

**County of York**  
**Request for Proposal for Architectural Services**  
**Access Improvements**  
**York County Government Center**

The County of York hereby requests Professional Services proposals for architectural and building-related engineering services for the design and bidding documents for ADA access improvements at the York County Government Center, 100 West Market Street, York, PA. Improvements generally consist of the addition of power-operated egress doors and internal construction of ramps or lifts at areas of significant elevation difference.

**1. Proposal Schedule:**

The following schedule has been established for the selection of a firm to provide the services described herein:

- Pre-proposal Meeting: Thursday, July 30, 2009 – 2:30 PM Government Center Lobby, 100 West Market Street
- Proposal Due Date: Friday, August 7, 2009 – 4:30 PM, Commissioners Office, 28 East Market Street, 2<sup>nd</sup> Floor, York
- Proposal Review: August 10-19, 2009
- Anticipated Contract Award: August 26, 2009
- Anticipated Period of Service: September 1, 2009-March 1, 2010

**2. Project Description:**

The Project includes the following Access improvements at the existing Government Center:

1. Power assisted entrance and exit doors, Beaver Street entrance
2. Ramps or lifts for vertical elevation changes (8 locations)

**3. Tentative Project Schedule:**

|   |                               |
|---|-------------------------------|
| Schematic and Design Development Phase: | September, 2009               |
| Construction Documents Phase:           | September-October, 2009       |
| Bidding Phase:                          | October-November, 2009        |
| Construction Phase:                     | November, 2009-February, 2010 |

**4. Questions About Project:**

All questions regarding this Request for Proposal or about the Project in general shall be referred to:

**John A. Klinedinst, P.E.**  
**County Engineer**  
**C. S. Davidson, Inc.**  
**38 North Duke Street**  
**York, PA 17401**  
**Tel: (717) 846-4805 Fax: (717) 846-5811**  
[JAK@csdavidson.com](mailto:JAK@csdavidson.com)

**5. Scope of Services:**

A. General

Services provided under this Proposal are to include all services related to the design of the described work including, but not limited to, architectural, structural, mechanical, electrical, plumbing, elevator, and security coordination. Design must contemplate construction in an occupied building.

Architectural Services shall include basic services, including schematic design, design development, construction documents, bidding, and construction documents phase services (expanded to include the above services as included Additional Services), utilizing the AIA B151-1997 Abbreviated Standard Form of Agreement Between Owner and Architect, or an equivalent agreement approved by the County Solicitor. All services are subject to requirements of the HUD CDBG-R grant process, including specific reporting requirements and provisions to be included in Contract Documents (for example, payment of Davis-Bacon wage rates.)

B. Schematic Design Phase

1. Develop a facility program and layout in conjunction with County staff.
2. Prepare up to three (3) options
3. Prepare a construction estimate for each option.

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B. Design Development Phase

1. Prepare conceptual plans based on the selected option.
2. Prepare final CADD versions of selected option.
3. Prepare preliminary construction cost estimate.

C. Construction Document Phase

1. Prepare construction drawings and specifications and bid documents.
2. Prepare a construction schedule to be included in the bid documents, review with County staff make changes as necessary to accommodate County operations.
3. Provide progress documents for review by County staff and consult with staff regarding necessary modifications.
4. Consult with County staff in regard to the selection of various materials and equipment to be used in the project.
5. Incorporate contractual and legal language as required by the County Solicitor in the preparation of the non-technical specifications.
6. Submit drawings to appropriate code agencies for code review and approval.
7. Acquire all necessary approvals from governmental and regulatory agencies with jurisdiction.
8. Modify construction documents to reflect any changes resulting from the regulatory review process.
9. Prepare an updated construction cost estimate and project budget based upon any modifications or change in conditions.

D. Bidding Phase

1. Prepare bid documents including all documents required for the Pennsylvania Public Works Bidding process (separate prime contracts), all Americans Recovery and Reinvestment Act requirements (including but not limited to the inclusion of Davis-Bacon Prevailing Wage rates), a bidding schedule in consultation with County staff, and assist the County Purchasing Department in placing the appropriate advertisements.
2. Prepare and provide a minimum of six (6) copies of the bid documents to the County and copies of the bid documents to potential bidders.

