

**Request for Proposals  
For Professional Services**

**Bellefonte Borough**

**Parking Lot A and Parking Lot H Design  
Services**

**November 7, 2016**

# **Request for Proposals for Professional Architectural Landscaping for the re-design of the Bellefonte Borough Municipal Parking Lots A and H (West Howard Street behind First National Bank and S. West High Street and Potter Street)**

The BELLEFONTE BOROUGH is requesting proposals and qualifications for architectural landscaping and related services for the design of two existing Municipal parking lots located along W. Howard Street (Lot A) and another lot located at W. High Street and Potter Street (Lot H). Lot A contains approximately 23,690 square feet while Lot H contains approximately 19,504 square feet. Proposers must provide qualifications, experience, methodology, prime personnel to be utilized on the project, a proposed time schedule, and other related information such as design alternatives.

## **PROJECT DESCRIPTION**

The owner, BELLEFONTE BOROUGH, is the County seat in Centre County, PA. The goal is to rehabilitate the two municipal parking lots utilizing best management practices to reduce stormwater runoff and restore beneficial natural processes through alternative design concepts. Owner seeks design alternatives that will maximize parking, installation of the most effective and efficient parking meter system, better define access egress points using "green techniques" with features that manage runoff. The subject lots will be enhanced using green and sustainable design technologies.

## **SCOPE OF SERVICES**

The selected firm or project team will provide for comprehensive landscape services including design, preparation of full plans and specifications, construction documents, site analysis, permitting, value engineering, coordination of contractors agreement, recommend materials/plantings, preparations of operational/maintenance manuals, bidding documents, a statement of probable construction cost, construction monitoring and management.

Project Proposers must:

- a. Prepare two separate designs for each lot that maximizes the space for parking taking into account new technologies, equipment, and pedestrian safety.
- b. ADA compliance should be included in any design alternatives

- c. Offer environmentally sensitive designs that consider visual impacts, construction and maintenance costs.
- d. Allow for at least two phases of construction (Lot A first and Lot H second) in the instance the owner seeks additional funding.
- e. Provide the cost breakdown for each Lot separately.

The application of “Cost Control” through appropriate design and recommended construction techniques is critical to assure that the project remains within budget.

It is the Professional’s responsibility to ensure that the project as designed, meets with all Local, State, and National Codes and requirements of the authorities having jurisdiction and for obtaining all required approvals.

The Professional will be required to perform a Substantial Completion and Final Inspection Report.

## **REQUIRED SUBMITTALS**

### **1. Letter of Transmittal**

The letter should include a statement indicating your understanding of the work to be performed.

- a. It should include a statement of affirmation of the firm’s qualifications for professional and expert performance of work as understood.
- b. The letter should indicate the firm’s contact person concerning the proposal and a telephone number where the person can be reached.
- c. A statement of the firm’s ability to provide adequate insurance for the scope of work to be performed. Please provide a summary of the firm’s current coverage.

### **2. General Profile of Firm and Qualifications**

Firms should illustrate examples of work performed in similar projects. All firms submitting must demonstrate knowledge of the project site including geological features and climate conditions and access.

#### **a. Profile of Office Serving the Project**

- i. The location of the firm’s office should be included.
- ii. Resumes of individual consultants or employees proposed to conduct the work and specific duties of each consultant or employee to the proposed work.
- iii. A brief reference list of other clients served by the firm should be provided along with the telephone numbers and names of contact persons.

Any other information describing the office may be included if it relates to the capabilities and expertise of the firm in doing comparable work.

**3. Explanation of Work to be Performed**

The proposal must include a description of the cost-effective procedures and methods to perform the work.

**4. Basis for Compensation**

Full cost information shall be provided that shows the estimated number of hours to be provided by each person or department assigned to the proposed work. For each task to be performed under this RFP, the offeror shall set forth a basis of compensation, including additional items not to exceed maximum cost of proposal. A range of fees on a not-to-exceed basis for each task is required. Provide a contract form that would be used for services to be provided for this project. Firm shall be sure to include costs for attending three Council-related meetings in addition to any other meetings the firm thinks may be necessary. Firm shall identify in their proposal ANY/ALL cost or tasks they will incorporate which are NOT included in their proposal. The Borough, under compensation, is looking for a firm that provides a reasonable estimated cost for services that includes an overall not to exceed amount.

**5. Preliminary Project Schedule**

The following is a tentative schedule including an estimated construction completion date:

<b>A. Design and Building</b>	
Request for Proposal Due:	December 2, 2016
Selection of Professional:	January 2017
Project Kick-off Meeting:	January 2017
Completion of Alternative Designs:	April 2017
Completion of Design Development:	May 2017
Completion of Construction Documents:	May 2017
<b>B. Construction</b>	
Phase I Construction – Lot A	August 2017 thru October 2017
Phase II Construction - Lot H	October 2017 thru November 2017

## **EVALUATION CRITERIA**

Proposals will be evaluated on the following criteria:

- a. Quality of Proposal (20 points)
- b. Firm/Team Qualifications (25 points)
- c. Similar Project Experience (25 points)
- d. Proposal Cost for the Professional Services (25 points)

## **GENERAL REQUIREMENTS AND INFORMATION**

6. A Pre-Proposal walk-by of the site can be scheduled for interested proposers.
7. Five copies of the proposal documents shall be submitted to :  

**Bellefonte Borough  
ATTN: Mr. Donald Holderman  
236 W. Lamb Street  
Bellefonte, PA 16823**
8. The deadline for submission of proposals is **4:00 p.m. on Friday, December 2, 2016.**
9. Questions regarding the proposal documents shall be directed to either Donald Holderman or Ralph Stewart, at 814-355-1501.
10. The Request for Proposal does not commit the BELLEFONTE BOROUGH to award contract, to pay any costs incurred in the preparation of proposal pursuant of this request, or to procure or contract for services. The BELLEFONTE BOROUGH reserves the right to accept or reject any or all proposals received pursuant to this request, or to negotiate with all qualified sources, or to cancel, in whole or in part, this RFP, if it is in the best interest of the BELLEFONTE BOROUGH.

Donald L. Holderman  
BELLEFONTE BOROUGH