

# REQUEST FOR PROPOSALS

## FACADE REPAIR AND RESTORATION 1410 DERRY STREET, HARRISBURG, PA 17104

### PROJECT OVERVIEW

Community Action Commission, now doing business as Tri County Community Action (TCCA), is requesting proposals from qualified contractors to complete facade repairs and restoration at **1410 Derry Street** as part of our South Allison Hill Business Façade Improvement grant program. This program provides 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.

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.

### PROPOSED PROJECT SCHEDULE

- May 24, 2019 – Proposal released
- June 14, 2019 – Proposal submission deadline
- June 21, 2019 – Selection and notification of winning proposal on or before
- August 16, 2019 – Construction completed on or before

### SCOPE OF WORK (PLEASE READ CAREFULLY)

**General Scope of Work:** Company will work with building owner and TCCA to complete construction based on scope of work, supplying all materials, permits, 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 obtaining permits and providing documentation if contract is awarded.
- Maintain site safety and remove and properly dispose all waste and debris at the end of each work day.

### Bay Windows

- Repair, restore or replace woodwork and window moldings as needed and paint.

### Store Front

- Remove plywood boards from windows and doors and cover exterior of existing windows and door with Fannie Mae approved polycarbonate sheeting such as SecureView or Invisiboard.

### Signboard

- Replace plywood signboard area with beadboard or other historically appropriate material.

### Lighting

- Install new exterior dusk to dawn lighting to light signboard and sidewalk.
- Install new exterior dusk to dawn porch light (1) that has some tamper resistance.

## **Stoop**

- Remove and replace existing stair railing with comparable product.

## **Door**

- Replace apartment entrance door to a secure, more historically accurate product. Replace or repair molding around the apartment door.

## **Masonry**

- Remove paint from brick and stone work. Repoint as necessary with comparable mortar in color in composition.

## **RFP INSTRUCTIONS**

Submissions must include:

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

- Business name, address, telephone number, website (if applicable)
- Point of contact: name, telephone number, email
- Certification as WBE/MBE/DBE or small business if applicable (certification documentation will be required upon award of the bid)
- 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 business/your team would approach successful implementation of the project.

### **4. Contract**

- The bid should include a contract for all proposed services. If you do 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
- 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, and 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, minority and other disadvantaged business enterprises. Certifications accepted from the following entities:

- Unified Certification Program (UCP)
- Woman's Business Enterprise National Council (WBENC)
- National Minority Supplier Development Council (NMSDC)
- United States Small Business Administration (SBA) 8(a) Program
- Vets First Verification Program at [vetbiz.gov](http://vetbiz.gov)
- US Business Leadership Network (USBLN)
- National Gay & Lesbian Chamber of Commerce (NGLCC)
- Department of General Services (DGS)

**SUBMISSIONS.** It is the responsibility of the Offeror to ensure that the proposal is received **May 13, 2019**. Late proposals will not be considered. All submitted bids will be considered property of Tri County Community Action.

Tri County Community Action staff will be available to meet with vendors and give a site tour prior to submission due date which is encouraged but not required. Questions or meetings can be arranged by contacting Julie Walter, Neighborhood Revitalization Manager at 717.232.9757 Ext. 105 or [jwalter@cactricounty.org](mailto: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](mailto:jwalter@cactricounty.org) by the closing submission date noted above.



**SOUTH ALLISON HILL BUSINESS FAÇADE IMPROVEMENT PROGRAM**

**COMPANY INFORMATION**

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

**EXPERIENCE – PAST PROJECT REFERENCES**

	Address	Date of Completion (MM/YY)	Owner Name	Owner Phone and Email
<b>Property 1</b>				
<b>Property 2</b>				
<b>Property 3</b>				

**EXPERIENCE – COMPETENCY ASSURANCE**

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