

**ANNOUNCEMENT**

**APRIL 26, 2013**

**REQUEST FOR PROPOSALS (RFP)**

**RFP 2013-02**

**ARCHITECTURAL SERVICES FOR BOROUGH FACILITIES  
BRENTWOOD, PENNSYLVANIA**

The Borough of Brentwood, Allegheny County, Pennsylvania, is inviting your firm to submit a proposal for a one-time contract to perform certain professional services (consulting) work for the Borough of Brentwood involving the preparation of conceptual and eventually final architectural design documents that shall provide the necessary information to evaluate two proposed options for the Borough of Brentwood regarding the Borough Building. Option No. 1 – Renovation of the Existing Building. Option No. 2 – Build a New Facility at the Current Location.

Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contractual agreement.

Sealed proposals (one (1) Original, one (1) Copy , and one (1) electronic .pdf file), must be received by The Borough of Brentwood at 3624 Brownsville Road, Pittsburgh, PA 15227 no later than May 14, 2013, at 2:00 P.M., EDT and the same will be publicly opened immediately thereafter. If mailed, the proposal should be addressed to: George Zboyovsky, PE, Borough Manager and the envelope sealed and clearly marked as **“Architectural Services for Borough Facilities.”**

Any contact for additional information should be made to George Zboyovsky, PE via email at [gboyovsky@brentwoodboro.com](mailto:gboyovsky@brentwoodboro.com).

The Borough of Brentwood reserves the right to accept or reject any or all bids.

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**BOROUGH OF BRENTWOOD**

**REQUEST FOR PROPOSALS (RFP)**

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**ARCHITECTURAL SERVICES FOR BOROUGH FACILITIES**

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**ARCHITECTURAL SERVICES FOR BOROUGH FACILITIES  
BRENTWOOD, PENNSYLVANIA  
REQUEST FOR PROPOSAL**

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

## **SECTION 1. BACKGROUND**

### ***BOROUGH OF BRENTWOOD COMMUNITY VISION STATEMENT***

*The Borough of Brentwood is a unified, family-oriented community with a strong commitment to civic pride and traditions. While preserving these standards, ideals and traditions, the community shall strive to provide a high quality of life for all, a superior educational system and residential areas with a more suburban character. The community shall support established businesses while encouraging future economic development and effective local government, all within a safe and clean environment.*

#### **A. General Description**

Brentwood is a small borough in the South Hills.

The southern half of the municipality is surrounded by the Borough of Whitehall. The northern half of the community is roughly divided along its north-south axis by the City of Pittsburgh, to the west, and the Borough of Baldwin, to the east. Brownsville Road divides the community roughly in half along its east-west axis. It is a densely-populated community in Allegheny County: its 9,800 people live in houses and apartment buildings within an area that is only 1.5 square miles.



Most of these homes are older than the County average, since Brentwood was one of the first towns incorporated in Allegheny County. It grew quickly as a first tier suburb of Pittsburgh when the Liberty Tunnel was built through Mt. Washington, making Brentwood a 10-minute ride to downtown Pittsburgh. Over the decades, Brentwood has maintained its charm as a town with short, walkable blocks through tree-lined streets that lead to a small downtown area and to its parks and pool.

Brentwood is one of those Pittsburgh area boroughs in which families stay for generations, but it is also a community that attracts and welcomes people who discover it and move here because:

- **The cost of housing is lower.** The price of homes in Brentwood is less than comparable residences in Whitehall and Baldwin Boroughs, the adjacent communities. The median income of Brentwood households is just under \$55,000, so the housing value is an important feature of the community for most individuals and families. Money magazine recently rated Brentwood as the tenth most affordable town in America.

- **The schools are good.** Brentwood children and youth attend the Brentwood School District, and their test scores exceed the state averages for reading and math. The Brentwood Borough School District was ranked 28 out of 105 school districts in Pennsylvania in 2008 by the Pittsburgh Business Times.
- **Its recreation stands out.** In spite of the small size of the town, the Borough organizes many activities for young people and adults, including after school recreation programs at the Brentwood Public Library and swimming lessons and recreation at the Brentwood Pool and Park. Brentwood Park is centrally located within the Borough and covers approximately 30.0 acres.

B. Issues with the Existing Borough Building

The existing Borough Municipal Building is located at 3624 Brownsville Road, Pittsburgh, PA 15227.

The structure was built in 1957 and currently houses the following Borough Departments and operations:

- Administration
- Police Department
- Public Works Department (Note: Is being relocated to their own building, October 2013).
- Code Enforcement/Building Inspection
- Council Chambers
- Brentwood Emergency Management Services (EMS)

B1. Administration

The Administrative Offices include the Borough Manager's Office (one (1) employee) and Administrative Staff's Office (three (3) employees). Issues with these offices include but are not limited to:

- Stagnant air.
- Varying temperatures due to change in seasons.
- Lack of space.
- Disruption of operations due to people looking for the Police Department.
- Lack of security/safety from prisoners housed in holding cell or angry residents coming in from off the street.
- Disruption of operations due to police issues.
- Due to nature of Finance/Human Resources Director, a private office is required.
- Lack of confidential storage area.

