

Request for Proposals

Architectural Services to develop Plans and Specifications for renovations of new windows for the City of Scranton's Fire Headquarters.

The activity is being funded through the U. S. Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG) which is being funded under the American Recovery and Reinvestment Act (ARRA). This request is from the City of Scranton's Office of Economic and Community Development.

REQUEST FOR PROPOSALS

INTRODUCTION

The purpose of this proposal is to provide a framework to produce an assessment of an energy audit performed on the Scranton Fire Headquarters Building, Scranton, Pennsylvania along with plans and specifications for the restoration/rehabilitation of the structure.

BACKGROUND

The City of Scranton/OECD is interested in preserving the Scranton Fire Headquarters Building which is listed on the National Register of Historic Places. The site consists of the Scranton Fire Headquarter Building.

WORK PLAN

The objective of this project will be the review of an energy audit performed previously completed on the structure and incorporate its recommendations concerning the windows of the structure. The selected professional will make recommendations concerning the most cost effective method (rehabilitate or replace) the windows to make them energy efficient with the understanding that all work must be done in accordance with the *U.S. Secretary of the Interior's Standards for Rehabilitation*, consult with the Pennsylvania Museum Commission, Bureau of Historic Perseveration (PHMC) and develop Plans and Specifications that will facilitate the rehabilitation or replacement of the Fire Headquarters windows. The completed work shall include the following information in the format shown:

a) A brief report outlining recommended course to make the windows energy efficient and how best to accomplish the project in accordance with the *U.S. Secretary of the Interior's Standards for Rehabilitation*.

b) Plans, drawings and written specifications for the project work.

The selected professional will on behalf to the City of Scranton/OECD provide the Pennsylvania Museum Commission, Bureau of Historic Perseveration the Plans and Specifications along with any other information the Commission requires evaluating the projects conformance with the *U.S. Secretary of the Interior's Standards for Rehabilitation*.

TIMING

It is expected that a contract between the Architect and the City of Scranton/OECD will be executed and work to begin no later than **Monday, May 2, 2011**. The architectural plans and specifications must be completed by **Friday, June 17, 2011** in order for bidding by **Tuesday, July 5, 2011**.

PROPOSAL DUE DATE

Proposals are available at the Office of Economic and Community Development, 538 Spruce Street, Suite 812, Scranton, Pennsylvania or at www.scrantonpa.gov, OECD. The bid opening is scheduled **for Thursday, April 14, 2011 at 2:00 p.m.** in City Council Chambers. Proposals must be received and stamped prior to **2:00 p.m. on Thursday, April 14, 2011** by the City Controller's Office. You may hand deliver or mail your proposal to Scranton City Controller, 340 North Washington Avenue, Scranton, Pennsylvania. The City of Scranton/OECD is not responsible for any proposals not delivered prior to **2:00 p.m., Thursday, April 14, 2011.**

Any questions concerning this Request for Proposals (RFP) should be directed to Donald King, City Planner via telephone (570) 348-4280 or by e-mail to dking@scrantonpa.gov.

SELECTION CRITERIA

1. City of Scranton/OECD will select the Architect for this project based upon the proposals received.
2. The contract will be awarded to the Architect who, based upon the decision of City of Scranton/OECD is the most responsive, responsible, and meets the Architect qualifications as stated in Proposal Contents, paragraph 1 of this RFP. Although price will be a consideration in the selection process, the contract will not necessarily be granted to the Architect who quotes the lowest price.
3. City of Scranton/OECD will adhere to all the State and Federal requirements relating to the U. S. Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG). **The completion of this project that includes this Request for Proposal and rehabilitation of the Scranton Headquarter Fire House must be completed no later than June 30, 2012.**

