

January XX, 20XX

Request for Proposals from Architectural Firms XYZ Township Public Works Facility

XYZ Township retained ABC Engineering and DEF Architects to prepare a preliminary site and building concept layout for the proposed new Public Works Facility. DEF Architects also prepared a preliminary program and outline specifications for the building. ABC Engineering performed sufficient site surveying to prepare the required Existing Features Plan component of the Land Development Plan. Site topography was also produced. This previous work is available to proposers to utilize in the preparation of proposals and to the eventual awarded Civil Engineer and Architect as baseline information for the design of the facilities. Neither ABC Engineering nor DEF Architects is eligible to submit proposals for the design of the project.

The Township has also had discussions with PA DEP regarding the development of this site since it was formerly used as a sewage treatment facility. Evaluation of monitoring wells determined that no adverse impact was observed on the groundwater. PA DEP does not have any issues with using the site for the intended purpose.

The Township will contract separately for Site Civil Engineering services to include any supplemental surveying, landscape architecture, traffic engineering, and environmental services, if required. The Architectural Firm will provide architectural and interior design; mechanical, electrical, plumbing and fire protection engineering; structural engineering; geotechnical engineering; and cost estimating for the entire Project.

- A. Proposals for the Design of the XYZ Township Public Works Facility shall address the following (see Exhibits A and B attached for Scope Clarifications):
1. Based on the preliminary site and sketch plan concepts prepared by ABC Engineering and DEF Architects, review the concept plans and provide, as appropriate, your initial thoughts, ideas, and alternatives for the layout and design of the Public Works Facility site. Utilize sketches, site plans, computer technology, and/or any medium you feel appropriate to present your thoughts and alternatives, if any. It is understood that the selected Project Architect will design the buildings and provide final program and conceptual input. At this stage we are looking for your review/initial thoughts regarding maximization of utilization of the site; developing an efficient, cost effective facility, addressing the existing and future needs of the Township Public Works operations; providing flexibility for future expansion; and minimizing costs are primary design criteria. Although the Township believes the current preliminary building concept and site layout are efficient and meets the Township's needs, we are open to further options and alternatives.
 2. Discuss any initial issues and design considerations that you believe may pose obstacles with the development of the Public Works Facility on the selected site and provide approaches to overcoming these obstacles and issues.
 3. Outline your approach to the design of the Project and how your team will work with the Township, Civil Engineer and various stakeholders.

4. Describe your techniques and technologies to be utilized to communicate your design to the Township and stakeholders. Provide examples as appropriate.
 5. Describe how you will deliver quality, coordinated design plans, specifications and documents free of conflicts and design errors and omissions, as well as minimize construction change orders. Explain how you will coordinate with the selected Civil Engineer and the other design disciplines.
 6. Develop a comprehensive outline Scope of Services to be provided to the Township for the design of the Project.
 7. Provide a proposed schedule for the final programming, planning, design and construction of the Project. Show coordination with the Site Civil Engineer. Divide the schedule into reasonable tasks (Programming, Schematic Design, Design Development, Construction Documents, Cost Estimating, Geotechnical Investigation; Permitting etc.) and identify deliverables at appropriate stages of the project. Assume a Notice to Proceed date of January XX, 20XX.
 8. Provide a Rate Schedule for Personnel and Reimbursable Expenses. Provide your mark-up for consultant services and other costs.
 9. Identify any assumptions or special conditions associated with your Proposal which limit the services to be provided for the design of the Project.
 10. If you have made any changes or additions to your Project Personnel or Consultant Design Team, please provide appropriate information as originally requested in the RFQ and explain how the change or addition benefits the Township and the project.
- B. Proposals shall be organized in the order presented in Items A 1-10 and shall be clear and concise. Sections shall be divided and a Table of Contents included. The Outside Cover shall be titled "Proposal for Architectural Services for Township Public Works Facility". The Transmittal Letter shall be signed by an Officer of the Company. One original and two copies of the Proposal are to be submitted.
- C. **Proposals are due by 4pm Eastern Time on January XX, 20XX** and shall be delivered to (submittals after this time and date will not be considered; email and faxed submittals will not be accepted):
- John Smith
Township Manager
XYZ Township
123 Jones Road
City, PA 12345
- D. Questions and clarifications regarding the RFP shall be directed to _____ at _____ or by emailing them at _____. It is requested that the members of the Board of Supervisors not be contacted during the preparation of the Proposal.

- E. Proposals will be evaluated based on various aspects to include schedule, thoughts on the concepts, hourly rates, technical and communication approach, understanding of the project, scope of services to be provided, etc. Several firms deemed to have submitted the best Proposals may be requested to make oral presentations to the Board of Township Supervisors. It is not anticipated that all short-listed firms will be making oral presentations. The final number of selected firms will be at the sole discretion of the Township and its representatives. Final selection for contract negotiation will be based on fees, schedule, qualifications, experience, assigned staff, approach to the project, conceptual ideas, and chemistry with the Township.

- F. The Township reserves the right to undertake such investigations as it deems necessary to evaluate the qualifications, experience and proposals of the submitting firms. The Township reserves the right to waive any irregularities in the Proposals and to reject any or all Proposals if in the best interest of the Township to do so. The Township reserves the right to short-list any firm: to request any firm to make an oral presentation to the Board; and to award the final contract to the firm which it deems to have provided the best overall Proposal for the planning and design of the Project.