B2. Police Department

The Police Department includes areas for the Police Clerical, Police Officer's, interview room, holding cell, Police Chief's Office, garage, and locker/changing room. Issues with these areas include but are not limited to:

- Lack of room to function properly.
- Stagnant air.
- Lack of female accommodations.
- Lack of meeting/training room.

### B3. Public Works Department

The Public Works Department is currently housed in the basement of the Borough Building. It includes a office for the Public Works Superintendent, garage, and locker/changing room. Issues with these areas include but are not limited to:

- Lack of room to function properly.
- Lack of female accommodations.
- Lack of meeting/training room.
- Ventilation system does not work adequately.
- Area is very busy (personnel, tools, vehicles, etc.)
- Lack of room for Department Vehicles and other equipment.
- Vehicles parked in tandem, wastes time getting vehicles in and out.

Public Works Department will be relocated to their own facility in the fall of 2013. However, the above information is associated with the space that will remain and may be important during any Renovation Plan.

### B4. Code Enforcement/Building Department

The Code Enforcement/Building Department is currently housed on the second floor of the Borough Building. It includes an office that is shared by the Code Enforcement/Building Inspector and the Assistant Code Enforcement Officer/GeoPlan Administrator. Issues with this office include but are not limited to:

- Lack of a large table on which plans can be reviewed.
- On the second floor with out adequate ADA access.
- Storage files for large plan drawings.

### B5. Council Chambers

Council Chambers are located on the second floor of the Borough Building. It includes a dais that holds seven (7) member board, mayor, solicitor, and manager. Off of Council Chambers is a small caucus room. Issues with this space include but are not limited to:

- Lack of adequately sized caucus room with table sufficient to seat twelve (12) comfortably.
- Heating and Ventilation is lacking.
- Outdated furniture
- On the second floor without adequate ADA accessibility.

### B6. Brentwood Emergency Management Services (EMS)

The EMS offices are located on the first floor of the Borough Building. It houses EMS office spaces as well as garages for EMS vehicles. Issues with this space include but are not limited to:

- Lack of separate female bunk room.
- Lack of space for all vehicles to be houses.

The above information was based on a Municipal Building Investigation study completed in March 1999 by The EADS Group, Inc. and a Feasibility Study for Borough Facilities completed May 24, 2011 by Architectural Innovations. A copy of both studies will be made available via electronic format.

C. Project Funding

This project will be funded through the Borough's Capital Improvement Fund. The Borough is seeking a "Lump Sum not to exceed" contract associated with the Design Scope of Work.

## **SECTION 2. REQUIREMENTS**

### **A. General**

The Borough of Brentwood reserves the right to reject any or all proposals and to select the proposal that it judges to be in the best interest of the Borough of Brentwood

The contract is subject to the approval of the Borough of Brentwood Council and is effective only upon their approval.

All proposer's are bound by the deadline and location requirements of this RFP as previously stated in the Announcement.

All proposals shall remain effective subject to Borough of Brentwood review and approval for a period of ninety (90) days from the deadline for submitting proposals.

The Borough of Brentwood may initiate negotiations with the proposers submitting the proposal or seek additional proposals on an informal or formal basis during the ninety (90) day period that proposals must remain effective.

The proposer is encouraged to add to, modify or clarify any of the scope of work items it deems appropriate to obtain a high quality level of service at the lowest possible cost. All changes should be listed and explained. However, the scope of work proposed, at minimum, must accomplish the goals and work outlined below.

### **B. Inquiries**

All inquiries, questions, etc. concerning the RFP shall be forwarded to George Zboyovsky, PE, Borough Manager, by e-mail ([gzboyovsky@brentwoodboro.com](mailto:gzboyovsky@brentwoodboro.com)). Any changes to the RFP will be in writing, documented and forwarded to all participating proposer's of the RFP as soon as possible. Major changes, or an excessive number of changes, may result in cancellation of the existing RFP. **No inquiries, questions, etc. will be addressed after May 6, 2013.**

### **C. Mandatory Pre-Submission Conference**

A mandatory pre-submission conference will be held on **May 1, 2013 at 10:00 AM** with Brentwood Borough personnel, the Borough Engineer, and all prospective candidates and other interested parties to discuss this project and tour the facilities. The meeting will take place at the Brentwood Borough Municipal Building at 3624 Brownsville Road, Pittsburgh, PA 15227. No other "tours" will be given other than the one associated with the Mandatory Pre-Submission Conference.

