

INTRODUCTION

PROJECT OVERVIEW

Community Action Commission, now doing business as Tri County Community Action (TCCA), is requesting proposals from qualified contractors to complete masonry and lighting improvements at 1300 Market Street.

TCCA was incorporated in Harrisburg, PA on April 12, 1966 as a private, nonprofit, anti-poverty planning agency serving Cumberland, Dauphin, and Perry Counties. TCCA works with families and communities to provide comprehensive services to creatively maximize the resources necessary to become self-sufficient. TCCA utilizes a results oriented approach to promote self-sufficiency, family stability, and community revitalization to eradicate poverty at its root; through empowerment and helping people help themselves.

As part of TCCA's Neighborhood Revitalization program, the target area of Derry and Market Streets between 13th and 15th streets has been selected to begin commercial façade improvements in the South Allison Hill neighborhood. Derry and Market Street have been historical commercial corridors since the late 1800s and still have most of its original brick buildings and storefronts. Over a century of history has seen facades adapted and changed due to window replacement, lack of maintenance and other issues. Businesses in the area are gaining customers and the restoration of these historic corridors will be a catalyst to broader economic development in the community.

To protect the community's historical character, the South Allison Hill Business Façade Grant Program through TCCA will provide an opportunity for commercial/retail property owners and business owners to repair and restore their facades to improve the overall quality of the buildings and the retail corridor.

PROPOSED PROJECT SCHEDULE

- September 3, 2018 – Proposal submission deadline
- September 10, 2018 – Selection and notification of winning proposal on or before
- September 24, 2018 – Construction start on or before

SCOPE OF WORK

General Scope of Work: Company will work with building owner and TCCA to complete construction based on scope of work, supplying all materials, equipment and labor to complete quality work within the timeline provided.

Minimum Requirements:

- Possess all professional licenses and general liability insurance.
- Be fully bonded for payment and performance.
- Have experience and staff expertise in rehabilitation of historic structures.
- Adhere to all City insurance requirements, including permits and provide documentation if contract is awarded.

Masonry:

- Repoint stone work where needed using mortar to best match original in strength, composition, color and texture
- Use appropriate methods for cleaning stone work on S 13th Street and Market Street sides

Lighting:

- Lighting design and installation for building frontage on S 13th Street and Market Street

RFP INSTRUCTIONS

Submissions must include:

1. **General Requirements** *(Please complete on included form)*

- Firm name, address, telephone number, website (if applicable)
- Point of contact: name, telephone number, email
- Level of locally owned business participation, WBE/MBE/DBE or small business
- Experience
 - Provide information documenting relevant experience from at least 3 projects within the past 10 years related to this project's scope of work. Please provide client and client's point of contact information with each relevant project.
 - Assurance/examples of capacity to handle multiple, concurrent projects; ability to complete assigned projects within the timeframes established; and ability of the Project Manager or other senior staff to coordinate schedules with business and property owners.

2. **Clearly defined scope of work and itemized fees**

- TCCA expects that any and all items of services required to complete the project are to be included in the bid, or specifically noted if they are not. It is the prospective vendor's responsibility to ensure that any labor and necessary engineering time are included in the submitted bid to cover the project scope.

3. **Project Schedule**

- Provide project timeline including major tasks and/or milestones
- Include a description of how you/your firm/your team would approach successful implementation of the project.

4. **Contract**

- The bid should include a contract for all proposed services. If the vendor does not wish to submit an actual contract with the bid, due to alternatives proposed or multiple choices provided, a sample contract must be submitted.

CONFIDENTIALITY. Information submitted by any vendor will be considered confidential to TCCA and will not be used for any other purpose than evaluating vendor response.

SELECTION PROCESS. Vendors shall be evaluated based on the following criteria:

- Compliance with administrative requirements of the request for proposal (format, due date, etc.)
- Demonstrated skill and experience of vendor and key personnel
- Cost
- References supplied by vendor
- Ability/commitment to meeting time deadlines
- Small Business, M/W/DBE status of vendor

TCCA STATEMENT OF INTENT. TCCA reserves the right to reject any or all responses to this Request for Proposal. TCCA reserves the right to cancel the award of contract any time before the execution of the contract by both parties. TCCA reserves the right to ask for clarification in the proposal if the need arises. In addition, TCCA reserves the right to purchase either selected components, or to not select any vendor or purchase any goods/services resulting from this RFP.

CONDITIONS OF PROPOSAL. Responding consultants bear sole risk and responsibility for costs incurred in the preparation and delivery of the proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Tri County Community Action.

SMALL BUSINESSES, W/M/DBE. Efforts will be made by Tri County Community Action to utilize small businesses and women or minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

SUBMISSIONS. It is the responsibility of the Offeror to ensure that the proposal is received by **September 1, 2018**. Late proposals will not be considered. All submitted bids will be considered property of Tri County Community Action.

The Neighborhood Revitalization Manager and/or Executive Director will be available to meet with vendors and give a site tour prior to submission due date. Questions or meetings can be arranged by contacting Julie Walter, Neighborhood Revitalization Manager at 717.232.9757 Ext. 105 or jwalter@cactricounty.org.

Mailed or physically dropped off proposals should be addressed as follows:

Tri County Community Action
c/o Revitalization Manager
1514 Derry Street
Harrisburg, PA 17104

Electronic Submissions. Proposals can be submitted electronically to jwalter@cactricounty.org by the closing submission date noted above.

NOTIFICATION OF AWARD

- It is expected that a decision selecting the successful proposal will be made within 1 week of the closing date for the receipt of proposals.
- Upon conclusion of final negotiations with the successful entity, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful entity.



SOUTH ALLISON HILL BUSINESS FAÇADE IMPROVEMENT PROGRAM

COMPANY INFORMATION

| | |
|---|--|
| Company Name | |
| Phone Fax | |
| E-mail | |
| Registered Address, City, State ZIP Code | |
| Website (if applicable) | |
| Is your company? (check all that apply) | <input type="checkbox"/> WBE <input type="checkbox"/> MBE <input type="checkbox"/> DBE <input type="checkbox"/> SMALL BUSINESS |
| Project Point of Contact Name: | |
| Phone | |
| Email | |

EXPERIENCE – PAST PROJECT REFERENCES

| | Address | Date of Completion (MM/YY) | Owner Name | Owner Phone and Email |
|-------------------|---------|----------------------------|------------|-----------------------|
| Property 1 | | | | |
| Property 2 | | | | |
| Property 3 | | | | |
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EXPERIENCE – COMPETENCY ASSURANCE

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| Please BRIEFLY explain how you plan to complete the project within your proposed timeframe and budget. | |
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