

Doug McLinko, Chairman
Daryl L. Miller, Vice Chairman
Ed Bustin, Commissioner



Michelle Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

LEGAL NOTICE

Bradford County Commissioners will receive proposals for design and construction management services for the Bradford County Public Safety Center for:

Architectural / Engineering Services
Construction Management

Interested and qualified Architects/Engineers can receive a copy of the official Request for Proposals (RFP) by contacting Michelle Shedden, 301 Main Street, Towanda, PA 18848, (570) 265-1727.

All proposals must be sent to Chief Clerk, Michelle Shedden by 5:00 p.m. on March 22, 2017 to be opened at the regularly scheduled meeting on March 23, 2017 at 10:00 a.m. **Proposals received after this date will not be accepted. Proposals must be delivered to the address above.**

Proposal envelopes shall clearly indicate a "Proposal for Architectural/Engineering or Construction Management Services for the Bradford County Public Safety Center."


The proposing Architect/Engineer or Construction Manager shall be required to meet certain qualifications as set forth in the RFP, which include the following:

1. Experience in design or construction management services of similar public safety buildings including 911/Emergency Communications/EOC/Sherriff's Offices and Planning Commission offices
2. Ability to provide experienced staff
3. Professional Liability, Errors and Omissions or other applicable insurance

All proposals submitted must be firm for a minimum of sixty (60) days from opening. No bidder may withdraw a Proposal within this time. The County may require the full sixty (60) days for review and award of the Proposal.

All contractors must ensure that their employees, candidates for employment and applicants for employment are not discriminated against because of their race, color, creed, sex, age or national origin.

The Board of Commissioners reserves the right to refuse any or all proposals and is not necessarily obligated to accept the low Proposal and waives all irregularities in the process.


Michelle Shedden, Chief Clerk

REQUEST FOR PROPOSALS

ARCHITECTURAL/ENGINEERING (A/E) SERVICES
CONSTRUCTION MANAGEMENT SERVICES

Agency: Bradford County
Project: Bradford County Public Safety Building

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ANNOUNCEMENT Date: February 4, 2017

- A. Bradford County will receive Proposals for the following:
- Architectural/Engineering (A/E) firms for design and construction administration services
 - Construction Management (CM) Services from design through construction
- B. The intended Project is design and construction management of the Bradford County Public Safety Center, located in Bradford County. Interested firms should refer to attachments for a more detailed description.
- C. Interested and qualified firms can submit their Proposals to:
- Bradford County
c/o Michelle Shedden, Chief Clerk
Bradford Commissioners Office
301 Main Street
Towanda, PA 18845
- D. An authorized representative of Bradford County will receive A/E and CM Proposals until 5:00 p.m. on March 22, 2017. **Proposals received after this date and time will not be accepted. Proposals must be delivered to the address above.**
- E. Proposals shall be enclosed in sealed envelopes which clearly indicate the following:
- “Architectural/Engineering Proposal for the Bradford County Public Safety Center”
 - “Construction Management Services Proposal for the Bradford County Public Safety Center”
- F. Proposing A/E or CM firms shall meet certain qualifications set forth in this RFP, which include the following:
1. Experience designing similar buildings (911/Emergency Communications/EOC/Public Safety Centers, Sherriff’s offices and County Planning offices)
 2. Errors and Omissions Insurance
 3. Ability to provide experienced staff

II. INSTRUCTIONS TO PROPOSERS

- A. Preparation of Proposals:
1. The Proposer is expected to comply with all specifications, terms, conditions and instructions contained in this RFP. Failure to do so shall be cause for rejection of the submitted Proposal.
 2. The Proposals shall be prepared with brevity, providing a concise description of the Proposer’s capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness and clarity. Each copy of the Proposal, and all

documentation submitted with the Proposal, shall be bound in a single volume. The Owner will not be responsible for any costs incurred by the Proposer in preparing or presenting their Proposal.

3. Any exceptions to the terms and conditions of this RFP shall be clearly identified. If no exceptions are listed, the Owner will conclude that the Proposal will meet every detail of the conditions stipulated in this RFP.

B. Fee:

The fee for this project shall be evaluated on the basis of the breakout requested in Section VII of this RFP.

