



REQUEST FOR PROPOSAL (RFP)
for
Feasibility Study
Borough of Kennett Square
New Municipal Office and Police Station
"Joint Facility"

**Borough of Kennett Square
Request for Proposals (RFP)**

**Feasibility Study for Borough of Kennett Square
Joint Facility**

The Borough of Kennett Square will accept sealed proposals for a qualified consulting firm to undertake a feasibility study to determine the potential for incorporating a Borough Office and Police Station on the site located at 120 N. Broad Street.

Proposals will be received at the Borough Office, 120 Marshall Street, Kennett Square, PA 19348 until 3:00 p.m., Wednesday, March 21, 2018.

A mandatory pre-bid conference will be held on Tuesday, March 13, 2018, at 10:00 a.m. at the Borough Office (120 Marshall Street, Kennett Square, PA 19348).

Copies of this request may be obtained from the Borough of Kennett Square website

<http://www.kennettsq.org/wp-content/uploads/2018/02/Kennett-Square-Joint-Facility-Feasibility-Study-2018.pdf>

1. Purpose And Intent:

The Borough of Kennett Square is soliciting proposals for a qualified consulting firm to determine the potential for incorporating a Borough Office and Kennett Square Police Department (KSPD) into a parking garage expansion on the site located at 120 N. Broad Street.

2. Background Information And Concept:

The Borough of Kennett Square owns parcel 3-2-208 which contains two separate addresses: 101 E. Linden Street and 120 North Broad Street. The Borough's parking garage is located at 101 E. Linden Street and encompasses approximately 2/3 of the parcel on the western side. There is a vacant building which was formerly the District Court located at 120 N. Broad Street. This building, along with several parking spaces, occupies the entire eastern portion of this parcel.

The Borough Office and the Kennett Square Police Station are currently located at 120 Marshall Street and 115 N. Broad Street respectively. The Borough Office is a charming historic home converted to an office which has inadequate meeting and storage space and has many operational challenges. The Police Department occupies a former rescue squad facility that was converted 15 – 20 years ago and is in need of renovations to meet the Department's current and future needs. Ideally both facilities would be in one location to provide the most convenience for residents and use economies of scale to provide our citizens the best value for their investment.

The Borough is currently designing a parking garage expansion which will raze the vacant building and provide a minimum of 100 parking spaces to meet projected future demands. In designing the expansion there appears to be adequate space to incorporate a new facility integrating Borough Administration and the KSPD. A couple of concepts have been contemplated including: 1) the first floor of the garage housing the joint municipal building and the expansion above; and 2) a standalone facility to the east of the garage expansion.

The Borough joint facility requires approximately 12,000 sf of space however the ultimate design will dictate the final square footage needs. A full PD with detention area, reception area, office space, locker rooms, secured areas for storage and computers along with other common PD requirements will be included. File storage, reception area, 1200 sf of meeting space and 12 offices along with other common administrative needs will be incorporated into the administration's space.

The consultant will be charged with examining the potential for inclusion of the joint facility into the overall site design considering initial capital and maintenance costs, and provide guidance identifying key issues and potential obstacles.

The study is to be conducted by an independent consulting firm with expertise in this area.

3. Scope Of Work

The study will provide a comprehensive overview of the following deliverables:

The Borough of Kennett Square is seeking proposals from qualified registered architectural consulting firms/individuals to conduct a Feasibility Study and prepare a preliminary design for the construction of a New Municipal Office and Police Station (further referred to as Joint Facility) on borough-owned land.

The Borough is seeking design services to conduct a Feasibility Study which will include the development and evaluation of potential alternative sites and continue through the Schematic Design Phase for one (1) site. Subject to the approval of all requested services, the contract between the Borough and the Designer may be amended to include continued designer services through design development phase, construction document phase, bidding phase, award of construction contract(s), construction administration phase, and final closeout and warranty period of the potential Project.

The general scope shall include, but not be limited to, the following tasks;

Task #1: Space Needs Assessment Review and Update:

DESCRIPTION:

Update a previously prepared high level assessment to reflect the current and future space needs of the Joint Facility. Anticipated needs should accommodate a minimum 20-year assessment of future space and site needs.

DELIVERABLES:

A written report summarizing the space needs and site needs. Written Report should include anticipated square footage of the proposed facility and comparison to existing space.

