

REQUEST FOR PROPOSAL
FOR
PARKING GARAGE ARCHITECT/ENGINEER

Issued by
New Hope Borough



Date Issued: April 20, 2021

Responses Due by:
May 11, 2021 at 11:00 am

REQUEST FOR PROPOSAL (RFP)
FOR
PARKING GARAGE ARCHITECT/ENGINEER

I. PURPOSE AND INTENT

Through this Request for Proposal (RFP), the Borough of New Hope (hereinafter the "Borough") seeks to engage an architect or engineer for the design of an ADA-compliant multi-level parking garage to be located in New Hope Borough.

II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL" and ten (10) full, complete and exact copies of each proposal shall be submitted in sealed envelopes and must be marked with the word "PARKING GARAGE" and addressed to:

Peter Gray, Borough Manager
New Hope Borough
123 New Street
New Hope, PA 18938

The full proposal must be received no later than May 11, 2021 at 11am.

Faxed proposals will NOT be accepted

Any inquiry concerning this RFP should be directed in writing to:

Peter Gray, Borough Manager: PGray@Newhopeborough.org

All documents/information submitted in response to this solicitation shall be available to the general public. The Borough will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all consultants submitting proposals. The Borough reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE BOROUGH OF NEW HOPE

The Borough of New Hope is a tourist destination located in Bucks County, Pennsylvania and operates under the Pennsylvania Borough Code, with a seven (7) member Council, one (1) Mayor and a Manager. The Borough is approximately 1.25 square miles in area, has a population of 2,500 with an annual General Fund budget of \$4.3 million.

The Borough lies on the west bank of the Delaware River. Solebury Township surrounds the Borough in Pennsylvania and the City of Lambertville, New Jersey lies across the river to the east with a vibrant business district making up the downtown. The Borough Council meets on the third Tuesday of each month and workshop meetings are held on the first Monday of the month.

The parking garage is to be located within an approximately 1.75 acres area of an existing 11.6-acre parcel that is owned by the Borough. The existing use of the project area is a surface parking lot. The site gains access from Hardy Bush Way, a Borough-owned road off US 202 and from downtown Bridge Street through the parking area of Union Square. The site is adjacent to a tributary to the Delaware Canal, the Stockton Railroad and a private commercial parcel.

Parking in New Hope Borough is extremely limited.

IV. REQUEST FOR PROPOSAL TERMS

- 1) The Borough reserves the right to reject any or all proposals, whole or in part, and to select the proposal that it determines to be in the best interest of the Borough.
- 2) The proposal is subject to the approval of Borough Council and is effective only upon their approval.
- 3) All proposals are bound by the timeframe requirements as previously detailed in Section II – Proposal Submission.
- 4) All proposals shall remain effective subject to Borough review and approval for a period of ninety (90) days from the deadline for submitting RFP's.
- 5) Proposals should anticipate a pre-cast parking structure with an approximate capacity of 325 spaces that may house a hospitality site on the top floor.

V. SCOPE OF PROJECT

The Borough is seeking to construct a parking garage with approximately 325 parking spaces, with a potential hospitality floor on the roof, a potential loading/unloading zone on the ground floor, and various utilities in the structure to accommodate future uses including a provision for electric charging capacity of vehicles. Since expected long-term lessees have expressed interest in leasing entire floors to which they can limit other parties' parking, the design will have to provide for that demand. Given current interest, long term tenants' needs and provision of public parking open to any user may be satisfied with a four-story structure, excluding the possible rooftop facility.

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

- a) Client Meetings, including public meetings and consultations with prospective lessees for their needs.
- b) Elevations and Renderings
- c) Attendance at Pre Bid and Pre Construction meetings
- d) Codes Review
- e) Site Surveys
- f) Geotechnical Investigations
- g) Architectural Drawings
- h) Civil Drawings
- i) MEP Drawings
- j) Elevator Design
- k) PARCS System Consultation and Recommendations
- l) Security System Consultation and Recommendations
- m) Construction Cost Estimates
- n) Schematic Design
- o) Final Design

VI. SCHEMATIC DESIGN ACTIVITIES

- 1) Meet with the Borough and interested lessees to develop key design objectives and delivery dates. The proposal should include a timeline of schematic design completion from the date of authorization.
- 2) Consult with Codes to understand all necessary regulations as they may apply to the design.
- 3) Develop drawings to show all design concepts to be constructed including, but necessarily limited to, site plans, floor plans, elevations, façades, etc.
- 4) Schematic design and color renderings will need to be of a level of detail sufficient to submit for Planning Commission for approval.
- 5) Include recommendations for color palettes and finishes.
- 6) Account for 7 meetings to present schematic design options as they are developed to elected officials, staff, and the public.

