



BOROUGH OF AMBRIDGE
600 Eleventh Street
Ambridge, PA 15003
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REQUEST FOR PROPOSALS
for
PLANNING, DESIGN AND IMPLEMENTATION
of the
MERCHANT STREET STREETScape PROJECT

Submissions Must Be Postmarked No Later Than December 13, 2016

Mail To:

BOROUGH OF AMBRIDGE
Joe Kauer, Borough Manager
600 11th Street
Ambridge, PA 15003

Questions are to be directed to Joe Kauer, jmkauer@ambridgeboro.org or 724-266-4070

Preproposal Meeting: Wednesday, November 16, 2016 – 10AM
In Council Chambers – Ambridge Borough Building, 600 11th Street

Submittals will be opened promptly at the time and place specified. Late or miss-delivered proposals shall not be considered. Submitting a proposal to the Borough of Ambridge on or before the stated time is the sole responsibility of the respondent. The Borough of Ambridge is not responsible for delays caused by any mail, package or delivery service, or caused by any other occurrence. The Borough of Ambridge is not responsible for any costs incurred preparing, printing or delivering this proposal.

Project Overview:

The Borough of Ambridge is requesting proposals from qualified firms and/or teams for the planning, design and implementation of the Merchant Street Streetscape Project.

The Merchant Street Streetscape Project will revitalize Merchant Street between 4th Street and 8th Street in the Borough of Ambridge, Beaver County, Pennsylvania. The project includes: sidewalk and curb replacement, removal of utility poles and existing overhead electrical infrastructure that currently only services the existing cobra-head-style street lights, new ornamental street lanterns that have electrical outlets to energize holiday displays and community events, street trees / tree pits, landscaping, ADA ramps, street amenities such as benches, trash cans, bicycle racks, planters, and decorative crosswalks. Total project budget is \$2.5 million including all soft-costs, design and inspection services.

Section 1 - Deliverables:

The consultant shall provide professional services for the design of the Merchant Street Streetscape Project through to construction of the streetscape improvements. This includes the following phases:

Schematic Design: Development of plans, renderings and drawings to facilitate the development and evaluation of alternatives through acceptance of a preferred alternative. This phase will include stakeholder community meetings, and the development of the conceptual level cost estimates.

Design Development: Development of preliminary construction plans to an approximate 50% level of completion, including preparation of initial construction, landscape, lighting, maintenance of traffic and supporting plans. The level of detail shown on the plans should sufficiently convey the designer's intent and demonstrate constructability of all items to facilitate an initial plans review by the Borough of Ambridge. Survey, right of way and utility information should be collected and shown on the plans. An updated cost estimate will be required.

Construction Drawings / Documents / Bidding: Development of final construction plans to a 100% level of completion, inclusion of all plans, specification, details, estimates, schedules and approvals needed to bid the project and permit construction to commence (bid documents and ready to execute project contract.) This phase should address all comments from previous submissions. The following section provides a list of approvals that may be required for this project. This includes a Highway Occupancy Permit from PENNDOT for work at the intersection of 8th Street (PA Route 989) and Merchant Street right-of-way, followed by submission and approval by the Ambridge Borough Council. During this phase, the Borough has elected to competitively bid the Project. During this phase, the consultant will prepare and submit the bid set to local advertisement outlets to obtain competitive bids for construction. The consultant will be expected to attend one pre-bid meeting and the bid opening, will answer reasonable questions during the bidding, and will issue clarifications and addendums as necessary. The consultant will review the bids received and make recommendations to the

Borough. The consultant will assist the Borough in awarding and preparing contracts for construction.

Construction Administration: The purpose of this phase is to assist the Borough during the construction of the Project and evaluate the work for conformance to the design intent outlined in the Contract Documents, including assistance with bid reviews, RFI's, shop drawing reviews, planting selection and inspection, and final walk-throughs and punch list. The selected firm will review and rectify all pay applications and change orders. As needed, the firm may generate supplemental instructions to the contract documents to help clarify design intent. Site meetings and visits to the project site are expected until the completion of construction.

