

REQUEST FOR PROPOSAL

Architectural Design Services  
Public Safety Services Facility (Fire and EMS)



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428  
Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date: March 21, 2025

**Responses Due by: April 24, 2025**

SECTION I: INTRODUCTION

The Borough of Conshohocken, located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, is seeking proposals from qualified, registered, and licensed firms to provide architectural services for the construction of a new Public Safety Services Facility (Fire and EMS) at 1111 Fayette Street, Conshohocken, PA 19428. The borough has identified efficiencies, cost savings and service improvements to be gained by building a consolidated Fire and EMS Facility. The new facility will allow the Borough to provide quality services for the community, keep pace with technological change, and provide comfortable, modern, and suitable accommodations for Fire and EMS staff. The architect must have documented experience in space planning, design and construction of Fire and EMS facilities. The Borough intends to select the firm most qualified and best meeting the interests of the Borough.

The Borough operates under a seven-member Council and Mayor form of government. The Borough Manager is the Chief Administrative Officer of the Borough. The Borough provides relatively extensive services to the community. These services include police and fire protection; emergency medical aid; building safety regulations and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety; and full range of recreational programs. Departments in the Borough consist of the following: Office of the Borough Manager, Department of Public Services (Public Works, Licenses & Inspections, Emergency Management, Fire Services and Stormwater Management), Department of Administrative Services, Engineering and Land Development, Communications and Special Events, Community Development/Grants, Zoning, Recreation Services, and Police Department. The Borough's annual budget is approximately \$19 million. The Borough approved this capital venture starting with the FY2025 budget. The property has been acquired by the Borough. Borough Council proposes to fund this project through general obligation notes and grants.

SECTION II: SCOPE OF SERVICES

Any person or businesses interested in providing professional services to the Borough of Conshohocken must meet requirements as defined in the Pennsylvania Consolidated Statutes, Title 8, Boroughs and Incorporated Towns. Scope of Services sought may include but are not limited to the following (*The bidder will be required to provide all necessary materials, and should include the cost of those materials in its bid*):

1. General Building Design
  - The Borough will build a new Public Safety Facility to house both Fire and EMS. The new building will need to meet the needs of each department.
2. ADA standards
  - The new building design must meet all applicable ADA standards.
3. Provide design services for the construction of the new facility to include structural, mechanical, electrical, plumbing and coordination of site design with the Borough engineer.
4. Conceptual/Schematic Design
  - Meet with appropriate staff to clearly identify the needs and expectations for the project objectives
5. Design Development
  - The Architect will work to create detailed plans for building elevations, material selections, mechanical, plumbing, electrical/control systems, and final design. Designs should address systems efficiency and environmental impact when appropriate. Several revisions of the plan may be needed as the project is developed during this planning stage. The Architect will then prepare a final design plan based on the input from the Borough for project approvals.
6. Budget Development - Prepare an initial budget estimate for design and construction. The Architect should provide updated budgetary cost estimates during each phase of the design process.

7. Construction Documents
  - After approval of the final product, the Architect will be responsible for preparation of the required architectural/engineering drawings and plan documents, e.g. mechanical, electrical, plumbing, and structural plan. The Borough engineer will prepare the site plan. After final approval of the architectural drawings and plan documents by the Borough, the Architect will create detailed construction and specification documents for bidding purposes in CSI format. The Borough engineer will provide the Architect with CSI format specification documents for the site plan related work. As specified by the Pennsylvania Separations Act, it is likely that some of the work to bid will require the bidding of multiple primes. The construction and specification documents shall include the Borough's Responsible Contractors Ordinance provisions.
8. Bidding and Contract Award
  - The architect will assist the Borough in bidding the project to prospective prime contractors, including multiple prime contractors if needed. Services will include assisting with the distribution of plans and specifications, electrical submission of the bid documentation to at a minimum Penn Bid, assisting with subcontractor pre-bid meetings, assisting with formulating response to prospective bidder's questions, issuing addendums (if necessary), attendance at a bid opening, and providing the Borough with a recommendation for prime contract awards. Bidding and contract award will require compliance with the Borough's Responsible Contractors Ordinance provisions.
9. Construction Administration and Project Closeout
  - The Architect will provide the needed interface to ensure that the selected Prime contractors properly understand and execute the information portrayed in the construction drawings and other bid and specification documents. This will include site visits during construction, advising Borough staff of project progress, and attendance at Borough Council Public Meetings. At a minimum, services to be provided consist of coordinating regular progress meetings, review of shop drawings, construction observation, processing certificates of payment to prime contractors, and facilitating preparation of final record drawings, warranty follow-up and project closeout. The Architect shall be a representative of and shall advise and consult with the Borough during construction until the final payment to prime contractors is due and during the maintenance/correction period described in the Contract Documents.

