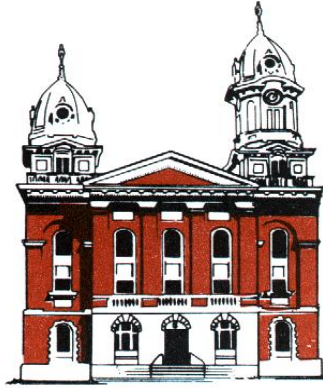


REQUEST FOR PROPOSALS PACKET

“Human Services Complex Comprehensive Building Review”



COUNTY OF VENANGO

Courthouse Annex
1174 Elk Street
Franklin, PA 16323

Phone: 814/432-9508

Fax: 814/432-4741

BOARD OF VENANGO COUNTY COMMISSIONERS

Timothy S. Brooks, Chair

Troy A. Wood

Janet D. Beichner

Issued: February 22, 2010

Deadline: March 12, 2010

BACKGROUND

The County of Venango is soliciting for proposals from qualified architectural engineering firms for a comprehensive building review at the Venango Human Services Complex, 10 Dale Avenue, Franklin, PA 16323. The Request for Proposals will be sent to engineering firms within the northwest PA region, and will be advertised on the County website (www.co.venango.pa.us). The County will allow a minimum of two weeks for the consultants to respond.

SCOPE OF WORK

All firms shall submit a bidder's qualification statement. The disciplines to be evaluated and analyzed at the Human Services Complex include:

- 1) General Construction – Physical condition of the building:
 - a. Foundations
 - b. Floors
 - c. Walls
 - d. Ceilings
 - e. Roof/Downspouts/Gutters
 - f. Energy Efficiency
- 2) Plumbing System
- 3) HVAC Systems
- 4) Electrical System
- 5) Code Review
 - a. Egress, Emergency Exits, ADA Compliance, etc.
- 6) Overall sight evaluations
 - a. Address current storm water issues

The County will provide the following documents as part of the RFP Packet:

- 1) Floor Plans
- 2) Current lay-out of offices within the structure
- 3) Studies performed on the structure
- 4) Lease Agreement
- 5) Certificate of Occupancy & Use

A pre-proposal conference will be held at the Human Services Complex with the perspective firms on March 1, 2010, to begin at 10:00 a.m. This will give each proposer the opportunity to tour the building and meet with County representatives to discuss the project and ask questions that may assist in the preparation of your proposal.

Upon award to the successful firm, work is anticipated to begin within 2 weeks and to be completed within 4 weeks to include a detailed report outlining your evaluation of the disciplines listed above. Your report shall include, but not be limited to:

- a. The specific system being evaluated
- b. The current condition of the system
- c. The advantages/benefits of the system
- d. The deficiencies/risks of the system
- e. Your recommendations to improve/repair the system
- f. The cost associated with those repairs/replacement

The perspective firm shall meet with County officials, in the Commissioners Conference Room at the Courthouse Annex, to present a pre-final review and a final review report on the project.

The final copies of the Comprehensive Analysis Report shall be signed by a registered architect and a Registered Professional Engineer licensed to practice in Pennsylvania.

GENERAL CONDITIONS

- A. No verbal instructions or verbal information to perspective firms will be binding on the County. The written specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. Should any alterations to the specifications be made in the form of written addenda which will be mailed and/or faxed to all bidders, these addenda shall then be considered to be part of these specifications.
- B. Submission of a proposal will be considered as conclusive evidence of the firm's complete examination and understanding of the specifications.
- C. The County reserves the right to reject any or all proposals; the right to request additional information from any proposer; the right in their sole discretion, to accept the proposal considered most favorable; and the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interest of the County of Venango.

The County reserves the right to negotiate with proposers to establish variations from the original proposal(s), including proposed cost, which may be in the best interest of the County.

- D. The award will be made to that responsive and responsible firm whose proposal will be most advantageous to the County, price and other factors considered, such as delivery time, quality, service, etc. The award may or may not be made to the firm with the lowest cost.

- E. The proposer will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or handicap. The proposer will take affirmative action to ensure that applicants are employed without regard to race, color, religion, sex, age, handicap, or national origin. Bidders will take steps to insure employees are treated during employment without regard to race, color, religion, sex, age, handicap or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Contract Termination

A contract may be canceled by the County of Venango by giving the Vendor thirty (30) days written notice of intent to cancel.

