REQUEST FOR PROPOSALS
FOR
PROFESSIONAL ARCHITECTURAL SERVICES
FOR
JANE E. DELONG MEMORIAL HALL
ROOF REPLACEMENT PROJECT
7 CHURCH STREET
WASHINGTONVILLE, PA 17884

Proposals Solicited by:

Jane E. DeLong Memorial Hall Association
7 Church Street
Washingtonville, PA 17884
REQUEST FOR PROPOSALS

The Jane E. DeLong Memorial Hall Association is requesting proposals for the purchase of professional Architectural services. These services include all necessary design and specifications needed for bidding and contracting roof replacements of the Jane E. DeLong Memorial Hall building, as well as the Association’s adjacent storage building. Both buildings are located at 7 Church Street, Washingtonville, PA 17884. Complete proposal details, including the required proposal format, may be obtained by contacting Tyler Dombroski, SEDA-COG, 201 Furnace Road, Lewisburg, PA 17837, (570) 524-4491 or tdombroski@seda-cog.org.

Proposal details are also available at www.seda-cog.org – News, Notices, Publications.

Proposals will be accepted until 3:45 p.m. prevailing time, Friday, March 31, 2017, at which time they will be publicly opened at SEDA-COG, 201 Furnace Road, Lewisburg, PA 17837. Proposals shall be on the forms required, sealed and clearly marked on the outside, "Architectural Services Proposal," and submitted to Tyler Dombroski, SEDA-COG, 201 Furnace Road, Lewisburg, PA 17837.

Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.
REQUEST FOR PROPOSALS

JANE E. DELONG MEMORIAL HALL
ROOF REPLACEMENT PROJECT

7 CHURCH STREET
WASHINGTONVILLE, PA 17884

The Jane E. DeLong Memorial Hall Association proposes to use a recently approved Community Development Block Grant for roof replacements of the Jane E. DeLong Memorial Hall building as well as the Association’s adjacent storage building. Both buildings are located at 7 Church Street, Washingtonville, PA 17884.

The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project from preliminary design to final inspection. It should be recognized by all proposers that the Scope of Services included herewith might exclude some minor, incidental Architectural responsibilities not currently identifiable.

Proposals shall include the attached “Standard Architectural Estimate” and be submitted to: Tyler Dombroski, SEDA-COG, 201 Furnace Road, Lewisburg, PA 17837. All proposals shall be sealed and clearly marked on the outside, "Architectural Services Proposal," and must be received by 3:45 p.m. prevailing time, Friday, March 31, 2017, at which time they will be publicly opened at SEDA-COG, 201 Furnace Road, Lewisburg, PA 17837.

Questions regarding this proposal should be directed to Tyler Dombroski, SEDA-Council of Governments, 201 Furnace Road, Lewisburg, PA 17837, Phone (570) 524-4491.
PROJECT DESCRIPTION

The Jane E. DeLong Memorial Hall is located at 7 Church Street, Washingtonville, PA 17884. This building, built roughly around 1852, once served the community as a Presbyterian church. When the congregation disbanded in 1929, local philanthropist Frank E. DeLong purchased the building with the intent to turn it into a public community hall. This building has served Washingtonville as a community facility for nearly 90 years while still maintaining its 19th century Presbyterian church façade.

In recent years, the roof of the Jane E. DeLong Memorial Hall has aged to a point that it needs to be replaced. Additionally, siding around the roof’s steeple has become detached to the point that pieces have started to blow off during moderate to severe wind events. The combined age of the deteriorated roof, as well as its associated siding on the steeple, have made the building routinely susceptible to wind and water damage.

Adjacent to the Jane E. DeLong Memorial Hall is its storage building. This building is believed to be roughly 100 years old. Its roof is also in particularly poor condition and is unable to adequately protect the building’s interior contents.

The Association proposes to install new roofs for both structures, as well as make necessary replacements to the siding around the steeple of the Jane E. DeLong Memorial Hall. It is anticipated that both buildings use 24 gauge standing seam metal roofing. Both roof replacements, as well as the installation of the new, necessary siding, must be similar in character to the existing roofs and appurtenances. All work must comply with the International Building Code, as well as the Pennsylvania Uniform Construction Code.

