

REDDEVELOPMENT AUTHORITY OF THE CITY OF YORK

REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

Penn Market Project
380 West Market Street
York, Pennsylvania

INTRODUCTION

The Redevelopment Authority of the City of York (RDA) is a municipal Authority aimed at the eradication of slum and blight in the city of York. The official mission of the RDA is to create conditions encouraging city-wide development through; Project management and public-private partnerships, Property planning, acquisitions, marketing and agreements, Performance-based incentives and loans, and Small business counseling and training. The Authority through its mission has acquired and holds title to 273 parcels within the municipal boundaries. These parcels consist of primarily vacant land, but also has industrial, commercial and residential properties. On occasions the Authority is also engaged in transactions for land easements and leases, and license agreements

BACKGROUND

The Redevelopment Authority of the City of York is seeking proposals from licensed full service architectural and cost estimating services from qualified firms for the development of design, construction documents and construction management. It is the intent of this Request for Proposal (RFP) to have the successful firm, enter into a professional services contract with the RDA to supply services as outlined herein. The contract will be an agreement in which consultants work on an as-needed basis and the RDA will not guarantee the selected consultant a minimum number of hours per year or throughout the term of the contract. The Redevelopment Authority has expanded over the years and is now engaged in complex projects including the renovation of historic Penn Market.

PROJECT DESCRIPTION

Penn Market is a historical structure in York and has been continuously used as a farmer's market for over 151 years. Penn Market has played a vital role over the years as a point of pride and trusted community gathering space, as well as a source of fresh and prepared foods. However, in recent years, Penn Market has been in decline -- the building infrastructure itself, the number and selection of vendors, the number of shoppers at the market, and the financial health of the market have all significantly diminished over the years. In addition, the pace of change in the communities close to and in which Penn Market sits has outpaced that of the market, further diminishing the market's capacity to serve the community's new and changing needs for foods and other services. The City of York has a unique opportunity to honor the rich history of Penn Market while helping the market better serve the needs of the diverse communities and businesses in the City of York. To do so, the market must continue to serve and even enhance its function as a farmer's market, allowing residents of York access to healthy, fresh, culturally relevant foods and a connection to local farmers; the market must be made more compelling for tourists and residents alike as it is updated to meet the needs of a changing York.

Penn Market is the oldest public market in York, Pennsylvania, and has been continuously operating since 1866. Located in downtown York at the intersection of five communities, the market is a convenient, stable source of fresh healthy food for market customers, especially for vulnerable populations with lower incomes and/or limited access to transportation. Penn Market is one of two remaining traditional public markets in the city of York, PA. Housed in an impressive historical structure. Most recently, the ownership of Penn Market changed hands (in June of 2017) and the market is currently under the ownership of the City of York's Redevelopment Authority, with concurrent efforts underway to guide the revitalization of this centrally-located and important market in York City.

TEAM DESIGN PROFILE

Property	Size	Location	Current Functions
Penn Market	23,000 SF	382 West Market Street	15 Merchants offering fresh meats and produce, nonfood items. Three corner stores with separate access, two restrooms, one restaurant tenant.
Penn Market Parking Lot	16,562 SF	366-368 West Market Street	40 parking spaces

The master plan should include the following set of development and design principles, which form the core strategies for increasing customer base at Penn Market and diversifying the vendors, merchandise mix and, as well as improving the physical spaces and supporting the evolving district around the Market, all to accomplish the Market's mission:

- Create modern, code compliant, energy efficient public market facilities that meet the needs of Market vendors and customers while maintaining the Market's historical character
- Keep a portion of the market open during construction
- Utilize environmental design strategies inside and outside the Market to address security concerns while creating a place that welcomes the whole community
- Continue to serve current customers while appealing to a wide array of York City residents, downtown workers, and visitors by offering a diverse range of quality products at affordable prices, particularly local authentic and unique fresh prepared products
- Design facility to lower the effective costs of operations

Key elements of the development program include:

- 23,000 sf of leasable indoor space for approximately 50 fresh and prepared food vendors
- Shared commercial kitchen
- Public seating
- Market offices

The design team will provide comprehensive architectural and landscape services: structural, MEP, and other needed engineering; kitchen design cost estimating services for the duration of the project.

