

Request for Proposal

*to assist
Bellefonte Borough,
Centre County, Pennsylvania*



Bellefonte Borough Historic District Design Guidelines

DEADLINE:
4:00 PM EST ON MONDAY, SEPTEMBER 25, 2023

Part I

General Information for the Consultant

I – 1 Purpose: The following Request for Proposals (RFP) provides a framework for Consultants to competitively submit a proposal to assist Bellefonte Borough in the development of the Bellefonte Borough Design Guidelines. It is the intent of Bellefonte Borough to have a completed and implemented policy document at the conclusion of the project. This project is funded by a Certified Local Government (CLG) grant from the Pennsylvania State Historic Preservation Office (PA SHPO) and all draft and final products will be subject to the review and approval of the PA SHPO.

I – 2 Issuing Office: The Bellefonte Borough Council authorizes the Project Manager to advertise and serve as the single point of contact for the RFP

I – 3 Scope: This Request for Proposal (RFP) contains:

- a) Instructions governing the proposals to be submitted and the materials to be included therein;
- b) A description of services to be provided by the Consultant;
- c) Requirements which must be met to be eligible for consideration;
- d) General evaluation criteria;

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

I – 4 Project Outcomes: The Bellefonte Borough Council intends to adopt easy to understand Bellefonte Historic District Design Guideline for use by building owners, contractors, Borough Staff, and the Historic Architectural Review Board (HARB). It is anticipated that the final document will be a guide for implementing best practices for the treatment of historic buildings and places within the Borough of Bellefonte. It is anticipated that the resulting document will be comprehensive in compiling all the necessary information for various parties to make appropriate and logical decisions on projects that impact historic properties. Final product is expected to be composed of an electronic copy of the Bellefonte Historic District Design Guidelines in a PDF format as well as a physical hard copy of the document. The document may implement or model aspects and formatting of other design guidelines in the region which, at the Borough's discretion, may be implemented.

I – 5 Type of Contract: If a contract is entered into between the Consultant and Bellefonte Borough Council as a result of this RFP, it will be the sole discretion of Bellefonte Borough to develop contract provisions. Negotiations may be undertaken with the Consultant, prior to acceptance of the contract, as to compensation and those factors that demonstrate them to be qualified, responsible and capable of completing the project.

I – 6 Rejection of Proposals: This Request for Proposals does not commit Bellefonte Borough to award a Contract, to pay any costs incurred in the preparation of a Proposal pursuant to this Request, or to procure or contract for services. Bellefonte Borough reserves the right to accept or reject any or all Proposals received pursuant to this Request, to negotiate with all qualified consultants, or to cancel in whole or in part, this Request for Proposals, if it is in the best interest of Bellefonte Borough to do so.

I – 7 Incurring Costs: Bellefonte Borough shall not be liable for any costs incurred by consultants prior to, or in the development of, a contract.

I – 8 Amendment to the Request for Proposal: If it becomes necessary to revise any part of the RFP, an amendment will be issued to all Consultants that received the original RFP and the contract sums shall be resubmitted. Bellefonte Borough may require selected proposers to participate in negotiations, and to submit a revised proposal as may result from such negotiations.

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I – 9 Response Date: Bellefonte Borough, will receive proposals from qualified consultants pursuant to this RFP, electronically to gthompson@bellefontepa.gov until 4:00 PM EST on Monday, September 25, 2023.

I – 10 Proposals: Consultants must submit a complete response to the RFP using the format provided in Part II in order to be considered as a potential consultant. The contents of the proposal of the selected Consultant shall become contractual obligations if the contract is entered into.

I – 11 Economy of Preparation: Proposals should be prepared simply and economically, providing a straightforward, concise description of the Consultant's ability to meet these requirements.

I – 12 Oral Presentation: Planning Consultants submitting a Proposal may be required to present an Oral Presentation at a meeting of Bellefonte Borough representatives after submission of the written proposal and prior to final consultant selection. It shall be required that the individual present at the oral presentation be the lead planner assigned to the project.

