

REQUEST FOR PROPOSALS

CONCEPTUAL DESIGN AND PRE-DEVELOPMENT TECHNICAL SERVICES

Downtown Shenandoah “Innovation & Event Center”

1. INTRODUCTION & OVERVIEW

Downtown Shenandoah, Inc. (DSI) , a Pennsylvania 501(c)3 non-profit, community revitalization corporation, working in cooperation with the board of directors of Keystone CORE Services (KCS), a Pennsylvania 501(c)3 non-profit, blighted property remediation corporation, and the staff of the Pennsylvania Downtown Center (PDC) a Pennsylvania 501(c)3 non-profit, community revitalization technical assistance corporation, is seeking qualified architectural firms to develop preliminary design solutions and cost estimates for the construction of an infill “innovation and event center” on property owned by DSI in downtown Shenandoah, located in northern Schuylkill County. This RFP is designed to contract with a “Selected Firm” to fulfill the requirements of this work scope.

2. PROJECT BACKGROUND

The property in question, located at 113-119 N. Main St., was destroyed by fire in 2007. In 2016, the property was acquired by DSI for future development. Later in 2016, DSI contracted with KCS to conduct an infill development feasibility study for the site. During the course of that feasibility study, it was determined that a truly “transformative” project was required for the site. This transformative project is in keeping with the evolution of the “Refreshed Main Street Approach” to community revitalization currently espoused by both the National Main Street Center and the Pennsylvania Downtown Center. During the course of the feasibility study, the initial concept for a transformative project was determined to be the construction of an “innovation and event center” on the site. Envisioned to serve the Borough of Shenandoah, much of northern Schuylkill County and additional points north and west, the early concept for the facility includes first floor retail space (coffee shop), the offices of DSI, a community computer room, and co-working space. The second floor is anticipated to be a business incubator/maker space. The third floor may house a larger community event space and three (3) commercial kitchen bays. The physical arrangement and relationship of the proposed uses to each other is subject to review and amendment based on the work conducted by the Selected Firm. In order to finalize the feasibility study being prepared by KCS for DSI, an architectural concept and cost analysis of the proposed project is necessary. The purpose of this Request for Proposal (RFP) is to obtain the services from a “Selected Firm” necessary to generate the information required to complete that feasibility study.

3. REQUESTED SERVICES

- a. Site Reconnaissance: The Selected Firm will be required to make a site visit and undertake a review of existing conditions. The Selected Firm shall photographically document the existing conditions at the project site as well as take photographs to develop a visual record of the surrounding built environment as this relates to neighboring buildings, streetscape patterns and other pertinent development patterns.
- b. Historical Research: The Selected Firm shall familiarize itself with the historical development of the community through the use of Sanborn Insurance Maps, locally developed publications and any other documents that may assist the Firm with

developing a more in-depth understanding of the past and present character, culture and values of the community.

- c. Site Analysis
 - i. General Site Review: The Selected Firm shall, as part of its initial Site Reconnaissance, document such conditions as might influence the design solution. Documentation shall include, but need not be limited to vehicular and pedestrian circulation patterns, environmental conditions, massing studies of neighboring buildings and streetscape compositional patterns. As this is an infill project, the architectural program developed by the Firm must be sympathetic to the existing context and as such an understanding of these and other factors is considered critical to an effective design solution
 - ii. Site Survey: The Selected Firm shall provide, or sub-contract with a land surveying company to prepare a standard property survey of sufficient technical detail to facilitate the preparation of detailed architectural drawing, technical specifications and bid documents in the next phase of this project, after the Conceptual Design Phase.
 - iii. Sub-Surface Investigation and Report: The Selected Firm shall be responsible for contracting with a geotechnical services firm for the purpose of undertaking a sub-surface conditions investigation and report so as to ascertain the feasibility of this project from a geotechnical engineering perspective. This proposal anticipates the drilling of a minimum of six (6) core borings on the site to a minimum depth of twenty feet. This technical specification is subject to discussion and amendment with the Selected Firm based upon its initial General Site Review.
- d. Program Development: The Selected Firm shall work with Downtown Shenandoah and its partner, Keystone CORE Services (KCS) in refining the preliminary architectural program for the proposed building. Relying on a set of existing Design Objectives as developed by Downtown Shenandoah, Inc., the Selected Firm shall develop a more detailed understanding of the proposed uses and spatial allocation for the Innovation and Event Center. This process should result in a review of the Design Objectives by the Selected Firm with Downtown Shenandoah, amendment to the defined Design Objectives as may be appropriate based on the Selected Firm's input and the development of a Final Program Statement.
- e. Code Review: The Selected Firm shall conduct a complete Code Review for the proposed building, including the Zoning Ordinance of the Borough of Shenandoah, IBC 2009 and ANSI A117.1 2009 as well as the Americans with Disabilities Act. The Selected Firm shall provide a preliminary report of local zoning issues to suggest if any of the proposed uses will require any variances or special exceptions. The Selected Firm shall also review all zoning requirements related to height, area, setback and parking requirements. The Selected Firm shall provide an outline of any waivers or variances required to obtain approval for the elected design.
- f. Conceptual Design Study: The Selected Firm shall generate Conceptual Design Studies which shall show:
 - i. Overall Building organization for all floors