SITE VISIT

A site visit is scheduled for Friday, March 10, 2017. The site visit will commence at 1:00 p.m. Attendance at this site visit is not mandatory to submit a proposal on this project.

PROJECT DESIGN

The Architect shall prepare all necessary design plans, drawings and specifications to be used for the construction of the improvements, and should therefore be complete in detail and contain all necessary information. Drawings shall conform with standard professional practice and consist of all architectural drawings, including profiles and sections, plot and site plans, and all else necessary to illustrate the interest and scope of the work. Working drawings shall be prepared for structural, hydraulic, mechanical, electrical, and all other branches of the construction work.

The Architect shall investigate any existing systems affected by the proposed project, identifying options, and advising the Jane E. DeLong Memorial Hall Association in the most appropriate method of modifying the systems as part of the design of this project. Plans and specifications shall be developed in such a manner to delete and add segments should the project costs be over or under budget.

All permits, plans, or surveys which may be necessary to define the scope of the work, or for the performance of the project, shall be the responsibility of the Architect. The proposal shall
include a list of those permits currently anticipated as necessary, identifying actual permit fees that shall be reimbursable by the Jane E. DeLong Memorial Hall Association. Survey work required for easements/rights-of-way should not be necessary, and therefore, is not a part of this proposal. Federal Environmental Reviews, State Historic Preservation Office Review, and Archaeological Reviews are not a part of this proposal.

Assistance from the Architect is necessary for SEDA-COG and the Jane E. DeLong Memorial Hall Association to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this proposal shall include three (3) design phase meetings, at which the Architect is expected to be in attendance. These meetings shall be conducted during the design and construction specifications phase, at the convenience of the Jane E. DeLong Memorial Hall Association, and shall include the following:

- A kick-off meeting
- Preliminary design and cost estimate review meeting
- A meeting to present the final design and receive approval to advertise

The Jane E. DeLong Memorial Hall Association may request, and the Architect may suggest, additional meetings. Accordingly, proposers should indicate their intention to do so in the narrative of their proposal. Any cost associated with additional meetings shall be included on the “Standard Architects Estimate” form.

A project design schedule must be included as part of this proposal indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by Jane E. DeLong Memorial Hall Association. It is understood that changes in the project scope or nature may affect this schedule.

Upon completion of the preliminary design, and again when requesting approval of the final design, the Architect shall prepare and provide to Jane E. DeLong Memorial Hall Association an opinion of probable construction costs utilizing an itemized bid schedule.

**PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING**

The Architect shall prepare all construction contract documents, including but not limited to, bid schedule, bond forms (bid, performance, payment), construction specifications and agreements, compliance forms, etc. The Architect shall be responsible for coordinating the bidding process, including printing and distributing up to ten (10) sets of bid documents, publishing the required advertisements and management of any required deposits or payments. Costs for this portion of the work shall be borne by the Architect, except that the actual costs for legal advertisements will be reimbursed by the Jane E. DeLong Memorial Hall Association. Insofar as federal CDBG monies are being used in the project, forms and procedures meeting the requirements of the PA Department of Community and Economic Development shall be used in the contracting documents. SEDA-COG shall facilitate this process by providing model bidding documents for use by the Architect.

In addition, the Architect will assist the solicitor throughout the project including, but not limited to, the preparation of documents involving architectural matters and preparation of contract documents for the solicitor’s opinion, a review of the bid documents, conformity with the specifications, and requirements, as well as a formal recommendation of bid award. The Architect is also responsible to manage the construction contract award process, including
issuance of the Notice of Intent to Award, execution of the agreements, Award, Notice of Start of Construction, Substantial Completion, Final Inspection, and Completion.

**CONSTRUCTION SUPERVISION**

The Architect is expected to furnish customary architectural advice and assistance necessary to enable the Jane E. DeLong Memorial Hall Association to readily understand the project. The Architect shall visit the construction site to observe progress and quality of work, to determine if work is proceeding in accordance with contract documents, to keep the Jane E. DeLong Memorial Hall Association informed of progress, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents. The Architect shall serve as the Jane E. DeLong Memorial Hall Association representative at the project site, issuing all instructions to the contractors and preparing any change orders.