D. Direct Contact

**Direct contact with any Borough employee without the expressed permission of the Borough Manager or his designated representative, on the subject of this proposal, is strictly forbidden. Violation of this paragraph may result in disqualification of your proposal.**

E. Proposal Submittal Requirements

Prospective packages shall be submitted in a sealed envelope clearly marked in the lower left-hand corner "**RFP 2013-02; "Architectural Services for Borough Facilities."**" no later than **2:00 PM on May 14, 2013.** No proposal will be accepted after 2:00 P.M. and all proposals shall be delivered to the Borough Offices, 3624 Brownsville Road, Pittsburgh, PA 15227. All material submitted will become the property of Brentwood Borough and the only information available at the proposal opening will be the names of vendors submitting proposals. No facsimile of proposals will be accepted.

F. Debriefing

The Borough requires that in the RFP process all information as to persons or firms making offers or the contents of any offers is kept confidential. This information can only be given out after an award or decision to award has been made.

After an award is made, or the decision to make an award is made, the file is available in the Administrative Offices for public review. Request a review time during normal business hours, 8 a.m. to 4 p.m., Monday through Friday.

G. Examination of Data

Before submitting proposals, prospective Consultants shall carefully examine the Proposed Contract Documents, acquaint themselves with all governing laws, ordinances, etc. and otherwise thoroughly familiarize themselves with all matters which may affect the performance of the work. The act of submitting a proposal shall be considered as meaning that the Consultant has so familiarized himself and, therefore, no concession will be granted by the Borough because of any claim of misunderstanding or lack of information. Consultants are expected to read and study all specifications with special care and to observe all their requirements. Discrepancies, ambiguities, errors or omissions noted by Consultant should be reported promptly to the Borough for correction or interpretation before the date of the opening of the proposal.

### **SECTION 3. WORK REQUIREMENTS (SCOPE OF WORK)**

**INSTRUCTIONS:** The following work elements and work tasks, along with the planning procedures presented as part of the work elements, constitute the work and product required to be performed and produced for a satisfactory Architectural Design for the Borough.

There is still uncertainty as to the most cost effective (short term and long term) option for the Borough associated with its municipal complex. There are some members of Council who believe that renovating the existing building would provide the best sustainably option for the Borough. Others believe a much smaller, energy efficient building at the same location would be the best solution for the Borough. As such, in order to give Council sufficient information to make a decision on which option to choose, this project will be broken up into two (2) Design Phases. Phase I will consist of two (2) simultaneous design routes that will ultimately give Borough Council enough information to make a decision on which option to choose for the final design. All Phases shall include the following:

#### **A. Pre-Design: Program Development and Documentation Review**

1. Review all available documents regarding previous studies and proposals. Some of the available studies may be preliminary in nature or incomplete and further investigation may be required for an adequate design response. Notify the Borough Manager of the information needed.
2. Review the completed programming as provided in the May 24, 2011 Feasibility Study for Borough Facilities, and make any recommendations for improvement. The tasks associated with the review/revision process may include identifying and recommending improvements to currently listed space usage; and preparing a revised program. Space planning and furniture purchase will be a component of the required work.
3. Prepare a more detailed project schedule from the preliminary project schedule required for this RFP that identifies the necessary major tasks and/or benchmarks during the design process. Include the Borough's design review process required for a building permit. Estimate the time required to accomplish each major task, including those associated with design review. The project schedule shall be updated throughout the design process.
4. Prepare a companion document that identifies potential risk issues that could negatively impact the project budget or schedule. The successful Proposer shall help develop strategies to mitigate these risk impacts. The risk assessment document shall be updated throughout the design and construction process.

5. Participate in a project kick-off meeting with the Project Team to formulate a design statement in which major project goals and the means of implementation are identified. The Project Team is at a minimum the A/E design team, the Borough Manager, Borough Engineer, Borough Building Inspector, three (3) members of Borough Council. Other Borough staff may also be included as members of the Project Team, as necessary.

**B. Phase I – Renovate or Build New**

In order to provide Brentwood Borough with two (2) useful scenarios, the successful architectural firm will be expected to assess the existing facilities and provide the requested information in order to evaluate at least the following two (2) identified options:

**Option 1: - Renovate Existing Borough Building for continued use as a Municipal Center**

1. Evaluate condition of the existing Borough Facility for the continued use as a Municipal Center.
2. Conceptual design layout and cost estimate to repair/ renovate the current Borough Facility for use by Police, Administration, Council Chambers, and EMS.
3. Cost estimates shall include provisions for new furniture and other “soft costs.”
4. A Multi-Year Phased Renovation Plan with associated cost estimates shall be included.
5. Provide a Cost/Benefit Analysis associated with renovating the existing building.
6. Evaluate the possibility of renting out any additional space in the building.
7. Preliminary construction cost estimates.