Task #2: Site Evaluation(s)

DESCRIPTION:

Provide a preliminary assessment and evaluation of up to three (3) building alternatives using existing borough-owned parcels to determine the suitability of the sites for construction of a new Joint Facility meeting the determined space and site needs. The existing focus is to construct the joint facility on the first floor of the proposed garage expansion or abutting the garage expansion on the same parcel. Designer shall consult Borough staff and make a maximum use of available existing engineering and other data for the site prior to the assessment.

Site analysis may include, to the extent possible, site topographical study, soil borings, hazardous materials investigation, stormwater drainage, location of utilities (sewer, water, power, gas, other), and evaluation of vehicular access. The Borough of Kennett Square may separately fund site exploratory services if recommended by the Designer and upon approval of the Borough of Kennett Square.

DELIVERABLES:

Provide a report confirming the adequacy of three (3) alternatives to suit the needs of the new Joint Facility.

Task #3: Schematic Design

DESCRIPTION:

Develop schematic design drawings for one selected alternative from the site evaluations, to scale, focusing on site plan, building plans, and proposed exterior design decisions fitted to the preferred site as determined by the Borough. Schematic Design documents should fully incorporate the stated needs as outlined within the Space Needs Assessment.

DELIVERABLES:

Schematic design documents, to scale, including Site Plan, Floor Plans, Exterior Elevations, and Exterior Rendering for a new Joint Facility.

Task #4: Completion of Feasibility Study

DESCRIPTION:

Complete the above three (3) tasks and provide four (4) hard copies and one (1) electronic copy of a bound written report based on the described scope of services as outlined above. The Borough of Kennett Square shall own all rights to any reports, plans, or promotional materials produced under this Scope of Services.

4. Project Schedule and Meetings

It is the goal of the Borough of Kennett Square to determine the best location for a new Joint Facility so the final design and construction of the parking garage expansion can commence. The committee seeks to complete the Feasibility Study by the beginning of July, 2018.

5. Fee

The designer's fee for each deliverable (Tasks#1-4) shall be provided within the proposal. The proposal shall also include the name, title and/or position, role, and current resume for each individual who will contribute to the project. The Borough staff will make its recommendation to the Borough Council for their final approval.

6. Proposal Requirements

All interested Design firms MUST submit (4) hard copies of their proposals as well one (1) electronic copy on a "CD" or a "thumb drive".

Each applicant must provide the following information:

A cover page, identifying the name of the project as "Kennett Square Joint Facility Feasibility Study". Include the name of the firm, official address, contact person, telephone number and email address.

A Cover letter which must be signed by the individual with authority to bind the proposal team to contractual commitments.

If the proposal Team involves more than one firm, the Proposal must also identify all sub consultants or subcontractors in addition to the principal firm, with full contact information for each participating entity or individual.

An outline of the experience of the firm with regard to similar projects considered relevant, including a summary of change order costs to overall project costs in such identified projects.

Provide a proposed scope of work and services for the Project.

A staffing plan with resumes that identifies the principal in charge, the project manager, and key personnel who will work on the design and site evaluation as well as an organizational chart of the team. A description of the firm's history, size, experience and capabilities available to complete the scope of work. The proposals section of the proposal must include:

- a. A description of the firm, its practice, specializations, staffing and current staff capacity and experience working for local government clients in the State of Pennsylvania;
- b. A Description of the team's experience with municipal facility projects. The description of experience must include a list of all municipal or like building projects within the past ten (10) years in which the development team included any member of the team proposed for this project;
- c. Resumes and evidence of appropriate and current Pennsylvania licenses or registrations (where applicable) for all individuals who will be assigned to work on this study;
- d. A list of the firm's current contractual commitments.

Submit at least three (3) separate written professional references with persons who are familiar with the work of the firm's staff that will be assigned to this project; at least one (1) reference shall be public facility reference in the State of Pennsylvania within the last five (5) years. References shall include full contact information for each reference (name, title, mailing address, telephone number and email address, the name of the project(s), and the date(s) of service). References must be available to be contacted by person, phone and/or correspondence as to the firm's past performance. Certificate of Insurance identifying limits of coverage for professional liability, general liability, auto, worker's compensation, and umbrella policies in place at the time of submission of proposals.

7. Evaluation Criteria

All proposals will be evaluated based on a minimum and comparative criterion. The Borough will award a contract for this project to the firm, or individual, who submits the most advantageous proposal based on consideration of specified evaluation and selection criteria. The Borough will then evaluate the proposals using the comparative evaluation criteria. The Borough may at its own discretion schedule interviews and score them.

