

**NEW HANOVER TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**



**REQUEST FOR PROPOSALS AND QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING SERVICES**

**PROPOSAL INFORMATION**

**Submittal Deadline:**  
**July 24, 2019 at 2:00 PM**

**Proposal Submittal:**  
New Hanover Township  
Attn: Jamie L. Gwynn  
2943 North Charlotte Street  
Gilbertsville, PA 19525

**Contact for Questions:**  
Jamie L. Gwynn  
Township Manager  
Email: [jgwynn@newhanover-pa.org](mailto:jgwynn@newhanover-pa.org)

## **I. General Information**

### **A. Objective**

New Hanover Township is seeking proposals from architectural/engineering firms to provide planning, design, documentation, bid administration, and construction administration services for a potential municipal facility upgrade project.

### **B. Minimum Requirements**

Respondents must have provided planning and design services for at least three municipal building projects and two police building projects in eastern Pennsylvania within the last five years.

### **C. Project Information**

New Hanover Township is exploring a few scenarios to support long-term needs associated with township administration and police operations. Currently both functions are housed in the administration building located at 2943 North Charlotte Street, Gilbertsville, PA 19525. Constructed in 1976, the existing one-story building is approximately 6,820 SF (Administration – 4,526 SF and Police = 2,294 SF). The building currently houses 18 employees -- Administration includes the Administration Department (2 employees), Building and Zoning Department (2 employees), Finance Department (1 employee), and Parks and Recreation Department (1 employee) and Police include 12 FT officers.

The township also owns and operates a Recreation Center located at 2373 Hoffmansville Road, Frederick, PA 19435. Constructed in 1994, the existing one-story building is approximately 8,500 SF and more than 12 acres of ground.

The township is considering three possible project scenarios at this time:

Concept A – Renovate the existing Municipal Building (2943 North Charlotte Street, Gilbertsville, PA 19525) into a Police Station and renovate the existing Recreation Center (2373 Hoffmansville Rd, Frederick, PA 19435) into an Administration Building

Concept B – Renovate the existing Municipal Building (2943 North Charlotte Street, Gilbertsville, PA 19525) into a two-story building

Concept C – Renovate the existing Municipal Building (2943 North Charlotte Street, Gilbertsville, PA 19525) into a Police Station and construct a new Administration Building next to the existing Municipal Building

## **D. Scope of Work**

This project will be administered in two phases:

Phase 1: Pre-Design Analysis

Phase 2: Project Implementation

### ***Phase 1: Pre-Design Analysis***

The selected architectural team will be tasked with partnering with the township to determine the most appropriate project scenario to be implemented from the four choices above or any others developed during this process. Work will include:

1. Conduct an architectural/engineering analysis of the existing administration building and recreation center to determine viability to be renovated and/or expanded. This will generally include site condition, building exterior and interior, MEP/data systems, code compliance, security protocols, and zoning analysis.
2. Conduct programming meetings with township stakeholders to identify spatial needs and priorities.
3. Develop a spatial program that contrasts existing and desired spaces.
4. Determine the viability of all potential project scenarios. Produce a summary of each option including a narrative description of work, pros/cons analysis, conceptual budget estimates with figures for construction and total project costs, and implementation schedule.
5. Assemble the materials above in a report and present the findings to township stakeholders.

### ***Phase 2: Project Implementation***

Upon completion of Phase 1 and once the township has agreed upon the scope and nature of the project, the selected team shall provide architectural/engineering services to implement the project per the following parameters:

1. Work will include all traditional project phases from schematic design through construction administration.
2. Base services include architecture; mechanical, electrical, plumbing, data engineering; and structural engineering.

3. Cost estimating is to be included as part of base services. A full detailed estimate shall be completed by an independent third-party consultant at the end of the design development phase.
4. Interior design services are to include materials and color selection and layout of furniture in all spaces but not furniture procurement.
5. Construction documents shall include full written specifications including Divisions 00 Procurement Requirements, Division 01 General Requirements, and all technical sections.
6. The A/E team shall conduct a full public bidding process including a minimum of four prime contractors.
7. Construction administration shall include all customary services including bi-weekly site visits and attendance at on-site construction meetings with distribution of meeting minutes.
8. Land surveying, civil engineering, land development, landscape architecture, traffic engineering, environmental engineering, and geotechnical engineering will be provided under separate contracts direct to the township. However, the chosen A/E team will be required to coordinate their work with all other engineers/consultants.
9. The Township may elect to engage a Construction Management firm to act as the Owner's Representative at some point after the Schematic Design Phase and through Construction Administration. The selected Architect and their consulting engineers will work collaboratively with the Construction Manager to ensure schedule and budget adherence from documentation through construction completion.

#### **E. Project Schedule**

The Township desires for this project to be completed in accordance with the following schedule:

1. Pre-Design:
  - a. Pre-Design of Options: September – December 2019
  - b. Selection of Option: January 2020 – March 2020
2. Project Implementation:
  - a. Design/Documentation: April – December 2020
  - b. Bidding: February 2021
  - c. Pre-Construction & Procurement: March – April 2021
  - d. Construction: May 2021 – September 2022

e. Project Completion: October 2022

**F. RFP/Q Schedule (subject to change)**

The Request for Proposals/Qualifications will generally follow this schedule:

<u>Date</u>	<u>Event</u>
June 10, 2019	RFP/Q Issued
June 17 and 26, 2019	RFP Advertised
July 24, 2019	Submission Deadline (2:00 PM)
August 5-16, 2019	Review and Evaluations of Submissions
August 19-23, 2019	Interviews
September 5, 2019	Proposal Awarded by Board of Supervisors

**G. Questions**

Any questions regarding this Request for Proposal should be directed to the Township Manager in writing (preferably email) to:

New Hanover Township  
Attn: Jamie L. Gwynn  
2943 North Charlotte Street  
Gilbertsville, PA 19525  
Email: [jgwynn@newhanover-pa.org](mailto:jgwynn@newhanover-pa.org)

**H. Addenda**

To ensure consistent interpretation of certain items, answers to questions the Municipality deems to be in the interest of all will be made available to all other Respondents. Responses to questions will not be issued in the form of an Addendum to the Request for Proposals/Qualifications.

