

INVITATION TO SUBMIT PROPOSALS
ARCHITECTURAL/DESIGN SERVICES
FOR PROPOSED FINDLAY TOWNSHIP POLICE BUILDING

INTRODUCTION

A. General Information

The Township of Findlay is inviting proposals from qualified firms or individuals, hereinafter referred to as “firms”, to provide the necessary architectural services including design development, construction document preparation, mechanical engineering, and contract administration for a proposed Police Station building of approximately 7,500 - 8,500 square feet.

Successful Firm will be working with Michael Baker International, the Township’s Engineer will prepare site plans and be responsible for all civil engineering functions associated with the site. James Pritchard will serve as the contact for Michael Baker International.

The Site is 24,084 S/F and is adjacent to the existing Municipal Building. Findlay Township is proposing between a 7,500 - 8,500 square foot Police Station with Dispatch Center to accommodate the current department and for the future. The current Police Department consists of eleven officers, three Sergeants, one Captain and a Police Chief. The Dispatch Center accommodated two dispatchers with a Supervisor’s Office. The new building at a minimum will be designed with a sally port for one vehicle, officer’s training room, two holding cells, dispatch center, locker rooms for Police and Dispatch, evidence room, processing center, squad room, and rest rooms. This is not an all inclusive list.

The new Police Department will be next to the existing Municipal Building. Consideration should also be taken to connect the two buildings and have the facade and roof of both buildings match.

The services under the proposed contract would start immediately upon selection.

There is no expressed or implied obligation for the Township to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, five (5) copies of proposal, plus one electronic copy must be received at the Township Manager’s Office, 1271 Route 30, PO Box W, Clinton, PA. 15026.

- The Township reserves the right to reject any or all proposals submitted.

During the evaluation process, the Township reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omission. At the discretion of the Township; firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Township reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Township and the firm selected.

It is anticipated the selection of a firm will be completed by May 10, 2017.

B. Term of Engagement

The term of the proposed contract will for the duration of the project as defined by Findlay Township. Findlay Township does expect that the initial study of the proposed building to begin immediately upon selection of the approved firm.

There is no guarantee that once the initial plans and specifications of the project are received by Findlay Township any bids received on the project will be accepted.

C. Subcontracting

Firms submitting proposals may consider subcontracting portions of the engagement to small firms or firms owned and controlled by socially and economically disadvantaged individuals. If this is to be done, that fact and the name of the proposed subcontracting firms must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of Findlay Township.

D. Compensation

The proposal shall include a proposal for compensation to complete the scope of work. Will be percentage of construction cost.

Cost of conceptual

Design development - one meeting per month

Construction documents - every two weeks with staff/supervisors/engineers

General project services during construction

Cost of any special inspections they would want to complete

Construction meetings every two weeks

Oversee quality control by contractor

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone number of Contact Persons

The firms's principal contact with Findlay Township will be Township Manager, Chris Caruso, 724-695-0500, ccaruso@findlaytp.org

B. Background Information

Findlay Township located in the Western part of Allegheny County, Pennsylvania, is home to the Pittsburgh International Airport. The Township is approximately 32.8 square miles in size with a population estimated to be around 6,000. Our fiscal year starts on January 1st and ends on December 31st. For more information on the Township, visit www.findlay.pa.us.

C. Firms should send proposals labeled "Architectural Proposal" to the following address:

Township Manager, Findlay Township
1271 Route 30
PO Box W
Clinton, PA 15026

II. NATURE/SCOPE OF SERVICES REQUIRED

A. General

Findlay Township is inviting qualified firms to provide the necessary architectural services including design development, construction document preparation, mechanical engineering, and contract administration for a proposed Police Station building between 7,500 - 8,500 square feet. The existing Municipal Building brick facade should be taken into consideration for the new Police building so that both buildings blend together.

This includes reviewing structural feasibility; review and presentation of all requirements for any required permits under the laws of Findlay Township and the Commonwealth of Pennsylvania; preparation of plans and specifications for the project; an estimate of construction costs; and feasible alternatives if so desired.

The awarded firm shall be able to provide Findlay Township with a detailed report of the process and requirements to complete the proposed facility. Reasonable alternatives to the proposed project can also be included.

FORMAT OF PROPOSALS

Interested firms shall submit information on the following:

Full qualification package - including

1. Background information on the firm
2. A full explanation of the services offered
3. Prior experience in the form of project descriptions/examples.
specifically past municipal projects
specifically list Public Safety and/or Police Department projects.
4. A detailed list of staff that will be involved and the qualifications of each
5. Local government references including a contact name and phone number and the related project
6. Evidence of availability and accessibility to Findlay Township
7. The rate schedule that would apply if the firm were elected
8. Proposed terms of agreement.

C. Standards

All firms submitting proposals to Findlay Township shall provide proof that they are fully licensed, bonded, and insured.

TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are to be submitted:

Date of Invitation to Submit Proposals - March 3, 2017

Deadline for Submissions - March 24, 2017 by 4:00 p.m.

Staff Review of Submissions - April 12, 2017

Staff Report on Submissions - April 12, 2017

Board of Supervisors interviews of Firms - April 27, 2017

Board of Supervisors selection of Firm - May 10, 2017

Notice of Selection - May 11, 2017