**Option 2: - Construct New Municipal Complex**

1. Construct a new Municipal Complex at the same location as the current building.
2. Conceptual design layout and cost estimate to construct a new Borough Facility for use by Police, Administration, Council Chambers, and EMS.
3. Cost estimates shall include provisions for new furniture and other “soft costs.”
4. Cost estimates shall include provisions for relocating Borough Operations, if needed, during construction.
5. Provide a Cost/Benefit Analysis associated with constructing a new building.

In addition to the above, the successful Proposer shall provide the following for **each** Scenario:

1. Develop adjacency diagrams, bubble diagrams, and block diagrams as necessary to fully understand the relationships between the various functions and operational spaces of the Borough Building, and of any other components of the project and their surrounds. These diagrams should illustrate how the programmatic and operational requirements of the project will be met.
2. Develop at least **two (2)** distinct, well thought out, and complete preliminary Schematic Designs that satisfy the program requirements for the project. The successful Proposer will present both alternatives to the full Project Team with complete explanations for how each was derived. It is expected that both alternatives will be good solutions to the design problem. Include discussions of cost in relation to budget adherence in the presentation of each design. Show or otherwise describe preliminary selections of major building systems and construction materials.
3. From the responses to the preliminary Schematic Designs, prepare a semifinal Schematic Design for the project and review it with the Project Team.
4. Provide a preliminary cost estimate with a value engineering (VE) proposal, simple life cycle analysis (LCA) and cost information that addresses durability and maintenance of major materials for review by the Project Team at the same time as the final Schematic Design.
5. Provide design and project management services as required to assist and support the effort to obtain a building permit. The Borough will pay charges for the Planning Department land use permit and the Building Department plan check and building permit. Participate in any public meetings as required.
6. The successful Proposer may suggest appropriate green design strategies for consideration by the Project Team and shall report on implementation of green strategies at design meetings as well as their costs.

Upon completion of the both Scenarios, the Project Team shall select one design from each Option. The Consultant shall present to Brentwood Borough Council during a Public Meeting each of the above options to provide Borough Council with sufficient information for them to render a decision on which Option to approve.

C. Phase II – Design Development Phase (DD)

1. Upon approval of the Design Option (Renovate or New Construction) by the Brentwood Borough Council, proceed with Design Development documents.
2. Conduct a Value Engineering Charrette as necessary to ensure the project will meet budget requirements and to ensure best use of public funds. You shall retain 1-2 outside construction contractors to provide input into project staging, building systems, materials, methods of construction, constructability, schedule, construction access and other elements that will affect project cost, quality and schedule. The Borough shall provide input on at least one of the contractors chosen.
3. Provide all documentation necessary to describe the scope, existing systems and new system relationships, appearance of the project, and all landscape, architectural, structural, mechanical and electrical systems by means of plans, sections, elevations, typical construction details, and equipment layouts.

4. Develop specifications that identify major materials and systems, and establish, in general, their quality levels.
5. Prepare a semi-final set of DD documents and review with the Borough Manager.
6. Integrate information from the Borough Manager's review into final DD documents and present to the Project Team.
7. Provide a cost estimate. On-going constructability and VE reviews shall occur during this phase as necessary to assure budget compliance.
8. Obtain approval from the Borough Council before proceeding with Construction Documents.

D. Phase III – Construction Documents Phase (CD)

1. Provide Construction Documents, drawings and specifications, based upon the DD documents approved by the Borough, including all requirements that may be required as part of the land use approval.
2. These documents shall describe in adequate detail all aspects of the construction of the project. CD's should be clear and complete in order to keep change orders to a minimum.
3. CD's shall be submitted for review to Borough Manager and the Project Team for review at 50% and 95% completion. At the time of submittals, the successful Proposer shall submit a list of issues needing resolution and what information is needed. Successful Proposer shall submit a minimum of 4 drawing sets and specifications for review.
4. Provide a 95% cost estimate for review by the Borough Manager at the same time as the 95% Construction Document submittal.

E. Phase IV – Bid Phase (B)

1. The successful Proposer shall submit the final and complete CD's to the Borough Manager and shall be responsible for printing the number of sets determined by the Design Team to be necessary. Printing costs to be paid by the Borough.
2. The successful Proposer shall attend the pre-bid and pre-construction meetings. Successful Proposer shall respond to any substitution requests and may be asked to respond to questions and to provide additional information to bidders during the bid phase.

F. Alternate Bid – A - Scenario 3

Not to be included in the Base Bid associated with Scenario's 1 and 2 above, please provide a Lump Sum Not to Exceed Bid associated with the following:

**Scenario 3: - Renovate Existing Civic Center for use as a Municipal Center**

1. Evaluate condition of existing Civic Center for use as a Municipal Center.
2. Schematic design layout and cost estimate to repair/renovate or build new Civic Center for use by Police, Administration, and EMS.
3. In addition to the above municipal operations, the Civic Center design shall provide for a new swimming pool locker rooms and recreation room/area.
4. Costs shall include provisions for new furniture and other “soft costs.”.
5. An option for this Scenario shall be the relocation of the Police Department and EMS to another building or facility in the Borough.
6. Evaluate the market value of existing Borough Building property as a source of revenue to help finance renovations.
7. Preliminary construction cost estimates.