The design team shall be led by an architect with experience designing and developing public markets within existing structures.

REQUEST FOR PROPOSALS

The Redevelopment Authority of the City of York (RDA), is requesting proposals from qualified firms or individuals (Architect) to provide schematic design and design documents for bidding for renovation of the property known as “Penn Market” located at 380 West Market Street, York PA 17403. Penn Market is an approximately 23,000 square foot historic farmer’s market.

SCOPE AND NATURE

The RDA is considering the renovation of Penn Market into a more modern market space including, but not limited to adding additional restroom facilities, adding perocity between market proper and the corner stores, a restaurant tenant as anchor to the building, adding a loading dock and refrigeration. The services to be provided would include:

- Conceptual plans that are based on the latest developments farmer’s market/ grocery store design. As illustrations only, examples would be Reading Terminal Market in Philadelphia, Eastern Market in Detroit, MI, Wegmans in Hunt Valley, and portions of the Lexington Market in Baltimore, MD.
- Plans and documents to be used in the bidding for construction of the project.
- Assistance with selection and/or design of furniture, fixtures and equipment.
- Participation in the review of bids and selection of construction company.
- Oversight and inspections during construction and approval of the completed project for acceptance.
- Participation in zoning approvals, historic preservation commission approvals, and similar approval and permitting processes.
- Coordination with City’s consultants on Penn Market Project and to include review of other projects for overall compatibility with economic and community development goals.
- Compliance with Americans with Disabilities Act requirements and similar requirements.
- Energy efficiency and sustainability consultation and advice.

The site of the renovation is 380 West Market Street, York PA 17401 (Penn Market).

The tentative schedule for the project is as follows:

April 2018– Solicit proposals from architects.

June 29, 2018– Proposals due from architects.

July 2018– Interviews of finalists.

July 2018 – Select architect.

ESTIMATED BUDGET

The preliminary estimated budget for the renovation project is \$4 million.

PROPERTY INSPECTION

All interested parties should contact Christian Wagman at NextMoveMarketing – support@nextmovemarketing.com on behalf of the owners to schedule a time to view and inspect the building and property.

PROPOSAL SUBMISSION

Three (3) paper copies of the proposal and a USB flash drive with a copy of the proposal shall be addressed and delivered in a sealed envelope to:

Redevelopment Authority of the City of York
ATTN: Deborah Painter
101 South George Street, P.O. Box 509
York PA 17405

Proposals will be received until June 29, 2018 at 4PM. Any bid received after that time and date will not be opened or considered and will be returned to the bidder.

EXPERIENCE AND QUALIFICATIONS

Each Architect submitting a proposal should include, but not be limited to, the following information:

- The name of the firm and location of all its offices, specifically indicating the principal place of business.
- A brief history of the firm and the range of services offered.
- The age of the firm, the total number of years of experience providing architectural services for historic renovation projects as described herein over the past five (5) years.
- A Management Plan that provides at least the following information: (The Management Plan should be concise yet contain sufficient information for evaluation.)
 - The education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the performance of the work described herein. Include an organization chart.
 - How the firm intends to manage their responsibilities and provide energy modeling, value engineering for life cycle costs, cost control, risk identification, and risk mitigation.

- Proposed project production schedule showing critical dates and other information in sufficient detail for the selection committee to determine the feasibility of the time frames indicated.
- The experience, qualifications, and expertise of the firm with these types of projects (the design services for cooperative working spaces and historic property renovation.) This should include the firm's experience with managing community relations and advancing innovative ideas. It should include information on the firm's technical capabilities and ability to timely perform the services as reflected by the firm's current and projected workload and having adequate personnel, equipment, and facilities.