VII. FINAL DESIGN ACTIVITIES

- 1) Develop final dimensioned plans fixing the locations and types of construction for all interior and exterior architectural elements.

- 2) Be responsible for the coordination, verification, production, and implementation of the final construction documents including MEP, structural, architectural, and any other drawings that may be required.
- 3) Develop detailed cost estimates for construction.
- 4) Prepare complete Contract Documents including specifications and plans for the construction project to be publicly bid.
- 5) Account for 5 meetings to present final designs to elected officials, staff, and the public.

VIII. PARTNERS, IF ANY

- 1) Architects
- 2) Engineering Firms
- 3) General Contractors

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

IX. LETTER OF TRANSMITTAL

This letter should include:

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

X. PROFILE OF THE FIRM

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

- 1) The location of the firm's office that will provide the proposed services.
- 2) Resumes of individual consultants or employees proposed to conduct the work for the Borough and the specific duties of each consultant or employee relative to the proposed work.
- 3) A reference list of other municipalities/clients that have received similar services by the consultant

should be provided with telephone numbers and names of contact persons.

- 4) Any other information that may assist in highlighting the capabilities and expertise of the firm in doing comparable work.

The consultant selected must consist of licensed architects and engineers with degrees from accredited institutions that are registered and licensed to perform work in the Commonwealth of Pennsylvania.

XI. WORK SCHEDULE

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

XII. COST PROPOSAL

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

- 1) Schematic Design
- 2) Final Design

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

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

XIII. INSURANCE

The consultant must also carry adequate insurance coverage, both for liability and professional liability as determined by the Borough.

XIV. OTHER SUBMITTALS

The following documents shall be fully executed and returned with the proposal as follows:

- 1) Nondiscrimination Certification (For proposing consultant)
- 2) Non-Collusion Affidavit

XV. TECHNICAL EXPERTISE AND EXPERIENCE

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

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

XVI. PROCEDURES AND METHODS

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

All, or selected consultants submitting proposals may be invited to give an oral presentation explaining their proposal. This meeting will be considered one of the seven meetings allotted in the schematic design portion of the proposal.

XVII. NON-DISCRIMINATION FORM

Nondiscrimination and equal opportunity are the policy of the Commonwealth and the Borough in all its decisions program, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions. Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended, (43 P.S. § 951, et. seq.), along with compliance with Chapter 129 of the New Hope Borough Code of Ordinances, where applicable, and (43 P.S. § 153), by assuring that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

During the term of this agreement, the Consultant agrees as follows:

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

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

(c) Consultant shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of consultant's noncompliance with the nondiscrimination certification or with any such laws, this agreement may be terminated or suspended, in whole or part, and or may be declared temporarily ineligible for further New Hope Borough agreements, and other sanctions may be imposed and remedies invoked.

DATE: _____

(NAME OF CONSULTANT)

BY _____

TITLE _____

XVIII. NON-COLLUSION AFFIDAVIT

State of: _____ Agreement _____

County of: _____

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

I am authorized to make this AFFIDAVIT on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the costs shown in proposal.

I state that:

1. The costs and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other consultant submitting a proposal.
2. The costs nor the amount of the proposal, have been disclosed to any other firm or person submitting a proposal, and they will not be disclosed before the submittal deadline.
3. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. _____, it's affiliated, subsidiaries, officers, directors and
(Name of Firm)

employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liability of any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to any public contract except as follows:

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

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

(Name and Title)

Signed and sworn to (or affirmed) before me this _____ day of _____, 20____.

By: _____ My Commission Expires: _____