C. Submission of Proposals:

Proposals shall be addressed to:
Bradford County
c/o Michelle Shedden, Chief Clerk
Bradford Commissioners Office
301 Main Street
Towanda, PA 18845

D. Number of Copies:

The Proposer shall furnish one (1) electronic copy (Adobe PDF) and three (3) printed copies of their qualifications.

E. Coordination

A/E and CM will need to coordinate with AMP Global Strategies for data, power and UPS requirements as well as technology systems connections in the new Emergency Management Services Facility. Contact Alan M. Pugh, Sr. at AMP Global Strategies, 90 N. Pioneer Avenue, Shavertown, PA 18708. Phone 570-696-3100; Cell 570-760-1200; Fax is 570-696-3333; Email is alan.pugh@ampgs.com.

III. ARCHITECTURAL/ENGINEERING FIRM QUALIFICATIONS

The proposing A/E firm shall possess the following qualifications:

- A. Knowledge of current applicable ordinances, statutes and codes related to complex land development building projects in Pennsylvania. Experience with Bradford County is beneficial.
- B. Knowledge of current applicable recommendations related to Federal Emergency Management Agency (FEMA) requirements for critical building projects.
- C. Experience in the design of 911 Emergency Communication facilities as well as Emergency Operations Centers (EOCs).

- D. Experience in the design of Public Safety Buildings to include law enforcement, emergency operations and emergency medical response.
- E. Maintains Professional Liability Insurance.
- F. Ability to prepare and submit to appropriate State and Local approval agencies all necessary documents in proper form and in a timely manner.
- G. Experience in designing a facility with appropriate technology, AV and EOC integration capabilities which is inclusive of appropriately hardened, redundant and secure buildings/campuses.
- H. Experience in the design of complex facilities and ability to work with a Construction Manager.
- I. Experience working in Northeast PA and Bradford County.

IV. REQUIREMENTS OF THE SELECTED ARCHITECTURAL/ENGINEERING FIRM

The proposing A/E firm shall fulfill the following project responsibilities:

- A. Participate as a responsible, cooperative and contributing member of the design and construction team.
- B. Manage and complete design within the defined time schedule, approved budget and the quality guidelines.
- C. Represent the best interests of the Owner in the performance of services toward the expeditious and efficient completion of the project.
- D. Work in a coordinated fashion with the County Public Safety Director, the County and its stakeholders and consultants – i.e., AMP Global Strategies (see Section VII).

The selected A/E firm shall provide the following services in conformance with the AIA B101-2007 (modified specifically for this project):

1. Specialized Public Safety EOC/911 Consulting
2. Architecture
3. Structural engineering
4. Mechanical electrical, plumbing, fire protection design, data and security systems design
5. Civil engineering
6. Project master schedule for design
7. Constructability reviews, construction cost estimating and supply chain management
8. Transition planning coordination with the County
9. Construction administration and observation services
10. Land development approval process shall be provided by the selected A/E firm

V. CONSTRUCTION MANAGEMENT FIRM QUALIFICATIONS

- A. The minimum qualifications that will be considered by the County as a basis for selection of a construction manager are as follows:
1. Responding firms must have a minimum of five years experience providing professional construction management services as described in the RFP.
 2. Firms' prior experience as a construction manager should include at least five completed projects. Firms must demonstrate prior experience as a construction manager. Prior experience as a construction manager for Counties will be a major consideration.

Only firms that meet or exceed the above-referenced minimum selection criteria set forth by the County will be seriously considered. The selected CM firm shall not bid or perform any of the trade construction work.

- B. List your firm's current projects including name, contract amounts and completion dates.
- C. Describe your financial and staff capability.
- D. Explain your management plan and how you will staff the project.
- On site (*Designate specific personnel committed to this project*)
 - Home office

Please provide details regarding your understanding of the Scope of Services required and the approach your firm would use to achieve the County's objectives. Explain how the firm will keep the project on schedule and how the firm plans to coordinate and phase the work so as to minimize disruption to the Owner's operations. Outline methods and techniques used in the past by the firm to contain and reduce project costs. Also provide software capabilities and project tracking methods.

- E. Provide three (3) references for similar size projects where your firm was the construction manager of record and three references with past experience with three different A/E firms engaged in similar work.
- F. Explain your insurance coverage.
- G. The financial costs to the County should be on a fixed sum cost proposal contract basis, and not a fee plus services or an hourly/daily basis. Costs of all transportation, insurance, vacations, meals, etc. should be included in the proposal. The County will provide adequate on-site temporary office space with desk and file cabinets. The CM shall provide a telephone (including long distance capability), fax, copier and office supplies. No billing for incidental expenses will be allowed during the course of the project, however a detailed breakdown of your fixed sum cost proposal is required.