The plan should also clearly identify the Architect's methods for providing the following:

- Comprehensive architectural services for the project described herein.
- Deliverables review and approval by the City of York staff/ RDA Board members and other relevant stakeholders at various stages of project development.
- Construction administration (not construction management).
- Analysis and consultation with the RDA Board members and other relevant stakeholders in the determination of the best construction delivery method for this project.
- Indicate all firms or individuals the firm anticipates utilizing to provide engineering, landscaping, interior design, acoustic engineering, lighting design and any other services required.
- Financial proposals regarding the architectural and engineering costs and fees for the professional services to be provided to the RDA. Provide a statement of Fee Compensation based on a percentage of the total budgeted construction cost or on a flat fee basis.
- The names of at least three (3) clients who may be contacted for references.
- Indicate the present level of professional and general liability and other insurance coverage for the firm.
- Include illustrative drawings of floor plans of similar type projects the firm has designed, if any, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, etc. The format should be 11 X 17 and only include enough material to be illustrative, not complete sets of drawings.
- Accessibility of the Architect personnel to the City of York.
- List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the Architect has been involved in with an owner within the past five (5) years.
- List and describe any actions taken by any regulatory agency against the Architect or its agents or employees with respect to any work performed.
- Provide any other pertinent information regarding qualifications and performance data requested by the RDA

- To be considered responsive to the requirements of this RFP, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed in their state and meet all the requirements and qualifications described herein. The RDA reserves the right to request additional information which, in its sole opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.
- Provide a list of projects currently under contract.

EVALUATION CRITERIA AND SELECTION

The RDA will evaluate each RFP submitted based on responsiveness to the project's needs. The RDA will consider the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. The RDA will award the contract to the Architect who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall also include:

- Competence to perform the services as reflected by technical training and education, overall experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
- Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
- Past performance as reflected by the evaluation of others who have retained the services of the Architect with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
- Experience, qualifications, and ability to perform cooperative work space design and construction services and historic renovations.
- Personnel accessibility of architectural firm to the City of York/RDA.
- Experience with the various delivery methods of construction.
- Costs, durability, energy efficiency, and educational benefits of prior designs.

INTERVIEW PRESENTATION

The RDA anticipates interviewing 3 Architects evaluated as being professionally and technically qualified. The purpose of the interview is to allow the architectural firm to present its qualifications, experience, education, training, past performance, etc., regarding the professional services to be provided for the project. Interviews will also provide an opportunity for the RDA to seek clarifications from the Architect. Architects selected for an interview will be notified of the date, time, and place of the

interview. Interviews are tentatively scheduled to take place the first two weeks of July 2018. The RDA anticipates making a final selection July 2018

The RDA will negotiate the terms of a contract with any selected Architect. If an agreement is reached, the Contractor will enter into a written contract and will perform all work pursuant to that contract. The Proposal does not constitute an agreement or contract with the RDA or any other entity, and they reserve the right to not enter into any agreement with any Architect. The proposed terms and conditions of the contract shall be as provided in AIA Document B101-2007 and AIA Document A201-2007, AS AMENDED, or as otherwise required by the City.

All terms and conditions are subject to further negotiation RDA reserves the right to require bidding of any work to be subcontracted by Architect, according to a competitive bidding process determined by the RDA.

BONDS AND INSURANCE

The Architect shall procure and maintain bonds and insurance as required by law or the contract documents.

IDENTIFICATION OF PROPOSAL

Proposals shall be submitted in a sealed envelope with the Architect's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "PROPOSAL FOR ARCHITECTURAL SERVICES."

By submitting a proposal, the Architect agrees to waive any claim it has, or may have, against the RDA, City of York, its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

WITHDRAWAL OF PROPOSAL

A request to withdraw a proposal must be made in writing and filed with Deborah Painter prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.

OPENING OF PROPOSALS

Proposals will be opened on June 29, 2018 at 4PM and, or as soon as possible thereafter.

DISQUALIFICATION OF BIDDERS

Architects may be disqualified, and their proposals disregarded for reasons which include but are not limited to the following:

- RDA/City of York has reason to believe that the Architects have engaged in collusion.
- The Architect being interested in any litigation against any party to the proposal.
- The Architect is in arrears on any existing contract or has defaulted on a previous contract.
- The Architect has uncompleted work which, in the judgment of RDA, will prevent or hinder the prompt completion of this construction project, if it were awarded to the Architect.
- Other appropriate reason as determined by RDA.