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3. Manage the Request for Information (RFI) process during the bidding phase and maintain complete and thorough records of all correspondence and communications with prospective bidders, vendors, contractors and subcontractors.
4. Issue addenda to the bid documents as necessary to document modifications required as a result of the RFI process.
5. Attend the bid opening, prepare bid tabulation forms, review the bids in consultation with the County, and make recommendations for bid awards.
6. Verify the qualifications, experience and references of the lowest apparent bidders in consultation with the County as necessary.
7. Assist the County in processing contract documents with the prime contractors, including agreements, bonds, waivers of liens, and certificates of insurance.
8. Prepare final construction drawings and specifications that incorporate any modifications resulting from the RFI process and/or the issuance of addenda.

E. Construction Phase

1. Provide copies of drawings and specifications to prime contractors for distribution to subcontractors and vendors.
2. Manage and coordinate the submittal process including material submittals and shop drawings.
3. Issue Architect's Supplemental Instructions as necessary to clarify or modify the work performed by contractors and subcontractors.
4. Attend bi-weekly project conferences on site and provide assistance and consultation to the County in regard to any issues or problems.
5. Inspect the work for conformance with the construction documents on a regular basis as necessary, but on a weekly basis at a minimum.
6. Manage the Change Order process and issue Construction Change Directives as necessary to ensure continuity of work. Review Change Order proposals and verify the acceptability of proposed costs for changes in the work.
7. Review and process applications for payment to ensure that payments made to contractors are in conformance with the contract documents.
8. Coordinate the "close-out" phase of the project with the County and the contractors in regard to "as-built" drawings, operations manuals, warranties, and all other submittals required prior to final payment.

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9. Perform a Substantial Completion inspection and process requests for Certificates of Substantial Completion. Generate a punch list of all deficiencies and incomplete work and coordinate the correction of the work as necessary.
10. Upon completion of the project, provide the County with copies of all records and documents associated with the project.

**6. Proposal Requirements:**

- A. Respondents shall provide a Letter of Transmittal including a statement indicating their understanding of the Project and the Scope of Work as described in this RFP.
- B. Respondents shall provide a maximum five page portfolio of the firm's experience including a list of projects that are similar in size and scope to this Project and which were successfully completed within the past five (5) years. The list of projects shall include a description of the project, the completed construction costs, the name of the Owner and contact information sufficient for the County to perform a reference check.
- C. Respondents shall provide a concise description of their firm including the location of all offices, an organizational chart and a list of key personnel with their curriculum vitae. In addition, respondents shall provide a list of the specific personnel to be assigned to the project and their curriculum vitae.
- D. Respondents shall provide a list of all other firms and subconsultants that they intend to employ on the project, if any, with detailed information about those firms including their personnel, experience and references.
- E. Respondents shall address the Project Schedule and indicate their ability to conform to the schedule or if applicable, their opinion on the necessity to revise the schedule.
- F. Respondents shall submit information regarding their specific approach to the services they provide including their methodology, their specific capabilities, and their quality assurance program.
- G. Fee – the Proposal shall include a total fixed fee for the specified services. Billing rates to be utilized for Additional Services shall be provided as an attached hourly rate schedule.

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**7. General Information:**

- A. The York County Board of Commissioners reserves the right to reject any and all proposals and to select the proposal which it judges to be in the best interests of the County.
- B. Since the County Engineer, C.S.Davidson, Inc., is included in the proposal review process and is providing project services to the County, no Proposal shall include services from that firm.
- C. The Commissioners or their representatives will evaluate the proposals based upon the following criteria:
  - 1. Demonstrated qualifications based upon current capabilities, past experience, methodology, quality assurance, and references.
  - 2. Quality of the Proposal as it relates to conformance with the Request for Proposal.
  - 3. Fee and Billing Rates
  - 4. Other factors as determined by the Commissioners or their representatives to be in the best interest of the County.
- C. Respondents must provide five (5) copies of their proposal. All proposals shall be submitted no later than **4:30 PM prevailing time on Friday, August 7**, to:

**Charles R. Noll, Administrator/Chief Clerk  
The County of York  
28 East Market Street, 2nd Floor  
York, PA 17401**