**G. Alternate Bid – B – Construction Administration Phase (CA)**

Not to be included in the Base Bid associated with the Final Design Option, please provide a Lump Sum Not to Exceed Bid associated with the following:

1. The successful Proposer shall perform timely site visits and observe construction to the degree necessary and as required to ensure conformance with the CDs.
2. The successful Proposer shall attend weekly construction meetings and perform on-going A/E tasks (requests for information, review change order requests, approve contractor payment applications, prepare field reports, etc.) during construction as required to implement the project.
3. The successful Proposer shall prepare meeting notes for electronic distribution no later than 48 hours after the meeting. Meeting notes shall contain, at a minimum, adequate detail to document construction progress, action items, decisions, and risk issues that could negatively impact schedule or budget.
4. Provide a full record drawing set (“as-builts”) with AutoCAD release 2010 or compatible version, on compact disks (CD’s) and also provide Mylar copies of public utilities. Co-ordination with the Contractor will likely be required; however, the successful Proposer will not be held liable for the accuracy of the information received from the Contractor and Subcontractors regarding the site and building improvements, but shall to the best of their ability ensure that information is correct and true. These drawings will become the property of the Borough at the end of the project. Successful Proposer shall be released from responsibility for future work done using these drawings not directly involving the successful Proposer. Drawings illustrating as-built utilities shall be certified by a registered civil engineer and require acceptance by the Borough Engineer.
5. Provide an “Owners Manual” at project completion containing all building element sources, subcontractor and manufacturer contact information, manufacturer owner’s manuals, warranty information and other relevant data.

H. Stakeholders/Public Participation

To help reduce potential conflicts and gain public support for the project, citizen input must be received during the planning process. At minimum the Brentwood Borough Steering Committee (Project Team) will meet with the consultant once per month at Monthly Progress meetings as well as the various meetings identified in the table below. At least one general public meeting must be held. The exact number of meetings may vary depending on the desires of the community and the scope of the project.

<b>Meeting Type</b>	<b>Invited Group/Members</b>
<b>Project Kick-off Meeting</b>	Project Team
<b>Planning/Work Shops</b>	Project Team
<b>Planning/Work Shop #2</b>	Brentwood Borough Council
<b>Key Individuals/Stake Holders (not on Steering Committee)</b>	Mary Lou Garase Susan Toth Robert Butelli, Police Chief Members of Police Department Members of EMS
<b>Neighborhood/Community Meeting</b>	Public Meeting, Planning Commission, Local Officials (County, State, Federal)
<b>Schematic Design Phase</b>	Project Team/Borough Council
<b>50% Design Submission</b>	Project Team/Borough Council
<b>95% Design Submission</b>	Project Team/Borough Council
<b>Final Design Presentation</b>	Project Team
<b>Final Design Presentation</b>	Brentwood Borough Council
<b>Monthly Progress Meetings</b>	Project Team

Note: the 50%, 95%, and Final Design submissions to the Project Team can occur during one of the monthly progress meetings. The consultant team shall prepare and facilitate the meetings. The consulting team shall be responsible for all time and expenses related to scheduling, coordinating, and summarizing all community, Steering Committee, Planning Commission, and Borough Council meetings, as well as all materials necessary to conduct the meetings.

## I. Design Considerations

In determining the uses and facilities to be planned for the site and the size and location of the facilities, the following must be considered and reported on to the extent that they are applicable to the site plan:

1. Both the site's limitations and positive points, as well as the various standards related to the proposed areas, facilities, and functions. If local architectural or building standards have been developed, these should be considered.
2. Applicable laws and regulations relating to health and safety including state and local building regulations and zoning.
3. Handicap accessibility standards as prescribed by the Americans with Disabilities Act (ADA).
4. Protection of environmental sensitive areas including streams, wetlands, forests and established trees and natural areas that provide wildlife habitat.
5. Endangered species.
6. Significant historic areas and structures.
  - Pennsylvania Historical and Museum Commission review.
7. Accepted good design practices as established by professional associations and standards identified.

## J. Cost Estimates

The Consultant will prepare an Opinion of Probable Construction Cost for each design scenario, including buildings, amenities, and support facilities. Recent project bid figures of similar projects will be used as well as national estimating guides and local cost adjustment factors. The hard construction cost figures will be supplemented by a development cost factor, which will include such "soft" costs as professional fees, survey, geotechnical report, documentation reproduction, advertisement for bids and all anticipated expenses related to the administration of the project. The sum of these two cost figures will be the total project cost for each Scenario so that the Owner will have a comprehensive overview before making an informed decision about the project.