Section 2 – Project Team Requirements

The ideal project team will be led by a prime consultant specializing in streetscape design and place-making. It is important that the proposed project manager demonstrate extensive experience working on projects that involve existing small town settings and have a deep understanding of the unique challenges those settings pose. The proposed project team must also include experienced specialists or sub-consultants in the following areas:

1. Community Outreach and Consensus Building
2. Landscape Design
3. Environmental Compliance
4. Traffic Engineering and Traffic Calming
5. Civil Engineering and ADA Compliance
6. Stormwater Management
7. Project Management
8. Public Art Implementation

Section 3 – Project Management

This project will be managed by the Borough of Ambridge. The Borough may assign an independent consultant project manager to work with the selected firm to act on their behalf in day-to-day management of and interaction with the selected firm, assist with the review and approval process, and provide additional support as needed.

Section 4 – Public Outreach and Stakeholder Meetings

Ambridge Borough includes civic engagement and participation as a critical element of all design and construction projects. At least three (3) large-format public meetings shall be held to present to the general public and gather input, one during the Schematic Design phase, one during the Design Development phase, and one at the completion of the project to unveil the final design.

Section 5 – Project Schedule

The Borough anticipates a six-month design and permitting schedule:

11/1/16 – Request for Proposal Released

11/16/16 – Preproposal Meeting

12/1/16 – Questions due to Borough Manager in writing (email preferred) by 3:00PM

12/9/16 – Borough to post answers to questions online by 3:00PM

12/13/16 – Proposals due to Borough Manager by 3:00PM

1/10/17 – Firm Selected, contract awarded by Borough Council, notice to proceed issued.

Section 6 – Fee

The Borough of Ambridge anticipates a total project budget (including construction, design, inspection and soft costs) to be \$2,500,000. Fee proposals should be based accordingly and broken down by deliverables, and including reimbursable expenses. Fee proposal is to be presented in a dollar value.

Section 7 – Submittal Contents and Requirements

A) Letter of Transmittal including:

- A statement indicating your understanding of the work to be performed;
- An affirmation of the firm’s qualifications for professional and expertly conducting the work as understood;
- The firm’s contact person concerning the proposal and a telephone number and email where that person can be reached;
- Complete itemized summary of services to be provided and their costs.

B) Qualifications including professional practice, areas of specialization, practice philosophy, and project / client mix as well as examples of a minimum of three (3) projects conducted by the firm of a similar scope, including past experience with the incorporation of public art in similar settings. Please disclose any professional engagements, relationship, conflicts of interest or potential conflicts of interest with developers of projects, their contractors, subcontractors and consultants that might impact the project, both as it relates to design and construction.

- i. Team organization / organization chart
- ii. Service to be provided by each team member including technical resources
- iii. Key principal, project, technical and support personnel with resumes showing experience with similar projects
- iv. Statement regarding proposed Minority Business Enterprises, Woman Business Enterprises and Disabled Business Enterprises participation

C) Reference List – three references for the prime consultant and sub-consultants indicating project names, firm’s role, total design fee, start and completion dates, and full client contact info (including telephone and email.)

D) Fees: Submit fee proposal which includes the following:

- Lump Sum Cost proposal for each project phase. Costs related to development, design and approval of public art components should be clearly identified for each phase.
- Allowance for reimbursable expenses
- Hourly rate schedule for additional services

E) Schedule: A detailed project work schedule should be provided which includes time frames for each major work element, target dates for agency and public meetings, and dates for completion of draft and final documents, including permits

and approvals. Design and approval efforts are expected to be completed within 8 months from the Borough's notice to proceed.

- F) **Sealed proposals** (5 hard copies, one CD or Flash Drive) must be postmarked by December 13, 2016. Proposals should be addressed to:

Joe Kauer, Borough Manager
Borough of Ambridge
600 11th Street
Ambridge, PA 15003

- G) **Selection Process:** The Ambridge Borough Council will review the proposals, and plans to award contract at their regularly scheduled January 2017 Council Meeting.