Indemnification

The vendor shall assume the defense of and indemnify and hold harmless the County, their officers, agents and employees from and against all claims, demands, actions, suits and proceeding by others and against all liability, both negligent and non-negligent, arising directly or indirectly out of the actions of the Firm/Proposer in their performance of this contract.

General Liability

Coverage shall include General Liability, Professional Liability (Errors and Omissions) and Workers' Compensation in amounts of not less than \$1,000,000.

The proposer shall provide thirty (30) days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.

The proposer shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(ies) to bind coverage on its behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage shall be attached.

Hold Harmless Clause

The Proposer shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the County, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or

from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The Proposer agrees that this clause shall include claims involving infringement of patent or copyright.

At no time shall the Proposer permit any mechanics or similar liens to attach to the County's premises on account of labor or material furnished to the Proposer or claimed to have been furnished to the Proposer, in connection with its work hereunder.

Proposals

A total of five (5) proposals are to be submitted in a sealed envelope and should include the following information in the order detailed:

- 1) Title Page - List the RFP subject, the name of the firm, the local address, telephone number, name of the contact person and date.
- 2) Table of Contents - Include a clear identification of the material included in the proposal by page number.
- 3) Letter of Transmittal - Make a positive commitment to perform the required work within the time period requested. Also, give the name(s) of the person(s) who will be authorized to make representation for your firm, their title, and telephone numbers.
- 4) Profile of Proposer - State whether your firm is local, national or international in size. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office. Briefly describe the range of activities performed by the local office.
- 5) Summary of the Proposer's Qualifications - Describe the recent local and/or regional professional experience similar to the type requested in the proposal and give the names and telephone numbers of client officials who might be contacted regarding your firm's work. At least three (3) references are requested. Experience with Pennsylvania governmental entities (County and local governments) is preferred.

Provide a brief resume for each of the persons to be assigned. At a minimum, detailed information should be provided for the consultant in charge of the project and any other professional staff who will be assigned to assist in the field work. Resumes should include educational and professional experience with particular emphasis on consultation to governmental units.

- 6) Compensation - The lump sum fee to complete the proposed project.

- 7) Billings and Payment Terms – Upon satisfactory completion of the project and the receipt of the comprehensive analysis report of the Human Services Complex to the County Commissioners, the proposer may submit an invoice to the County. Payment shall be made within 30 days of submission.

Evaluation of the Proposal

In general, the Proposals will be evaluated in terms of: (1) the Proposer's demonstrated understanding of the Municipal Governments' requirements and plans for meeting them; (2) the professional qualifications and related experience of the persons assigned to the engagement; and (3) the prior experience and reputation of the proposer in performing engineering work for other county and municipal governments.

An award will be made to the firm, which in the opinion of the County, submitted the most beneficial proposal, cost and other factors considered. The County of Venango reserves the right to reject any and all proposals submitted and to request additional information from proposers.

Notice is also given of the possibility that an award may be made without discussion or after limited negotiations. It is, therefore, important that all proposals contain the most favorable terms possible, and should be complete in all respects.

Proposal Submission

Five (5) copies of the sealed proposal must be submitted **no later than 12:00 noon on Friday, March 12, 2010 to:**

County of Venango
Denise W. Jones
Chief Clerk/County Administrator
1174 Elk Street – P.O. Box 831
Franklin, PA 16323

The proposals, including the fee/cost information must be submitted in a sealed envelope clearly marked on the outside "RFP 2010-02, COMPREHENSIVE ANALYSIS OF THE COUNTY HUMAN SERVICES COMPLEX PROPOSAL".

- Proposal must be mailed or hand delivered. No faxed or electronically mailed proposals will be accepted.
- Proposals will be handled confidentially by the County during the pre-award process.
- The County will not be responsible for any expenses incurred by a Proposer in connection with this procurement.

Questions

Any questions concerning this Request for Proposal should be directed to Chief Clerk/County Administrator Denise Jones. Her contact information is:

Phone: 814/432-9508

Fax: 814/432-4741

Email: djones@co.venango.pa.us