

ANNOUNCEMENT

Upper Dublin Township, Montgomery County, Pennsylvania, is accepting proposals for a one-time contract to perform certain professional (consulting) services not to exceed \$15,000 for Upper Dublin Township to create a master plan for the existing municipal complex located at 801/805 Loch Alsh Avenue, Fort Washington, Pennsylvania.

Proposals (four copies) and one digital copy (PDF) must be received by the Township at *Upper Dublin Township, 801 Loch Alsh Avenue, Fort Washington, PA 19034, Att: Jonathan Bleemer*, no later than 4:00pm on Monday, March 28, 2016.

Jonathan Bleemer, Assistant Township Manager/Financial Director
Upper Dublin Township, 801 Loch Alsh Avenue, Fort Washington, PA 19034
(215) 643-1600 x3222
JBleemer@upperdublin.net

BACKGROUND

Upper Dublin Township seeks to develop a Master Plan that both resolves space constraints for township programs, staffing and storage while at the same time responds to the growing needs of the Upper Dublin community. With no town center, the municipal complex has naturally become a destination in Upper Dublin Township for meeting, working, learning, studying, exercising, etc. This effect combined with closures of some former Township facilities and limited rentable storage space has meant that the existing Township facilities are ill-prepared for current and future community and department needs.

Existing needs include additional programming and meeting space for the general public, Library and Parks & Recreation; expanded storage for all departments; construction space for Public Works and Parks & Recreation and supplemental office space for Administration, Finance and Code Enforcement. The current configuration on the 801/805 Loch Alsh Avenue property cannot properly accommodate the above needs. In the case that those needs cannot be accommodated on the municipal complex property, other properties within the Township may also be identified as potential locations.

For several months, staff has been working on a department needs assessment and an inclusive facility analysis. Staff has reached a point where professional assistance is needed to help solidify ideas, provide a third party perspective, prepare drawings and provide cost estimates.

The goal of the master plan is to create a short and long-term facility plan that designs for the future and allows the Township to best serve the community's needs.

GENERAL TERMS

Upper Dublin Township reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of Upper Dublin Township.

The contract is subject to the approval of the Upper Dublin Township Board of Commissioners and is effective only upon their approval.

Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.

Proposals will remain effective for Upper Dublin Township review and approval for 60 days from the deadline for submitting proposals.

If only one proposal is received by Upper Dublin Township, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.

The proposer is encouraged to add to, modify or clarify any scope of work items it deems appropriate to develop a high quality plan at the lowest possible cost. All changes should be listed and explained. However, the scope of the work proposed must accomplish the goals and work stated below.

SCOPE OF WORK

The consultant shall meet initially with a team of Township staff. The consultant shall receive direction from this committee, provide them with periodic status reports and meet with them as needed. Besides in-person meetings, communications may also be delivered by telephone, email, teleconference, etc. Some meetings may be televised for the community on the Upper Dublin Township TV station.

It is the intent of Upper Dublin Township that consultant services be expended in the study and analysis of this project and not in the collection and compilation of simple data, statistics and Township history. Several extensive studies have been completed already and will be made available for reference and should be used as guides. Based upon the negotiated professional services agreement, the consultant should plan to define those areas where Township staff can be used to perform data collection and compilation tasks.

The master planning process and deliverables of the plan shall include:

- Meetings with Township staff and other facility stakeholders to identify department and community needs
- Assessment of the conditions of Upper Dublin Township's existing facilities and properties at 801/805 Loch Alsh Avenue
- Current Space Use & Projections Spreadsheet that documents the current allotment of space by type (office, storage, meeting, etc.) in square footage (or other appropriate unit of measure) and provides projected space requirements
- Suggestions for implementing sustainable measures to reduce utility and maintenance costs
- Master Plan design options (preferably at least two) and cost estimates
- Preliminary Phasing Plan (if applicable)
- Community discussion/town hall-style presentation
- Final Report with recommendations and cost estimates

Proposed Timeline:

- Upper Dublin Township's Approval of Consultant - April 12, 2016
- Phase 1 (Needs Analysis/Draft Plan) Begins - May 2, 2016
- Phase 2 (Public Presentation(s)/Draft Plan Review) - August 9, 2016
- Phase 3 (Final Plan Delivery) - September 2016

The consultant shall deliver to Upper Dublin Township 4 (four) print copies as well as copies in MS Word and PDF on CD by September 30, 2016. Copies of any materials used in presentations shall also be included.

CONSULTANT QUALIFICATIONS

The consultant must have documented prior experience conducting studies of the project type being undertaken and have proven success in providing the desired services described in this document. In addition, the most qualified consultant must:

- demonstrate understanding and the ability to convey the needs of a variety of government departments, especially public library, parks & recreation and public works departments.
- have experience in developing and making recommendations to local government officials and other community stakeholders.
- have established public participation techniques, such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.
- have proven experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

REQUIRED SUBMITTALS

Proposals shall contain the following information:

- **Credentials of Consultants(s)**
Applicant's name and contact information. Include contact information and resumes of all project participants. If awarded a contract, the firm may not change the staffing assigned to the project without approval by Upper Dublin Township.
- **Relevant Work**
Description of past work illustrating similar studies and projects, including examples and/or excerpts, and a list of references from at least two similar projects.
- **Approach**
A narrative description of the proposed effort and a list of the items and reports to be delivered and the services to be provided. Description of methodology, survey tools and plans, including estimated timetable for completion.
- **Cost**
Itemized cost of proposal including number of days and fees for each consultant, number of proposed site visits, estimated travel and reimbursable costs. Assessment of expected support from township staff. If awarded a contract, the consultant is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.

The method of billing must be stated. The preferred practice of Upper Dublin Township is to pay upon completion of the work and receipt of the required report. However, Upper Dublin Township will consider paying on a periodic basis as substantial portions of the work are completed.

- **Certification**
A signed statement that the consultant shall comply with all copyright, federal assurances, nondiscrimination/sexual harassment clauses, ADA requirements and integrity provisions.

EVALUATION CRITERIA

- **Understanding of the Problem**
This refers to the consultant's understanding of the needs that generated the RFP, of the objectives in asking for the services and of the nature and scope of the work involved.
- **Experience and Personnel Qualifications**
This refers to the ability of the consultant to meet the terms of the RFP, especially the quality, relevancy and currency of previous projects completed. Qualifications of professional personnel assigned to the project shall be measured by education and experience.
- **Soundness of Approach**
Emphasis is on the techniques for collecting and analyzing data, sequences and relationships of major steps and methods for managing the study. Particular attention will be paid to proposals that demonstrate the consultant's knowledge of current trends in master planning township complexes and facilities design for future needs. Emphasis shall also be placed on the clarity of the proposal, the timeline given and the consultant's availability.
- **Interviews**
Upper Dublin Township reserves the right to hold interviews with candidates as part of the selection process.
- **References**
Upper Dublin Township reserves the right to contact any and all provided references as part of the selection process.
- **Cost**
The budgeted amount for this project is \$15,000. Proposals below and above this amount will be considered, but cost will be part of the evaluation criteria.

CONTRACT FOR PROFESSIONAL SERVICES

The successful consultant(s) shall be expected to enter into a Professional Services Agreement with Upper Dublin Township, a draft of which will be provided once the contract is awarded. Both parties have the right to enter into the contract or to negotiate its terms.