PROPOSAL AND CONTRACT REQUIREMENTS

1. The proposal submitted by the Architect shall remain in effect until **Friday, June 12, 2012** when all funding under the U. S. Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG) expires. The proposal shall contain a lump sum bid to complete the project. There will be no reimbursements to the Architect for proposal submission costs or for travel costs to attend a possible initial interview meeting. City of Scranton/OECD reserves the right to reject any or all proposals submitted in response to this RFP. The City of Scranton/OECD reserves the right to amend this Request for Proposal if necessary.
2. If selected, the Architect shall enter into a contract with City of Scranton/OECD to undertake this project. The contract shall indicate that the work to be undertaken shall be done to the satisfaction of City of Scranton/OECD, according to this RFP; for the amount agreed upon by the all parties. The cost shall indicate that no additional money shall be paid to the Architect for any work without prior authorization by the City of Scranton/OECD in writing. No contingency allowance will be accepted.
3. If selected, the Architect must agree to comply with all applicable State and Federal laws and regulations relevant to the grant contract between City of Scranton and US Department of Energy. The provisions of State and Federal requirements are applicable to any sub-contracts the Architect may enter into for the purposes of completing this project.
4. The selected Architect will be required to assume responsibility for services offered in its proposal whether or not the Architect performs them. Further, City of Scranton/OECD will consider the selected Architect to be sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The Architect is totally responsible for adherence by the sub-contractor to all provisions of the contract.

PROJECT REQUIREMENTS

1. Three copies of progress reports shall be submitted to City of Scranton/OECD as indicated in the "TIMING" section of this RFP.

2. **Five (5)** copies of the final plans and specifications will be delivered to the City of Scranton/OECD at a final review meeting between that City of Scranton/OECD and the Architect no later than **Friday, June 17, 2011. Bidding for construction will begin Tuesday, July 5, 2011.**

3. All project work shall meet the *U.S. Secretary of the Interior's Standards for Rehabilitation*.

PROPOSAL CONTENT

The proposal submitted by the Architect to City of Scranton/OECD shall consist of at least, but is not limited to, the following elements:

1. Not to exceed lump sum bid for entire scope of services outlined in this RFP.

2. Completed signed copies of the Federal debarment form available on line at www.doi.gov/nbc/formsmgt/forms/di2010 and the Certification of Non-segregated Facilities form which is available in Appendix C of the *Certified Local Government Grant Manual for Rehabilitation*.

3. Architect's Qualifications:

The chosen Architect must meet or exceed the professional requirements for "Historic Architecture" as stated in 36 CFR Part 61. Historic Architecture; Historic Preservation Professional Qualification Standards Historic Architecture is the practice of applying artistic and scientific principles to the research, planning, design, and management of the built environment with specialized training in the principles, theories, concepts, methods, and techniques of preserving historic buildings and structures.

Standard for Historical Architect

(a) The applicant, employee, consultant, or advisor will have a State Government recognized license to practice Architecture, plus, a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Architecture that enables professional judgments to be made about the evaluation, documentation, or treatment of historic structures in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historical Architects); or

(b) A Masters of Architecture degree with demonstrable course work in Architectural Preservation, Architectural History, Historic Preservation, Historic Preservation Planning, or a closely related field (see Academic Background for Historic Architecture), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Historic Architecture that enables professional judgments to be made about the evaluation, documentation, or treatment of historic structures in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historical Architects); or (c) A Bachelors of Architecture degree with at least one year of graduate study in Architectural Preservation, Architectural History, Historic Preservation, Historic Preservation Planning, or a closely related field (see Academic Experience for Historic Architecture), plus a minimum of two (2) years of full-time professional experience applying the theories, methods and practices of Historic Architecture that enables professional judgments to be made about the evaluation, documentation, or treatment of historic structures in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historical Architects).

(Note: Only persons who are licensed to practice Architecture in Commonwealth of Pennsylvania may prepare and seal plans and specifications in order to obtain construction permits, authorize payments to contractors, and certify that the work is completed. However, State staff, State Review Board members, and CLG staff or Commission members who are not licensed, but who meet the Standard for Historical Architect under (b) or (c) above, can review proposed and completed work for compliance with the applicable Secretary's Standards for Tax Act, HPF Grant, or other related programs.)