1. Development (construction) costs. Present, by area and facility, a detailed *current* cost estimate for the development of the proposed areas and facilities identified for each Scenario. The cost estimate should include: engineering and other professional services cost; construction cost; project administration cost; and, a contingency of at least 10% of the construction cost estimate.

2. Phased capital program. If the proposed development cannot realistically be carried out in one year as one project, develop a phased and prioritized multi-year capital development plan. This should identify which areas and facilities are to be developed and in which years and the costs associated with each. Implementation strategies to financing this capital plan should also be addressed (bonds, grants, fund-raising, etc.).
  - Project future years cost using appropriate inflation indexes.

K. Work Performed by the Borough

1. The Borough has assigned the Borough Manager to oversee the successful Proposer's work and provide support as needed.
2. The Borough will provide maps available through its Geographic Information System (GIS) through the Borough Engineer.
3. Other Borough personnel in the Public Works/Engineering Department, Code/Building Department and Police Department will be available to review building system design, landscaping and irrigation, and utilities. These staff will assist the Borough Manager to represent the Borough as the project Owner.

L. Security Analysis

The purpose of this work element is to evaluate and make recommendations regarding the safety, security, and risk management of the proposed new or redeveloped municipal building.

- a. Interview local government officials and public safety officials regarding building safety and security.
  - i. Discuss risk management and safety issues related to the municipal building with applicable insurance providers.
  - ii. Analysis and evaluate building security issues from the following perspectives:
    1. Safety and security of visitors;
    2. Protection of Borough property, facilities and resources; and,
    3. Risk management options.
- b. Provide recommendations for the safety and security of the municipal building including:
  - i. Design and construction alternatives;
  - ii. Policing and patrolling methods;
  - iii. Maintenance issues;
  - iv. Safety signage; and/or
  - v. Insurance coverage's

#### M. Technology

To promote efficiency, access, security, convenience and cost reduction, video technology will be incorporated into the design. A dedicated telecommunications closet will need to be added to the floor plan.

The telecommunications closet, Main Distribution Frame (MDF) will need to have independent cooling and will require a locked door with restricted access.

All Scenario's shall include keyless entry door controllers with FOB access.

Existing computers and printers will be utilized as practicable to lower the potential costs for new technology.

The facility will require cable infrastructure to be installed for computers, telephones, copiers, and printers.

#### N. Project Deliverables

Deliverables shall be considered those tangible resulting work products that are to be delivered to the Borough such as reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations, final drawings and reports.

Deliverables and schedule for this project shall include:

- i. Pre-Design Phase: Program Development and Documentation Review:
  - Program document
  - Detailed project schedule
  - Prepare risk issues and mitigation document
  - Project kick-off meeting. This meeting will be prior to the eco- charrette, conducted shortly after the Notice to Proceed.
  - Meeting notes for the project kick-off meeting distributed to attendees
- ii. Schematic Design Phase:
  - Two schematic design options based on the final Program.
  - Preliminary cost estimate at end of SD, VE proposal if over budget
- iii. Design Development Phase:
  - Attend design, review and process meetings as previously described, and distribute meeting notes to attendees
  - Cost estimate at end of DD with VE proposal if over budget. Conduct Value Engineering Charrette
  - Complete and file application for Land Use permit. Attend design, review and process meetings as previously described, and distribute meeting notes to attendees.

- iv. Construction Documents Phase:
    - Submit review documents at 50% and 95% complete.
    - Semi-final LEED™ scorecard
    - Final cost estimate at 95% complete
    - Submit applications to permit to all review authorities including; respond to check sheet comments and make changes to CD's as required.
    - Update schedule
  - v. Bid Phase:
    - Make final revisions to CD's and prepare the Bid Sets
    - Attend Pre-Bid meeting, take and distribute notes
    - Respond to substitution requests and bid document clarification requests
    - Generate draft addenda
  - vi. Contract Administration/Construction: (For Alternate Bid B)
    - Attend Pre-Bid meeting and all subsequent weekly construction meetings, take and distribute notes
    - Review and approve all project documents from the Contractor and issue additional project information and documentation
    - Respond to Requests for Information (RFI's) and Change Order requests
1. Successful Proposer shall provide Project Team design meeting minutes during the design phases, construction meeting minutes, and site visit reports during the CA phase.
  2. Full electronic records and Mylar drawings for public utilities.
  3. Submit a Monthly Subconsultant Payment and Utilization Report.
  4. All deliverables and resulting work products from this contract will become the property of the Borough of Brentwood.

O. Project Schedule

The Proposer shall prepare a project schedule based on the above Scope of Work with various milestones/benchmarks. The Project Schedule shall include but not be limited to the following:

- i. Meeting Schedules (include community meetings)
- ii. 50% Design Review Submission
- iii. 95% Design Review Submission
- iv. Final Design Submission
- v. Final Presentation to Borough Council outlining the methods and results of the design.
- vi. Final Presentation to Community outlining the methods and results of the design.