**SECTION III: CONTENTS OF PROPOSAL**

1. **Executive Summary:** Provide an Executive Summary of not more than two (2) pages detailing and substantiating why the firm should be considered most qualified and be selected by the Borough to provide the services listed above.
2. **Contact Information:** Provide general information for the company including: name, address, office telephone number, office fax number, and email address of the principal individual contact responsible for the RFP response.
3. **Overview:** Provide general information about the history of the company, overview of qualifications pertinent to this RFP and demonstration of comparable services for other municipalities in Pennsylvania and Montgomery County.
4. **Understanding of the Scope of work:** Provide an understanding of the scope of work as described herein. Include a description of the company's experience working with Pennsylvania municipalities and how that relates to the company's ability to satisfy the scope of work. Include any special or unique qualifications as they relate to this project.

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5. **Fees:** Provide a not-to-exceed cost for completing the scope of work with details for each phase of the project. Should include an itemized schedule of expenses, including labor and direct expenses such as materials. Fee proposal should include any applicable sub-consultants (structural, mechanical, electrical, plumbing, etc.) *Note that the lowest price proposal will not necessarily be selected. Technical components will be weighed in addition to costs to ensure the Borough is procuring best value versus lowest price.*
6. **Cost of materials:** Provide a detailed summary of the cost of materials required, including specifically those set forth in section II above.
7. **Status Reports:** Provide a description of monthly status reports, e.g. project timeline, deliverables, costs incurred to date, and costs to project timeline.
8. **Project Timeline:** Provide an overall project timeline from start of work until completion.
9. **References:** Provide at least three (3) references of clients for which the business has provided services within the last five (5) years. Include contact names, titles, phone numbers and email addresses.

### SECTION IV: TIMELINE AND SUBMISSION PROCEDURES

The Borough anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is in the Borough's best interest to do so.

RFP Advertised – March 21, 2025

Proposal Due Date –April 24, 2025 - End of business day (4:00pm)

Administration Evaluation of Proposals (*Respondents may be asked to meet with Borough personnel to discuss their response*)

Council to review and consider RFP responses – May 7, 2025 (*tentative*)

Council to consider authorizing award of bid – May 21, 2025 (*tentative*)

Contract Awarded – TBD

*Note: Borough Council may decide they want to interview select firms. If so, this schedule will be extended by one-month to June as applicable.*

Copies of the request for proposals are available at Conshohocken Borough Hall located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, and the office hours are 8:30 AM to 4:30 PM Monday through Friday. The RFP is also available on the Borough website ([www.conshohockenpa.gov](http://www.conshohockenpa.gov)).

Qualified applicants shall submit one (1) electronic copy via email or flash drive to:

Borough of Conshohocken  
Attn: Brittany Rogers  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428  
Email: [brogers@conshohockenpa.gov](mailto:brogers@conshohockenpa.gov)

**Proposals shall be stamped received no later than 4:00 PM on Thursday, April 24, 2025**

### SECTION V: SELECTION PROCESS

Proposals submitted by the deadline and deemed complete will be evaluated by the Borough Administration. Any businesses submitting a proposal may be required to provide additional detailed

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information. The award of contract will be at the sole discretion of the Borough Administration, with the approval of Borough Council. Proposals will be evaluated on a variety of factors including, but not limited to, the following:

- Relevant experience and business qualifications.
- Relevant experience and qualifications of key personnel.
- Satisfactorily completion of similar services
- Cost

Pursuant to the Pennsylvania Borough Code, 8 Pa.C.S. § 1402, contracts for personal or professional services are not required to follow the same formal advertising, bidding, or price quotation requirements of the Borough Code as other contracts with the Borough.

### **SECTION VI: ADDITIONAL REQUIREMENTS**

#### **Indemnification**

The selected company shall defend, indemnify and hold harmless the Borough, its officers, agents and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the scope of services required by this RFP, including the acts or omissions perpetrated by employees of the firm.

#### **Insurance**

Provide a description of the company's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include, at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage. Company must accept the provisions of the act of June 2, 1915, known as the Workers' Compensation Act and will file with the borough a certificate of insurance providing evidence of the coverage.

#### **Right of Refusal**

The Borough reserves the right to reject any and all proposals without qualifications. Proposals will be considered only in their entirety. The Borough reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

#### **Questions**

Questions may be addressed to:

Stephanie Cecco, Borough Manager  
Borough of Conshohocken  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428  
[scecco@conshohockenpa.gov](mailto:scecco@conshohockenpa.gov)