Historic Architecture—Academic

Background

Closely related fields: The Bachelor of Architecture degree is a five-year degree that does not always include historic preservation course work. The same may be true of a Masters of Architecture degree. A Historical Architect is first an Architect and, as such, is well grounded in all aspects of architectural practice, including architectural design, planning, construction specifications, and contract administration. Although this background is essential, additional training is needed in order to understand and work with historic structures, with their complex material evolution and treatment problems. Specialized training, to supplement that provided by the professional Architecture program, should be acquired in such areas as American Architectural History, Architectural Preservation, Conservation, Historic Construction Technologies, Historic Building Materials, and Historic Preservation.

Discipline specialization: Historic Architecture is a specialization within the broader discipline of Architecture.

Applying the Standard for Historical Architect—Documenting Professional Experience

To be licensed by a State Government as a professional Architect, an individual must pass a written exam and successfully fulfill education, training, and experience requirements. In addition, a professional Historical Architect has both theoretical knowledge and technical skill associated with preserving historic structures, and with the application of Architecture theories, methods, and practices that enables professional judgments to be made about the evaluation, documentation, or treatment of historic properties in the United States and its Territories. A professional Historical Architect typically has gained experience on structural preservation projects, which have included research and detailed investigations of historic structures and preparation of recommendations for the treatment of properties in order to preserve them in accordance with the appropriate Secretary's Standards for Archeology and Historic Preservation (particularly the Secretary's Standards for the Treatment of Historic Properties).

Products and activities

Professional experience and expertise must be documented through "products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation." Products and activities that meet the Secretary Standards for Archeology and Historic Preservation may include:

- Plans and Specifications for the preservation, rehabilitation, or restoration of historic structures
- Adaptive reuse or feasibility studies that make recommendations for preserving historic structures
- Historic Structure Reports or Condition Assessments of historic structures
- Documentation that meets HABS/HAER standards for recording historic structures
- Experience applying the Secretary of the Interior's Standards for the Treatment of Historic Properties to the review of work on historic structures
- Awards for historic structure preservation, rehabilitation, or restoration received from local, regional, national, or international professional organizations
- Publications, which might include articles in regional, national, or international professional journals, monographs, books, or chapters in edited books about the preservation of historic structures

- Presentations at regional, national, or international professional conferences, symposia, workshops, or exhibits about the preservation of historic structures
- Professional service on boards or committees or regional, national, or international professional organizations concerned with the preservation of historic structures

Note: This list is not comprehensive. Furthermore, it should be understood that not all of these products and activities are needed in order to meet the Standard; rather, a combination of several products and activities would be more typical.

4. Demonstration of specific knowledge of the rehabilitation or replacement of windows in historic buildings including obtaining approval from the Pa. Historical and Museum Commission for the work.

5. Budget: A maximum total cost of the project broken down by elements, with meetings, site visits, printing costs, travel, and any other disbursements listed separately. Estimate the number of days that the project staff or sub-contractors will spend in development of the condition assessment and plans and specifications.

6. References: Provide a list of previous clients that you have worked with to provide services that would be comparable to those requested in this RFP. A brief description of the services would be helpful.

Dates to Remember

Legal Ad in Scranton Times	Friday, March 25, 2011 Monday, March 28, 2011
Bid Opening Date in City Council Chambers	Thursday, April 14, 2011 / 2:00 p.m.
Contract Executed by	Monday, May 2, 2011
Plans / Specifications Completed and ready to bid by	Friday, June 17, 2011
Bidding of construction will begin	Tuesday, July 5, 2011
Architectural Services is completed at the end of project	June 12, 2012
Rehabilitation of Scranton Fire House windows must be completed by	<u>June 12, 2012*</u>

*ALL Funding for the project will be provided through a grant with federal funds from the U. S. Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG) through The American Recovery and Reinvestment Act of 2009 (ARRA) expires on **June 12, 2012.**