The Final report and presentation shall include color plans and 3-D renderings of all Scenarios.

P. Project Sustainability Goals

While this project will not be held to any specific Leadership in Energy and Environmental Design (LEED) standards because of the limited scope and budget the Borough does expect the design to include recycling/reuse provisions. It is desirable to the extent possible to reuse several of the municipal buildings office furnishings, council chambers audio system, and other items purchased within the last few years.

#### SECTION 4. ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSAL

In order to provide the Borough with information that will enable us to evaluate qualifications from interested firms, please provide your firm's responses as to the following items in the outlined order provided:

##### A. 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, a telephone number and email address 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 Borough of Brentwood and the nature of this relationship or knowledge.

Note: Failure to clearly state and fully disclose any of the information required in the letter of transmittal shall be grounds for the Borough of Brentwood to reject the firm's proposals and will be grounds for immediate cancellation of any contract entered into between the Borough of Brentwood and the firm without payment of work completed.

##### B. Profile of Firm

- NOT REQUIRED. WAS PART OF THE SOQ.

##### C. Project Profiles

- NOT REQUIRED. WAS PART OF THE SOQ.

##### D. Project References

- NOT REQUIRED. WAS PART OF THE SOQ.

##### E. Specialty Services

- NOT REQUIRED. WAS PART OF THE SOQ.

F. Explanation of Work to be Performed

The proposal must include a detailed description of the procedures and methods you propose to use to complete the work requested by the Borough of Brentwood. This is important because the methods and procedures proposed will receive primary consideration in evaluating your proposal. Examples of similar work will be helpful and may be included.

G. Work Schedule

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

H. Profession Fees

Provide your proposed fee to complete the design requirements for the Borough as identified in the above Scope of Work. Full cost information should be provided that shows the minimum number of hours to be provided by each person assigned to the proposed work by the firm's organizational levels. The proposed hourly rate for billing shall be included for each person. The hours of work and cost shall be itemized for each major work element of the proposal. An itemized estimate of reimbursable expenses must be included. The total amount of maximum payment must be stated.

The cost shall be based on the hours of work provided and "out-of-pocket expenses" and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the proper authority of the Borough of Brentwood.

Your method of billing must be indicated. The preferred practice of the Borough of Brentwood is to pay for this type of consulting service upon completion of the work and receipt of the required report; however, the Borough of Brentwood will consider paying on a periodic basis as substantial portions of the work are performed. Regardless of the billing method used, ten percent (10%) of the total contract price will be withheld until the final product is approved by the Borough of Brentwood.

I. Legal Proceedings

- NOT REQUIRED. WAS PART OF THE SOQ.

J. Other Submittals

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

- Nondiscrimination Certification (For proposing firm)

SECTION 5. CONSTRAINTS ON THE SUCCESSFUL CONSULTANT

A. Consultant's Responsibility

It shall be the Consultant's responsibility to perform under this Contract and provide continuous and smooth operations of the work as specified in the proposal.

The Scope of Work is intended to cover the complete services that may be required. It shall be distinctly understood that failure to mention any work, which would normally be required to complete the project, shall not relieve the Consultant of his responsibility to perform such work.

B. Annulment of Contract

Should the Consultant fail to fully satisfy the customer, or to comply with orders of the Borough, or to perform such work that has been rejected as defective and unsuitable, or if the Consultant shall become insolvent or be declared bankrupt or shall make an assignment for the benefit of creditors or from any other cause shall not carry on the work in an acceptable manner, the Borough shall have the right to annul its Contract at the Borough's convenience.

C. Personal Liability of Public Officials

In carrying out any of the provisions of this Contract or in exercising any power of authority granted herein, there shall be no personal liability upon the Borough or its authorized assistant, it being understood that in such matters he acts as the agent or representative of the Borough.

D. Insurance

The Consultant shall agree to keep in force, at their own expense the following insurances. Inclusion of appropriate certificates of insurance will satisfy this requirements.

**Insurance Requirements**

Professional Liability	\$1,000,000.00
General Liability	\$1,000,000.00
Medical Insurance	\$ 500,000.00
Automobile Liability	\$ 500,000.00
Umbrella (Excess Liability)	\$2,000,000.00

Upon award of Contract, the Consultant shall provide a copy of a Certificate of Insurance with the Borough of Brentwood named as an "Additional Insured" to Liability Coverage on the Certificate for the duration of the Contract.

## SECTION 6. COMPLIANCE WITH THE RFP

All proposals submitted shall be in strict compliance with the RFP and failure to comply with all provisions in the RFP may result in disqualification or rejection of the proposal.