VI. REQUIREMENTS OF THE SELECTED CONSTRUCTION MANAGEMENT FIRM

The scope of services that the construction manager is to provide during the pre-construction, construction and post construction phases of this project shall include, but not be limited to the following:

Pre-construction:

- *Work with Architect and Owner to prepare project General Conditions and phasing plans to be included in contract documents.*
- *Provide independent, in-house project cost estimates at the completion of the following phases.*
 - *Schematic*
 - *Design Development*
 - *Construction Documents/Pre-bid*
- *Develop construction-phasing and staging schedule to be included in the contract documents.*
- *Review construction documents and offer value engineering and constructability recommendations prior to establishing bid date.*
- *Sub-divide the Scope of Work by prime contract category to be included in the contract documents.*

Construction Phase and Closeout:

- *Establish and maintain an on-site office in office space provided by the County.*
- *Provide start-up assistance.*
- *Notify Architect and Owner of any deviation from the contract documents.*
- *Coordinate all utility interruptions with the County and other local municipalities as needed.*
- *On-site, continuous day-to-day inspection and supervision of all work in process including second shift, holiday and weekend work. There will be no additional compensation for weekend, holiday or second shift work. Fee should be included in base proposal.*
- *Ensure that contractors follow all Laws, Statutes, Codes and Regulations as well as all County Policies and Procedures during construction and maintain required exit pathways.*
- *Coordinate all site stored material locations and contractor staging.*
- *Coordination of all contractors' activities.*
- *Coordinate and supervise a weekly site clean-up inside and outside the campus.*
- *Participate in meetings called by Owner regarding issues with performance of underlying agreements.*
- *Act as liaison between contractors, the Owner and their designated representatives.*
- *Monitor the quality of the work and verify compliance with plans and specifications. Identify poor quality and non-conforming work for correction by contractors.*
- *Greet, escort and log all authorized visitors to the site. Prevent unauthorized visitors from entering the site.*
- *Review contractor safety procedures on an on-going basis.*

- *Solicit, review and approve construction schedules.*
- *Review with owner before validating any Time and Material (T&M) work. Certified payroll reports and materials invoices for all T&M work must be submitted with any change order or allowance payment request.*
- *Review with owner and then architect contractor payment applications for progress verification.*
- *Review contractor change requests and proposals and make recommendations to the Commissioners.*
- *Monitor construction schedules and initiate corrective actions with contractors to remain on schedule.*
- *Prepare and maintain a master project schedule.*
- *Log and monitor all requests for information (RFI's).*
- *Maintain a daily log of activities on the jobsite.*
- *Log and maintain all project samples on site.*
- *Coordinate and monitor all required site and material testing during construction.*
- *Notify Architect in advance of required construction and testing observations to be witnessed by Architect or Engineers.*
- *Coordinate and chair required contractor site meetings and distribute meeting notes.*
- *Coordinate and chair bi-weekly progress meetings and distribute meeting notes.*
- *Coordinate and chair bi-weekly OACM (Owner, Architect, and Construction Manager) meetings.*
- *Prepare and present progress reports to the County in a format agreed to by both parties.*
- *Maintain documentation and photographs of project progress.*
- *Monitor the progress of all project record drawings and initiate corrective actions with contractors to keep record drawings current.*
- *Maintain a file of all project documentation to be given to Owner at project completion.*
- *Coordinate building occupancies and construction phasing.*
- *Prepare and execute CM punch list and have completed prior to calling for Architect to prepare theirs.*
- *Coordinate punch list inspections and execution of punch list items.*

VII. PROPOSED PROJECT DESCRIPTION

Bradford County plans to retain an A/E Public Safety Design team and Construction Manager to provide services for a new County Public Safety Center. This facility would be a specialized project serving the various emergency response organizations, local industry, and municipal government in the County/Region to include fire, medical, law enforcement and planning commission at a minimum.

The County Emergency Management Agency (EMA), the County Sherriff's Department and the County Planning Offices would be the master tenants and the County would migrate its Emergency Operations Center (EOC) to this facility. In addition to the above, the facility and proposed site would incorporate various training components to include classroom technology and public meeting rooms.