- ii. Typical layout for all programmed spaces indicated in the Final Program Statement
- iii. Site plan drawings indicating building placement on the site, site access and proposed parking solutions.
- iv. A conceptual building section
- v. One conceptual building elevation from N. Main Street, indicating the proposed exterior character and design of the building
- vi. One perspective building elevation from N. Main Street, indicating the proposed exterior character and design of the building

Under this process, the Selected Firm will be expected to generate initial conceptual design solutions based on the Site Reconnaissance visit detailed in Item 3.a, and Design Objectives provided by Downtown Shenandoah. Subsequent to the preparation of the initial design solutions, The Selected Firm shall be required to hold at least one (1) design review meeting (one of the three meetings required by this RFP) with Downtown Shenandoah (DSI) and any other parties which DSI feels appropriate. This design review meeting may result in revisions and refinements of preliminary design concepts leading to the preparation of the Final Conceptual Design Solution. The Final Conceptual Design Solution shall include a site plan, floor plans, a conceptual building section and N. Main Street building elevation and N. Main Street perspective drawings.

- g. Statement of Estimated Cost: One of the parties agrees to a Final Conceptual Design Solution, the Selected Firm shall prepare a Preliminary Statement of Probable Cost for the project. This Preliminary Statement of Probable Cost shall be based on the overall building square footage, the geotechnical investigation report and cost figures from recent projects of a similar nature. An “Add Alternative” Preliminary Statement of Probable Cost shall be generated for consideration of the building as a “Green Building.”
- h. Project Meetings: The Selected Firm shall meet not less than three (3) times during the Conceptual Design Phase as follows:
 - i. The first meeting shall be during the Site Reconnaissance site visit by the Selected Firm. This meeting shall include the presentation and review of DSI’s Design Objectives, a final review of the Conceptual Design Phase schedule and any other outstanding contractual matters.
 - ii. The second meeting shall be for the purpose of reviewing the initial design solution for the proposed building project.
 - iii. The third meeting shall be for the purpose of reviewing the Final Conceptual Design Solution and Preliminary Statement of Probable Cost.
 - iv. These three meetings are expected to be part of the base contract. Additional meetings beyond these three held in Shenandoah may be billed by the Selected Firm at an additional cost as established in the Selected Firm’s proposal and included in the subsequent professional services contract between the Selected Firm and DSI.

4. GENERAL CONTRACT CONDITIONS

- a. Any firm wishing to submit a response in regard to this Request for Proposals (RFP) is invited to do so.

- b. As this project may be funded in part with a grant from the Pennsylvania Department of Community and Economic Development, attention is called to the fact that the contract entered into with the “Selected Firm” may contain appropriate and relevant Commonwealth contract terms and conditions.

5. **SUBMISSION REQUIREMENTS**

Firms wishing to submit a response in regard to this Request for Proposals (RFP) shall be required to provide the following information:

- a. Contact Information: Please provide the following information concerning your firm:
 - i. Legal name of the firm
 - ii. Complete physical address of the firm
 - iii. Firm’s general phone number
 - iv. Firm’s website address
 - v. Name of contact person for this project and that person’s:
 - 1. Title
 - 2. Direct telephone number / extension
 - 3. E-mail Address
 - 4. Fax number if different from above
 - vi. Identification of your firm as any of the following:
 - 1. Minority-Owned Business
 - 2. Woman-Owned Business
 - 3. Veteran-Owned Business
- b. General Statement of Qualifications: Please provide a narrative of not more than one page that details your firm’s expertise as it relates to the project information provided above.
- c. Personnel
 - i. List the current professional and support positions in your firm and the number of people in each position.
 - ii. Provide the resumes of all personnel from your firm that would be dedicated to this project. In addition, please provide specific information as to their experience in projects similar to this one.
- d. Similar Projects List
 - i. Please provide a list of all similar projects that your firm currently has in progress and the status of each.
 - ii. For the last three similar projects that your firm worked on, please provide:
 - 1. The name of the project
 - 2. Client contact information
 - 3. Total cost of the project
 - 4. Scheduled completion date
 - 5. Actual completion date
- e. Architectural Service Issues
 - i. Please provide your best estimate of the time it would take to complete the activities defined in this work scope.

