executed and returned with the proposal as follows:

- Nondiscrimination Certification (For proposing firm)
- Non-Collusion Affidavit

5 Evaluation Criteria

All proposals will be evaluated based on the technical and professional expertise and the experience of the submitting firm(s), the proposed method and the procedures for completion of the work, and the cost of the proposal. The apparent ability of the firm to be independent and objective in performing the requested work will also be considered.

5.1 Cost

The overall cost of the proposed services will be weighed in relation to the other proposals. As stated in Section 4.4, proposals must include a detailed listing of man-hours and costs for each of the three components of the proposal.

5.2 Technical Expertise and Experience

The technical expertise and experience of the firm will be determined by the following factors:

- The overall experience of the firm in conducting similar work that is to be provided to the City - include any past experience with the City
- The expertise and professional level of the individuals proposed to conduct the work for the City
- The clarity and completeness of the proposal and the apparent general understanding of the work to be performed.

5.3 Procedures and Methods

The methods and procedures proposed to be utilized to conduct the work requested as they relate to thoroughness will be of primary importance in evaluating proposals. This includes evaluation of the soundness of the approach relative to the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the work to ensure timely and orderly completion.

All, or selected, firms submitting proposals may be invited to give an oral presentation explaining their proposal.

6 Appendix A- Non-Discrimination Form

Nondiscrimination and equal opportunity are the policy of the Commonwealth/[City, et al] in all its decisions program, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions. Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended, (43 P.S. § 951, *et. seq.*), and (43 P.S. § 153), by assuring that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

During the term of this contract, the Contractor agrees as follows:

(a) Contractor shall not discriminated against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Contractor shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.

(b) Contractor shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

(c) Contractor shall send each labor union or workers' representative with whom it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.

(d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that contractor has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

(e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that contractor will be unable to meet its obligations under this nondiscrimination certification, contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.

(f) Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's noncompliance with the nondiscrimination certification or with any such laws, this contract may be terminated or suspended, in whole or part, and contractor may be declared temporarily ineligible for further City of Easton contracts, and other sanctions may be imposed and remedies invoked.

(g) Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by the City of Easton for purposes of investigation to ascertain compliance with the provisions of this certification. If contractor does not possess documents or records reflection the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Easton.

(h) Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.

(i) Contractor shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(j) Contractor's obligations under this clause are limited to the contractor's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: _____

(NAME OF CONTRACTOR)

BY _____

TITLE _____

7 Appendix B- Non-Collusion Affidavit

State of: _____ Contract: _____

County of: _____

I state that I am _____ of _____ and that
(Title) (Name of Firm)

I am authorized to make this AFFIDAVIT on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of the bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary or other non-competitive.
5. _____, it's affiliated, subsidiaries, officers, directors and
(Name of Firm)
employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liability of any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidder on any public contract except as follows:

I state that _____ understands and acknowledges that the
(Name of Firm)

above Representatives are material and important, and will be relied on by the City of Easton in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the City of Easton of the true facts relating to the submission of bids for this contract.

(Name and Title)

Sworn to a Subscribed before me this _____ day of _____, 20____.

_____ My Commission Expires:_____.