Currently the proposed site has an existing one-story wood structure that is to be demolished prior to construction of new facility. Limited

Of significance to the County and this project is the need to plan and design a state-of-the-art facility for the County's EOC. The facility shall be designed to operate in the event of a natural or manmade emergency event. As such a hardened, resilient, secure and technologically capable facility is envisioned.

The facility shall also provide space for the relocation of the County's Sherriff's Department and the County's Planning Department. The building shall have a public meeting room and training classrooms.

The County has a preliminary conceptual design with approximate square footage requirements, attached as Exhibit 1 (SK-1, SK-2 and SK-3). The conceptual plan shows all of the departments on one floor. Storage space for the Sheriff's Department, Planning Department and EMA is also required, approximately 7,500 square feet.

Limited public water is available across Route 6 from the site. Public sewer is available, however, a lift station may be required. 3-phase electrical service is available.

Upon approval of the site design in concert with schematic design, the consultant would complete the balance of design in preparation for construction and permitting documents. Once the County accepts these documents, the consultant team would assist with bid and award and move into the contract administration phase (construction) of the project. This step may be repeated multiple times depending on how the project is phased.

The selected A/E team will provide the following:

- Public Safety 911/Emergency Communication and Emergency Operations Planning and Design Expertise
- Architecture
- Structural Engineering
- Mechanical, Electrical
- Plumbing & Fire Protection
- Data & Security System Design in collaboration with AMP Global Strategies. A/E and CM will need to coordinate with AMP Global Strategies for data, equipment power or building power and infrastructure design as part of their Scope of Work.
- Civil Engineering/Land Development Approval
- Constructability Reviews, Construction Cost Estimating and Supply Chain Management
- Construction Contract Administration and Construction Observation
- The RFP provides a standard form to provide fees for services. Sub-consultants must be priced separately. AMP Global Strategies is under separate contract with Bradford County and does not need to be included in fees for A/E and CM services.

VIII. PROPOSED PROJECT SCHEDULE

A schedule has been developed for the project. Adherence to the schedule is a primary goal of this RFP. The proposed project schedule is as follows:

- A. RFP Issued: February 4, 2017
- B. Proposals Due: March 22, 2017
- C. The County anticipates hiring an architect on or about April 13, 2017.
- D. The County anticipates hiring construction management services on or about April 13, 2017.

IX. PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

The Proposer shall provide clear and concise answers to the following RFP requirements in a letter format. Brevity is expected. Proposal content requirements are as follows:

- A. Cover Letter including the following:

- Proposal clearly indicating submission for A/E services or CM services
- Firm Identification including:

Firm Name

Address of office where the work will be conducted

Phone Number

Fax Number

Designated Project contact

Contact e-mail address

Number of years the firm has been in business

- Firm Overview

Provide a brief description of your firm(s), including the number of years providing architectural and site/civil engineering services. Describe the firm's operating philosophy. Include a statement describing the firm's recent experience working with county government and training facility/EOC design. Also describe the firm's experience working in the Marcellus Shale region and in particular Bradford County.

- Subconsultants

If outside (sub) consultants are utilized to perform any of the A/E services described in Section IV of this RFP, the Proposer must list these firms and describe the services they will provide for the Proposer.

B. Team Organization and Resumes

Provide an organizational chart that illustrates the role that key team members will play in this project. Provide a resume for all key team members. Key team members include the Principal-in-charge, Project Manager, Project Architect, and the key team members of each consultant discipline correlating to these same positions.

C. Firm Experience

Provide the following information on similar completed projects of a comparable nature, including EOC or critical facilities design projects completed in the last five (5) years. Provide this information for no less than three (3) and no more than five (5) projects.

Name of the Project

Location of the Project

Photography of the Project

Construction Cost

Year the Project was completed

Name of Owner's representative with address and telephone number

D. Ability to Complete Projects within Budget and Schedule Requirements

Choose not more than three (3) projects listed above that are most similar to this project and provide the following additional information:

Owner's Construction Budget

Architect's Construction Estimate

Total Contract Award

Scheduled months for construction activities

Actual months for construction activities

E. Summary Statement

Provide a summary statement of not more than one (1) page that summarizes the reasons you feel your firm is best suited for this project.

F. References

List not more than five (5) client references. Provide Owner name, contact name, address, telephone number and e-mail address.