I – 13 Prime Consultant Responsibilities: The selected Consultant will be required to assume responsibility for all services offered in the proposal. This shall include all approved Sub-Contractors pursuant to Article II-3. Further, the Borough will consider the selected Planning Consultant as the sole point of contact with regard to contractual matters.

I – 14 Disclosure of Proposal Contents: Proposals shall be held in confidence and, except for the selected proposal, will not be revealed or discussed with competitors.

I – 15 Standard Contract: The selected Planning Consultant will be expected to enter into a contract that shall be provided by Bellefonte Borough.

I – 16 Proposal Rejection: Bellefonte Borough shall notify, in writing, consultants that were not selected for this project.

I – 17 News Releases: News releases disseminated by any consultant pertaining to this project will not be composed, distributed or published without prior approval from Bellefonte Borough.

I – 18 Cost Data: All cost data for the proposal shall be submitted along with the proposal in an easy-to-understand format.

Part II

Information Required from the Consultant

Consultant Proposals must be submitted in the format outlined below. To be considered, the proposal must respond to all requirements in this part of the Request for Proposal. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

II – 1 Consultant Work Plan for the Project: The consultant will assist Bellefonte Borough by preparing Historic District Design Guidelines for the Bellefonte Historic District and conduct appropriate public engagement and outreach to raise awareness of the new guidelines. The guidelines will be consistent with the PA SHPO's Principles and Standards for Design Guidelines in Pennsylvania Communities (2019) and will be prepared by a consultant who meets the Secretary of the Interior's Professional Qualification Standards. All work must be concluded by September 30, 2024. The proposal must include a description of:

1. Background Research and Evaluation

- a. Research of existing preservation policy, ordinance, context, and procedures of Borough of Bellefonte
- b. Identification of Strategic Issues (e.g. Preserving vs restorations of Historic Properties, Downtown Development and Retention, Material and Industry Trends)
- c. Other pertinent local studies and plans, regional, county, state and federal plans.

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2. **Municipal and Public Participation/Facilitation (Virtual appropriate)**
 - a. Citizen Input/Public Meetings – minimum of 2 meetings
 - b. Meetings with the HARB/Bellefonte Borough Council – total 4 meetings
3. **Process**
 - a. Utilize and take into consideration the information in existing plans and input from stakeholders to create a working document tailored to the needs of Bellefonte Borough.
 - b. Strategy for gaining public support of new Guidelines
4. **Timeline**
 - a. Project shall encompass no more than 6 months, less if possible.
 - b. 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.

II – 2 Prior Experience and Planning Team Personnel: Please outline similar projects, stressing any plans that your consulting firm completed in similar Pennsylvania municipalities with contact information for reference purposes. Online links are acceptable. Include a summary of the project team and of the team's years of experience, certification, education and work history with the consulting firm. Also, include the number of other employees that will work on the project, including executive/professional personnel, researchers, consultants, etc., and their education and experience with this type of project.

II – 4 Cost and Price Analysis: Full cost information should be provided exhibiting itemized costs for the project and the total cost of the completed project.

Your method of billing must be indicated. The preferred practice is to pay for this type of consulting service upon completion of the work and receipt of the required report; however, Bellefonte Borough will consider paying on a periodic basis as substantial portions of the work are performed. Regardless of the billing method used, fifteen percent (15%) of the total contract price will be withheld until the final product is approved. The following will be reviewed to support the reasonableness of the quotation.

- a. **Direct Labor Costs** – Itemize to show for each category of personnel with a different rate of pay per hour:
- b. **Travel** – Itemize proposed mileage and cost/mile.
- c. **General Overhead Costs** – Specify what is included and the rate used.
- d. **Total Cost**

II-4 Total Project Cost: The total cost of the project is **not to exceed \$15,000**