H) **Reservation of Rights and Selection Criteria:**

The Borough of Ambridge reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the proposal submission, evaluation and selection process under this RFP:

- To reject any proposals if, in the Borough's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the respondent does not meet the qualifications set forth in the RFP, or it is otherwise in the Borough's best interest to do so;
- To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiations and to cancel this RFP with or without issuing another RFP;
- To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the Borough's best interest to do so;
- To reject the proposal of any respondent that, in the Borough's sole judgement, has been delinquent or unfaithful in the performance of any contract with the Borough or with others, is financially or technically incapable or is otherwise not a responsible respondent;
- To reject as informal, non-responsive, or otherwise non-compliant with the requirements of this RFP any proposal which, in the Borough's sole judgement, is incomplete, is not in conformity with applicable law, is conditioned in any way that is unaccusable to the Borough, deviates from this RFP and its requirements, contains erasures, ambiguities, or alterations, or proposes or requires items of work not called for by this RFP;
- To waive any informality, defect, non-responsiveness and / or deviation from this RFP and its requirements that is not, in the Borough's sole judgement, material to the proposal;
- To permit or reject at the Borough's sole discretion, amendments (including information inadvertently omitted), modifications, alternations and / or corrections of proposal by some or all of the respondents following proposal submission;
- To request that some or all of the respondents to modify proposals based upon the Borough's review and evaluation;

- To request additional or clarifying information or more detailed information from any respondent at any time, before or after proposal submission, including information inadvertently omitted by the respondent;
- To inspect and otherwise investigate projects performed by the respondent, whether or not referenced in the proposal, with or without the consent of or notice to the respondent;
- To conduct such investigations with respect to the financial, technical and other qualifications of each respondent as the Borough, in its sole discretion, deems necessary or appropriate; and
- To waive and / or amend any of the factors identified in the RFP as pertaining to the respondent's qualifications.

I) Contract Negotiation and Award:

The Borough reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the contract negotiation and award process resulting from this RFP:

The Borough reserves the right to enter into post-submission negotiations and discussions with any one or more respondents regarding price, scope of services, and / or any other term of their proposals, and such other contractual terms as the Borough may require, at any time prior to execution of a final contract. The Borough may, at its sole election, enter into simultaneous, competitive negotiations with multiple respondents or negotiate with individual respondents seriatim. Negotiations with respondents may result in the enlargement or reduction of the scope of services, or changes in other terms that are material to the RFP and the submitted proposals. In such event, the Borough shall not be obligated to inform other respondents of the changes, or to permit them to revise their proposals in light thereof, unless the Borough, in its sole discretion, determines that doing so is in the Borough's best interest. In the event negotiations with any respondent(s) are not satisfactory to the Borough, the Borough reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other respondents; to enter into negotiations with firms that did not respond to this RFP and / or solicit new proposals from firms that did not respond to this RFP, including but not limited to negotiations or proposals for components of the System, if any, that are deleted by the Borough from the successful proposal or the contract resulting from it. The Borough reserves the right not to enter into any contract with any respondent, with or without re-issue of the RFP, if the Borough determines that such is in the Borough's best interest.

J) Proposal Evaluation

Proposals that the Borough determines are responsive to the RFP will be reviewed by the Borough Council. The Borough, in its sole discretion, may require any respondent to make one or more presentations of its proposal to the selection committee, at no cost to the Borough, addressing its ability to satisfy the requirements of this RFP. The Borough shall not be required, however, to permit any respondent to make such a demonstration.