The Township, at any time may, at its discretion and without explanation to the prospective proposer(s), choose to discontinue this RFP/Q without obligation to any proposer(s) who have submitted a proposal.

**II. Proposal Contents**

**A. General Requirements**

1. *Proposal Submission*

Five (5) print and one (1) electronic copy of the proposal shall be received in a sealed envelope and must be prominently marked on the outside with “**RFP/Q – Architect/Engineering Services**”

- a) Sealed qualifications must be submitted no later than July 10, 2019 at 2:00 PM to:

New Hanover Township  
Attn: Jamie L. Gwynn  
2943 North Charlotte Street  
Gilbertsville, PA 19525

- b) Qualifications must be mailed, or hand delivered. No faxed or emailed qualifications will be accepted. **Late qualifications will not be accepted.**
- c) All submitted qualifications will be the property of New Hanover Township.
- d) This RFQ shall not, without the Township’s prior written consent, be disclosed to any Proposer, in any manner whatsoever, in whole or in part, or used for any purpose other than the submission of qualifications to the Township.

2. *Preparation Costs*

The Municipality will not be responsible for any costs associated with the preparation, submission or presentation of any proposal.

3. *Open Records Law/Public Information*

Under the Pennsylvania Right-to-Know (the “Law”), 65 P.S., §67.101, eq. seq., as amended, and other applicable laws, a record in the position of the Municipality is presumed to be a public record subject to disclosure to any legal resident of the United States upon request, unless protected by a statutory exception.

**B. Format of Technical Proposal**

1. *Title Page and Table of Contents*

- a) The title page should show the RFP/Q subject; the institution’s name; contact name, title, office address, telephone number and email address; and the date of the proposal.
- b) The table of contents should identify matters submitted by section and page number.

2. *Firm Information.* Please provide the name and contact info for the firm, name and title of primary contact person, names of officers in the firm.
3. *Firm Profile.* Provide a brief overview of your firm including your experience with Pennsylvania municipal facility planning and design.
4. *Consultants.* Identify and provide information on any sub-consultants that would be engaged as part of the project team.
5. *Consultants.* Provide resumes of the key personnel that will be assigned to the project.
6. *Experience.* Provide information about planning and design services for at least three municipal building projects and two police building projects in eastern Pennsylvania within the last five years.
7. *References.* Provide contact information for three recent Pennsylvania municipal clients.
8. *Project Approach.* Describe your process to complete this project.
9. *Compensation.* Provide a fee to complete this project. Fees should be presented as follows:
  - a) Please present a fixed fee to complete the work described above for Phase 1: Pre-Design Analysis. Please include a not-to-exceed limit for reimbursable expenses.
  - b) Please present a percentage of construction fee for Phase 2: Project Implementation. Please include a not-to-exceed limit for reimbursable expenses.

10. *Conflicts of Interest*

Identify any existing or potential conflicts of interest and disclose any representation of any party or other relationship that might be considered a conflict of interest regarding this engagement or the Township. Identify what percentage, if any, of the Firm's practice provides services to local developers and businesses. Provide a list of all Pennsylvania developers served by the Firm.

11. *Litigation*

If the vendor or any principal therein has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any

professional disciplinary action over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.

A description of any ongoing investigations and/or litigation matters involving the applicant, its directors, officers and principals and any individuals employed by the applicant that relate to the performance of the vendor in the proposed field of expertise.

### **III. Selection Process**

#### **A. Evaluation Criteria**

##### *1. General Approach*

All proposals will be reviewed by the Board and/or their designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For Firms that satisfy the requirements of this RFP/Q, the Township's evaluation will be based upon criteria as received and outlined in this RFP/Q, including but not be limited to the following evaluation criteria, separate or combined, and not necessarily listed in order of significance.

##### *2. Competency and Past Experience*

The Firm's documented experience in successfully completing contracts of a comparable size and scope to the engagement addressed by this RFP/Q.

##### *3. Firm's Understanding, Approach and Quality of Proposal*

These selection criteria will allow the Township to award additional consideration based upon the quality of the Firm's proposal, understanding of the Township's needs, approach to the work, or any other positive qualities.

##### *4. Costs and Fee Schedules*

The costs and fee schedules included in the proposal will be reviewed against other firms.

##### *5. References*

The Township may perform reference checks for each Firm. References should be able to describe the Firm's responsiveness, availability, and ability to complete projects in a timely, orderly and cost-effective manner.

#### **B. Reservations Regarding Selection**



The Municipality reserves the right to do any or all the following:

1. conduct interviews with some or all the respondents
2. reject any or all qualifications
3. waive any informality or irregularity in a proposal
4. hold all qualifications for a period of thirty (30) days after the date fixed for the opening thereof
5. enter good faith negotiations with the respondents to modify service or project descriptions to a greater or lesser magnitude than described in this RFQ or any proposal
6. accept the proposal that the Township deems at its sole discretion, to be the most favorable in its best interest
7. enter good faith negotiations with the selected respondents regarding the pricing set forth in the Proposal prior to entering into an agreement. If the agreement's negotiations cannot be concluded successfully with the first selected respondent, the Township may negotiate an agreement with the second selected respondent.
8. re-advertise this RFQ for new qualifications as may be deemed necessary at the sole discretion of the Township