- ii. Provide information on your current workload and its impact on your ability to meet the schedule you have defined.
 - iii. Describe the types of problems you have encountered on similar projects and what you did to resolve those problems.
 - iv. Please provide not less than three (3) or more than five (5) samples of similar elevation and perspective renderings you firm has prepared for similar projects.
- f. Legal Issues
- i. Please provide evidence of your firm's:
 1. General Liability Insurance Coverage
 2. Professional Liability Insurance Coverage
- g. Subcontractors: Please provide the "Contact Information" detailed above in items 5.a.i through 5.a.vi for each subcontractor you plan to use this project.

6. FEE PROPOSAL

- a. Fee Structure: Using the Proposed Fee Structure form attached, please provide line item details as to your firm's preliminary fee structure based on the work scope defined in this RFP, including any reimbursable costs.
- b. Hourly Rates: Please submit a schedule of hourly rates by employee classification, including terms and rates of overtime, if any, for additional work if requested.
- c. Fee Proposal Format: The fee structure submitted by any firm responding to this RFP must be submitted on the attached "2017 DSI Concept Design Fee Structure Proposal Form," which is provided in an Excel format. Upon completion, the fee structure proposal form may submitted as a PDF with the electronic version of the proposal
- d. Negotiation of Fee Structure: Downtown Shenandoah reserves the right to discuss the proposed fee structure and negotiate a final contract amount with any firm submitting a response to this RFP.
- e. Professional Services Contract: Attention is called to the fact that the contract anticipated to be awarded through this RFP process is for professional services. As such, **best value**, rather than lowest total fee structure will be the determining factor in selecting a design consultant. Cost will however, be an important factor in determining the best value.

7. SUBMISSION SCHEDULE

- a. Proposal Due Date: Firms wishing to submit a proposal in response to this RFP must provide five (5) paper copies and one (1) electronic (PDF on a flash drive) copy of their proposal. The proposal must be **received** by 4:00 PM on Friday, May 19, 2017 in the offices of the Pennsylvania Downtown Center (PDC), 1230 N.3rd Street, Harrisburg, PA 17102 (for hand delivered copies) or P.O. Box 1265, Harrisburg, PA 17018 (for mailed copies)
- b. Pre-Submission Webinar: A pre-submission webinar will be held by PDC in advance of the submission date. That webinar will be held on Wednesday, April 25, 2017 at 2:00PM. Interested firms may access the webinar by following the link below.
<https://attendee.gotowebinar.com/register/5768195611100921346>

- c. Interviews: DSI and its development partner, KCS, along with the staff of the PDC anticipate the top three firms submitting proposals will be called for interviews on Thursday, June 1, 2017 between the hours of 1:00 PM and 4:00 PM. Interviews will last approximately one hour each. **DSI will not reimburse the invited firms for labor or other direct costs, or indirect costs, associated with the preparation of any response to this RFP or for these interviews.**
- d. Contract Award: At this time, DSI anticipates a contract award being made at its June 6, 2017 Board meeting.
- e. Schedule Amendment: This proposed schedule is subject to amendment. Interested firms should visit the DSI and PDC websites to keep informed of any schedule changes.
 - i. DSI Website: <http://www.downtownshenandoah.com>
 - ii. PDC Website www.padowntown.org

SHENANDOAH INNOVATION & EVENTS CENTER –CONCEPT DESIGN COST PROPOSAL FORM

	<i>Estimated</i>	<i>Proposed</i>	<i>Notes</i>	
	<i>Hours</i>	<i>Fee</i>		
Requested Services				
Site Reconnaissance Visit		\$ -		
Initial Meeting		\$ -		
Historical Research		\$ -		
Site Analysis				
General Site Review		\$ -		
Site Survey		\$ -		
Subsurface Investigation		\$ -		
Program Development		\$ -		
Code Review		\$ -		
Conceptual Design Study		\$ -		
Design Review Meeting		\$ -		
Green Building "Add Alternate"		\$ -		
Estimated Cost Statement		\$ -		
Final Presentation Meeting		\$ -		
TOTAL	0.00	\$ -		
ADDITIONAL COSTS				
Additional Meetings in Shenandoah		\$ -	Per Meeting	
Additional Core Borings (Number)		\$ -	Each	
Additional Core Borings (Depth)		\$ -	Unit Cost per Ft.	
Hourly Rates for Assigned Professionals			Attach additional sheets if needed	
		\$ -		
		\$ -		
		\$ -		
		\$ -		