The Architect will check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which contractors are required to submit to ensure conformity with project design, concept, and requirements. The Architect, in accordance with accepted professional standards and practice, shall review contractors’ payment requests and approve, in writing, payment to the contractors in such amounts. The Architect will also conduct, in the company of the owner and the contractor, a final inspection of the project for conformity with design, concept, and contract documents. When the project is complete, the Architect will correct all drawings to show construction and installation as actually accomplished, and will furnish one (1) set of full size “As Built” prints and one (1) electronic copy to the Jane E. DeLong Memorial Hall Association.

These services, to be provided by the Architect, do not infer resident inspection services. The Architect is expected to visit the project site during construction, not less than once a week. Comprehensive design, inspection of work and compliance with specifications is of utmost importance to a successful and timely project completion. Accordingly, the Architect shall indicate with what frequency field visits will be provided. As a part of this proposal, it is the Architect’s responsibility to estimate the project duration in order to calculate the number of construction supervision site visits. Should the project take less or more time than anticipated, no adjustment to the costs for project supervision will be considered.

**ADDITIONAL SERVICES OF ARCHITECT**

Where participating state and/or federal agencies require reports relating to construction, the Architect shall prepare and submit such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

**TERMS OF PAYMENT**

The Architect will be required to enter into a written Professional Services Agreement with the Jane E. DeLong Memorial Hall Association, which will incorporate the information contained in this Request for Proposals. The Architect will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this proposal. Payment shall be made to the Architect on a monthly basis.
Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts. Payment shall be expressly contingent upon receipt of funds from the Department of Community and Economic Development.

**MBE/WBE GOALS**

It is the public policy of Montour County to promote the opportunity for full participation by Minority and Women’s Business Enterprises (“MBE’s” and “WBE’s”) and Section 3 business concerns in all projects receiving federal funds from the United States Department of Housing and Urban Development, which are administered by the Pennsylvania Department of Community and Economic Development.

Montour County has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG, ESG, and/or HOME funding.

**SECTION 3 GOALS**

The Montour County Board of Commissioners has adopted a Section 3 Action Plan in accordance with Title 24 Part 135 Code of Federal Regulations. As such, at least three percent (3%) of the total dollar amount of all non-construction Section 3 covered contracts shall, to the greatest extent feasible, be awarded to Section 3 business concerns.

The purpose of Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing; and to business concerns which provide employment opportunities to low- and very low-income persons, as summarized in the “Section 3 Clause”, herein incorporated. The “Section 3 Clause”, in its entirety, can be located in the Federal Code of Regulations 24 CFR Part 135.

The parties, if awarded this contract, agree to comply with HUD’s regulations in 24 CFR Part 135, which implement Section 3. The parties certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

If awarded the contract, the proposer, agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The proposer will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

The proposer will certify that any vacant employment positions, including training positions, that are filled were not filled to circumvent the contractor’s obligations under 24 CFR Part 135.

Noncompliance with HUD’s regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
PROPOSAL SUBMISSION AND EVALUATION

Three (3) copies of the proposal must be submitted to:

Tyler Dombroski
SEDA-Council of Governments
201 Furnace Road
Lewisburg, PA 17837

Proposals must be received no later than Friday, March 31, 2017, at 3:45 p.m. Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.

Proposals will be reviewed and evaluated by the Jane E. DeLong Memorial Hall Association and SEDA-COG. The evaluation will include the following areas in order of relative importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals.
- Relevant experience and past performance including but not limited to historic rehabilitation and renovation projects.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Proposer’s commitment to the obligations of Montour County Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.
- Proposer’s commitment to the obligations of Montour County Section 3 Business Action Plan.

Note: Cost is only one of several criteria to be considered in evaluating proposals. Accordingly, SEDA-COG will not publish proposal cost summaries. Proposers are, however, invited to attend the opening.
REQUIRED INFORMATION

Each proposer shall provide all information herein requested. Further, no proposal will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of two (2) references where similar architectural services have been performed during the past three (3) years. These projects should be similar in design and scope. If the proposer is an MBE/WBE or Section 3 business concern, a certification form shall be submitted with the proposal attesting to the firms’ status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the proposers must submit documentary evidence of MBE/WBE and Section 3 business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE’s or Section 3 business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the Section 3 and MBE/WBE requirements are not triggered.