## SECTION 7. REVISIONS DUE TO AMBIGUITY, CONFLICT, OR OTHER ERRORS IN RFP:

Any ambiguity, conflict, discrepancy, omissions or other error/s discovered in the RFP must be reported immediately to the Borough of Brentwood, George Zboyovsky, PE, Brownsville Road, Pittsburgh, PA 15227, in writing and a request made for modifications or clarification. All changes to RFPs will be made in writing (addendum) and all parties who have received the RFP will receive the addendum. Proposers are responsible for clarifying any ambiguity, conflict, discrepancy, omission or error in the RFP prior to submitting the proposal or it shall be deemed waived.

## SECTION 8. IMPLIED REQUIREMENTS:

Any service that is not specifically addressed in the RFP, but which is necessary to provide functional capabilities proposed by the Proposer, must be included in the proposal.

## SECTION 9. PROPOSALS AND PRESENTATION COSTS

The Borough of Brentwood, or its agencies, is not liable in any way for any costs incurred by the Proposer's in the preparation of their proposals in response to the RFP, nor for the presentation of their proposals and/or participation in any discussion or negotiations.

## SECTION 10. REJECTION OF PROPOSALS

The Borough of Brentwood, or its agencies, reserves the right to accept in part or in whole any or all proposals submitted or to waive any technicality or minor irregularity in a proposal. Unreasonable failure of a Proposer to promptly supply the Borough with information with respect to responsibility may be grounds for a determination of non-responsibility.

All Proposals, RFPs, are contingent upon budgetary constraints.

## SECTION 11. EXCEPTIONS TO FORMAT

The RFP describes the requirements and response format in sufficient detail to secure comparable proposals, recognizing that various proponent approaches may vary widely. Any proposal that differs from the described format may be considered **non-responsive and rejected.** Any and all exceptions to the RFP must be listed on an item-by-item basis and cross-referenced with the RFP document. If there are no exceptions, proposer must expressly state that no exceptions are taken.

## SECTION 12. VALIDITY OF PROPOSALS

All proposals shall be valid for ninety (90) days from the date of the RFP opening and become the property of the Borough. If negotiations result in modifications to the RFP, then ninety (90) days will commence from the date of the receipt of the new proposal. This period may be extended by mutual written agreement between the Respondent and the Borough of Brentwood.

## SECTION 13. EVALUATION CRITERIA

All proposals will be evaluated based in part on the technical and professional expertise and experience of the firm, 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. Brentwood reserves the right to add additional evaluation criteria as it deems appropriate

### A. Technical Expertise and Experience (30% total)

The technical expertise and experience of the firm will be evaluated using the following factors:

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

### B. Procedures and Methods (20% total)

The methods and procedures proposed to be used to conduct the work requested as they relate to thoroughness and objectiveness 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. Also evaluated will be the firm's method of soliciting involvement and participation.

C. Cost (30% total)

The cost will be weighed in relation to the other proposals received and shall be evaluated relative to the number of hours of professional consulting services to be received by the Borough of Brentwood, the overall level of expertise of the specific firm's personnel proposed to do the work for the Borough of Brentwood, examples of similar successful projects, and reputation of the firm. Although this design project will be a base bid not to exceed contract, the firms hourly rates will be reviewed and considered should there be any changes in the scope of work and additional work is requested.

D. Interview (20% total)

All, or selected, firms submitting proposals may be invited to give an oral presentation explaining their proposal. The ENTIRE PROJECT TEAM must be able to attend the interview which will be in front of the Brentwood Borough Steering Committee on Monday, May 20, 2013. The first interview will begin at 4:00 PM. All presentations will be limited to 30 minutes.

E. Proposal/Evaluation Schedule

The following is the tentative schedule that will be used in the evaluation process. Certain parts of the process may take more or less time than indicated.

- |                               |  |
|-------------------------------|--|
| • Send out RFP to Short List  | April 26 <sup>th</sup> , 2013                      |
| • Pre-Submittal Meeting       | May 1 <sup>st</sup> , 2013 @ 10 am                 |
| • Deadline for RFP            | May 14 <sup>th</sup> , 2013 @ 2 pm                 |
| • Review Proposals            | May 14 <sup>th</sup> – May 20 <sup>th</sup> , 2013 |
| • Interviews                  | May 20 <sup>th</sup> , 2013                        |
| • Identify Architectural Firm | May 20 <sup>th</sup> , 2013                        |
| • Recommendation to Council   | May 24 <sup>th</sup> , 2013                        |
| • Council Action              | May 28 <sup>th</sup> , 2013                        |
| • Award Project/NTP           | May 29 <sup>th</sup> , 2013                        |

SECTION 14. CONTRACT

A proposed DRAFT agreement is included (APPENDIX A) for your review. If you feel that an alternative agreement is more suitable, you may submit such as a part of your proposal. However, the Borough of Brentwood reserves the right to enter into the enclosed agreement with the successful firm or to negotiate the exact terms of a professional (consulting) services contract.

**END**