Cost to the Borough is a material factor, but not the sole or necessarily the determining factor in proposal evaluation. The Borough may, in its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible and qualified respondent submitting the lowest price. The contract will be awarded to the respondent whose proposal the Borough Council determines, in its sole discretion, is the most advantageous to the Borough and in the Council's best interest. The Borough, in its sole discretion, may, but shall not be required to, reject without further consideration the proposal of any respondent that has not demonstrated, in the Borough's sole judgement, that it satisfies the qualifications criteria provided in the RFP. The Borough reserves the right, in its sole discretion and without notice to respondents, to modify this evaluation procedure as it may deem to be in the Borough's interest.

Evaluation factors to be considered by the Borough include, but are not limited to, the following (no particular order of importance, weighting, or other priority is assigned to these factors or reflected by their order in the list):

- Project understanding and soundness of proposed project methodology, including but not limited to the detail and accuracy of the proposed scope and statement of work and implementation plan,
- The respondent's financial and technical qualifications to perform the work required by the RFP, as presented in its proposal and determined by any other investigations conducted or information obtained by the Borough,
- References provided by the respondent, particularly from projects of similar complexity and scope;
- Commitment and ability to complete the project and secure approvals and permits within a reasonable time frame,
- Superior ability or capacity to meet particular requirements of contract and needs of the Borough and those it serves,
- Superior prior experience of applicant and staff,
- Superior quality, efficiency and fitness of proposed solution for the Borough
- Superior skill and reputation, including timeliness and demonstrable results,
- Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served,
- Administrative and operational efficiency, requiring less Borough oversight and administration
- Anticipated long-term effectiveness
- Meets qualifications / prequalification requirements as set forth in this RFP
- Inclusion of M/W/DSBE participation as prime contractors, subcontractors, joint venture partners and employees in respondent's proposal;
- Any other factors the Borough considers relevant to the evaluation of the proposal.

K) Confidentiality, Responsibilities and Non-Discrimination

Confidentiality and Public Disclosure: The successful applicant shall treat all information obtained from the Borough which is not generally available to the

public as confidential and proprietary to the Borough of Ambridge. The successful applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful applicant agrees to indemnify and hold harmless the Borough of Ambridge, their officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgement (including attorney's fees) resulting from any use or disclosure of such confidential and / or proprietary information by the successful applicant or any person acquiring such information, directly or indirectly, from the successful applicant or through this RFP process. By submission of a proposal, applicants acknowledge and agree that the Borough is subject to state and local disclosure laws and, as such, are legally obligated to disclose public documents, including proposals, to the extent required hereunder. Without limiting the foregoing sentence, the Borough of Ambridge's legal obligations shall not be limited or expanded in any way by an applicant's assertion of confidentiality and / or proprietary data.

Prime Provider / Contractor Responsibility: The selected applicant will be required to assume responsibility for all services described in their proposals whether or not they provide the services directly. The Borough will consider the selected applicant as the sole point of contact with regard to contractual matters.

Disclosure of Proposal Contents: Subject to the public disclosure requirements stated above, cost and price information provided in proposals will be held in confidence and will not be revealed or discussed with competitors. All material submitted as part of the RFP process becomes the property of the Borough and will only be returned at the Borough's option. Proposals submitted to the Borough may be reviewed and evaluated by any person other than competing vendors. The Borough retains the right to use any/ all ideas presented in any reply to this RFP. Selection or rejection of a proposal does not affect this right.

Non-Discrimination: the successful vendor, as a condition of accepting and executing a contract with the Borough through this RFP, agree to comply with all relevant sections of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, Section 504 of the Federal Rehabilitation Act of 1973, and the American with Disabilities Act, hereby assuring that:
The provider agency does not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, handicap or disability in providing services, programs or employment or in its relationship with other provider contractors.

L) Miscellaneous

Ambridge Borough reaffirm their right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest. The successful applicant selected will perform a variety of duties as agreed upon in the final negotiated contract. The selected applicant and Borough will finalize the contract terms and conditions. If Ambridge Borough and the selected applicant are unable to agree on

terms and conditions, the Borough may exercise its right to negotiate with other eligible vendors.

M) Project Limit Map: Merchant Street between 4th and 8th Streets