Proposals

Pennsylvania municipal experience:

1. Firm must have a minimum of ten (10) years' experience in the design and renovation of public buildings in Pennsylvania. In documenting this qualification, the applicant should describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and identify the role that is anticipated each will play in the project.
2. Firm must demonstrate knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding, and construction of Pennsylvania public building projects including the State Building Code, regulations of the Pennsylvania public bidding and procurement law.
3. Firm must have experience with projects funded under local, state and federal programs.
4. Firms must possess all necessary and current licenses and registrations, either within the firm or through independent consultants, to qualify under Pennsylvania law to perform the function of the designer of the project, including Pennsylvania registered architect on staff.
5. Firm must provide detailed description of at least three (3) recent similar projects on which the designer has performed similar services, identifying owners of those projects as well as the

personnel who worked on them and state whether those individuals will be assigned to the project.

6. Firm must provide three (3) written professional references for similar projects, including names, addresses, projects you worked on, their costs, funding sources, and phone numbers

7. Firm must not be debarred or disqualified.

This RFP has been structured to comply with all applicable Pennsylvania Laws and all respondents to the RFP must ensure that the submittal is received by the date and time specified herein or automatically be disqualified.

The technical proposals will be evaluated by the Borough review committee.

The reviewers will be using a formula of:

- a) Highly advantageous
- b) Advantageous
- c) Not advantageous
- d) Unacceptable

The ratings will take into consideration the consultant's experience, references and plan of services as well as compliance with the "Proposal Requirements" section of this RFP.

8. Interviews and Awards:

The Borough may make an award based upon review of the proposals as submitted. However, if interviews are required, firms may be invited to make a presentation before the review committee. The Borough reserves the right to determine the firm it feels will perform the services in a manner that is in the best interests of the Borough for this project. The Borough will award the contract to the proposer offering the most advantageous proposal from a responsible and responsive proposer, taking into consideration all evaluation criteria set forth in the RFP.

A responder may correct, modify or withdraw a proposal by written notice received by the Borough prior to the time and date set for the proposal submittal.

The Borough may cancel this RFP or reject in whole or in part any and all responses, if the Borough determines that cancellation or rejection serves the best interests of the Borough.

The Borough reserves the right to reject any proposals or all proposals or any parts thereof or to solicit new proposals and to award contracts as it deems in the best interest of the Borough and to waive any informalities in the response process if it is in the best interest of the Borough.

9. Submission Instructions:

A. Proposals

Bidders must submit a proposal in sealed envelope, clearly marked "Kennett Square Joint Facility Feasibility Study". There must be (4) copies in each envelope addressed to:

Joseph Scalise (Borough Manager), 120 Marshall Street, Kennett Square, Pennsylvania 19348 and returned no later than March 21, 2018, 3 P.M. No proposals will be accepted after the time and date noted.

The Borough Offices are open Monday through Friday between 8:30 a.m. and 4:30 p.m. If, at the time of the scheduled opening, Borough Offices are closed due to uncontrolled events, the opening will be postponed until 3:00 p.m. on the next normal business day. Proposals will be accepted until that date and time.

The Borough reserves the right to accept any proposal in whole or in part, and to reject any and all proposals if it shall be deemed in the best interest of the Borough to do so.

Proposals must be signed as follows: (1) if the applicant is an individual or limited liability company (LLC), by her/him personally; (2) if the applicant is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the applicant is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

B. Questions, Addendum or Proposal Modifications

Questions regarding this RFP must be submitted in writing to:

Joseph Scalise (Borough Manager)

120 Marshall Street,
Kennett Square, Pennsylvania, 19348
or email at JScalise@KennettSq.org.

All inquiries received five (5) or more days prior to the opening will be considered. Questions may be delivered, mailed, emailed, or faxed. Written responses will be emailed to all proposers on record as having picked up an RFP.

If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed or Emailed to all proposers on record as having picked up an RFP.

All proposals submitted in response to this RFP shall remain firm for thirty (30) days following the receipt of proposals. It is the desire of the Borough of Kennett Square to award a contract within thirty (30) days after receipt of proposals. The time for award may be extended up to forty-five (45) additional days by mutual agreement between the Borough and the highest ranked responsive and responsible applicant.

An applicant may correct, modify or withdraw a proposal by written notice received by the Borough prior to the time and date set for the opening. Proposal modifications must be submitted in a sealed envelope clearly labeled “**Modification No.** ”. Each modification must be numbered in sequence, and must reference the original RFP.

After opening, an applicant may not change any provision of the proposal in any manner prejudicial to the interests of the Borough or fair competition. Minor informalities will be waived or the applicant will be allowed to correct them.

END OF REQUEST FOR PROPOSALS