NON-RESPONSIVE PROPOSALS

An Architect that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Indiana.

REJECTION OF PROPOSALS/TERMINATION OF PROCESS

RDA reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; (c) to change the schedule and dates for responses, interviews and other dates; and (c) to waive formalities and minor irregularities in the proposals received. RDA further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by RDA to be necessary for the successful performance of the contract. RDA further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.

PUBLIC RECORDS

Architect acknowledges by submitting a proposal that all information may be subject to the Public Records law of Pennsylvania. Submit all questions, inquiries, or requests for clarification about the project in writing to Deborah Painter, Department of Economic and Community Development, 101 South George Street, P.O. Box 509, York PA 17405

CONFLICT OF INTEREST

To avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the City of York and the RDA. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the RDA.

GOOD STANDING

Your firm must be in compliance with Federal, State, County and local units of government; which specifically includes good tax payment status and good corporate registration status.

NON-DISCRIMINATION CLAUSE

During the term of the developed contract, Contractor agrees as follows:

1. Firm shall not discriminate against any employee, applicant for employment, independent Firm or any other person because of race, color, religious creed, ancestry, national origin, age or sex.

Firm shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment without regard to their race, color, religious creed, ancestry, national origin, age or sex. Such affirmative action shall include, but is not 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.

Firm shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, a notice to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.

2. Firm shall, in advertisement or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age or sex.

3. Firm shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this non-discrimination clause. Similar notice shall be sent to every source of recruitment regularly used by Firm.

4. There shall be no defense to finding of noncompliance with the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission or this non-discrimination clause that Firm had delegated some of its employment practice to any union, training program or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the Firm was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

5. Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that Firm will be unable to meet its obligations under the Contract Compliance Regulations of the Pennsylvania Human Relations Commissions, 16 Pa. Code Chapter 49 and with all laws prohibiting discrimination in hiring or employment opportunities. In the event of Firm's noncompliance with the non-discrimination clause of this contract or with any such laws, this contract may after hearing and adjudication, be terminated or suspended, in whole or in part, and Firm may be declared temporarily ineligible for further Commonwealth contracts, and such other sanctions may be imposed, and remedies invoked as provided by the Contract Compliance Regulations.

PROVISIONS CONCERNING THE AMERICANS WITH DISABILITIES ACT

During the term of this contract, the Firm agrees as follows:

1. Pursuant to federal regulations promulgated under the authority of The Americans With Disabilities Act, 28 C.F.R. Section 35.101 et seq., the Firm understands and agrees that no individual with a disability shall, based on the disability, be excluded from participation in this contract or from activities provided for under this contract. As a condition of accepting and executing this contract, the Firm agrees to comply with the “General Prohibitions Against Discrimination”, 28 C.F.R. Section 35.130, and all other regulations promulgated under Title II of The Americans with Disabilities Act which are applicable to the benefits, services, programs and activities provided by the Redevelopment Authority of the City of York through contracts with outside contractors.

2. The Firm shall be responsible for and agrees to indemnify and hold harmless the Redevelopment Authority of the City of York from all losses, damages, expenses, claims, demands, suits and actions brought by any party against the Redevelopment Authority of the City of York because of the Firm’s failure to comply with the provisions of paragraph 1, above.

SMALL DIVERSE BUSINESS PARTICIPATION

The Redevelopment Authority of the City of York encourages participation by small diverse businesses as prime contractors and encourages all prime contractors to make a significant commitment to use small diverse businesses as subcontractors and suppliers.

A Small Diverse Business is a certified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.

A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than \$7 million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

Questions regarding this initiative can be directed to:

Mrs. Deborah Painter
City of York Administrative Offices
101 South George Street, P.O. Box 509
York, PA 17405
Email: dpainter@yorkcity.org