The Jane E. DeLong Memorial Hall Association reserves the right to accept or reject any and all proposals or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.
STANDARD ENGINEERING ESTIMATE

FIRM NAME: ________________________________

ADDRESS: ________________________________

TELEPHONE: ______________________________

REPRESENTATIVE: __________________________

I. Project design, specification, bidding, and other architectural services $________________________

II. Project construction supervision $________________________

Indicate project duration and frequency of visits below.

______________________________________________________________________________________________

TOTAL LUMP SUM: $________________________

Additional Meetings:

Lump sum cost for additional meetings if requested by Jane E. Delong Memorial Hall Association $________________________

I, ________________________________, a licensed professional Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the Jane E. Delong Memorial Hall Association’s Request for Proposals, and I/we am/are prepared to provide the required services for the above costs.

______________________________________________________________________________________________

(SEAL)

ATTACH A MINIMUM OF TWO (2) PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE.
ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.
Goals of 5% for minority business enterprise and 3% for women business enterprise participation have been established.

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<tr>
<th>Name of Proposer:</th>
<th>Project Name:</th>
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<td>JANE E. DELONG MEMORIAL HALL ROOF REPLACEMENT</td>
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<tr>
<th>Email Address:</th>
<th>Telephone Number:</th>
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List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

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<tr>
<th>Company Name &amp; Telephone Number</th>
<th>MBE* (enter code from below)</th>
<th>WBE *(X)</th>
<th>Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project</th>
<th>Total Dollar Amount of Quote Received <em>(Please mark NR if no response was received)</em></th>
<th>Total Dollar Amount Awarded <em>(If not awarded indicate reason)</em></th>
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Prepared By:  
Title:

* Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans
MINORITY AND WOMEN BUSINESS ENTERPRISE PROPOSER CERTIFICATION

The submittals of each proposer are subject to review to determine whether the proposer has discriminated in the selection of manufacturers, subcontractors and suppliers. If a proposer has met the goals for MBE/WBE participation, the proposer will be presumed not to have discriminated in their selections.

Where the goals are not met, the below statements, if accurate, shall be certified by the proposer:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.

2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.

3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

________________________________________
Company Name

________________________________________
Signature                        Date
MINORITY AND WOMEN’S BUSINESS CERTIFICATION

As principal owner of ________________________________________, I certify that this
(MBE/WBE Firm Name)
firm is a bona fide Minority/Women Business Enterprise owned business.

I further certify that this firm was subcontracted by __________________________
for work on the Jane E. Delong Memorial Hall Roof Replacement in the amount of $___________.

_________________________________________  ________________________________
Date                                               Signature/Title
### SECTION 3 CONTRACT SOLICITATION AND COMMITMENT STATEMENT

Minimum Participation Levels (MPL): Section 3- 10% construction & 3% non-construction
Section 3- 30% aggregate new hires

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List those Section 3 business concerns from which you solicited quotes or which contacted you and gave you quotes in regard to this invitation for bid.

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<th>Company Name &amp; Telephone Number</th>
<th>Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project</th>
<th>Total Dollar Amount of Quote Received (Please mark NR if no response was received)</th>
<th>Total Dollar Amount Awarded (If not awarded indicate the reason)</th>
<th>IF NO COMMITMENT WAS MADE TO A SECTION 3 BUSINESS- EXPLAIN</th>
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Preparers Signature:  

Title

(1) Indicate whether Section 3 Business Concerns were solicited for each type of work the bidder expects to subcontract for and for all materials which the bidder expects to procure and, if not, the reason(s) why no such solicitation was made;

(2) Indicate the reason why a Section 3 Business Concern has not been committed to for a type of subcontract work or materials in any area where a quote was received from a Section 3 Business Concern, and;

(3) In any case where no quotations are received or commitments made to a Section 3 Business Concern, indicate that no quotes were received, and if there is another reason for no commitments being made, the reason for the lack of commitments.
SECTION 3 BUSINESS CERTIFICATION

As principal owner of ________________________________, I certify

(Section 3 Business Concern Name)

that this firm is a bona fide Section 3 owned business.

I further certify that this firm was subcontracted by _________________________

for work on the Jane E. Delong Memorial Hall Roof Replacement in the amount of

$______________.

________________________________________  ______________________________
Date                                           Signature/Title