

**REQUEST FOR PROPOSAL
PROFESSIONAL DESIGN SERVICES
FOR THE
CITY OF WILLIAMSPORT**

March 22, 2024

**Proposals Solicited by:
City of Williamsport 100 West Third Street Williamsport, PA 17701
(570) 327-7566**

Summary

The City of Williamsport seeks statements of qualifications from experienced architectural and engineering consultants/firms to provide professional services related to identifying and designing the optimal long-term facility to house city government offices.

The City's goals are to house City Government operations (City Hall) in an ADA accessible, inclusive, efficient, cost-effective, and historically appropriate facility that can meet municipal needs now and into the future.

The project options include rehabilitating the current vacant City Hall, constructing a new facility, or purchasing and renovating an existing building downtown. Extensive expertise in ADA compliance, historic preservation, municipal projects, and building evaluations is critically important.

The selected consultant/firm will work closely with the Mayor, City Council, and City staff throughout the project, including conducting assessments, developing budget estimates, and making recommendations. Statements of qualification should demonstrate the respondent's history of successfully managing all facets of projects with similar scope and complexity.

Client Overview

The City of Williamsport, founded in 1769, is the largest city in Lycoming County in north central Pennsylvania. With a population around 28,000, it is the cultural hub for the region.

Nicknamed "The Lumber Capital of the World," Williamsport became a thriving timber and logging center in the 19th and early 20th centuries due to its proximity to extensive hardwood forests. The timber industry spurred rapid growth, making Williamsport one of the most prosperous cities in Pennsylvania during this era.

Many historic Victorian homes, churches, commercial blocks, and civic structures still reflect this period of affluence. Maintaining Williamsport's historic character and revitalizing its downtown remain priorities for current city leaders and residents.

However, the currently vacated City Hall at 245 W. 4th Street has not been updated in decades, and due to its construction in 1896 has numerous ADA and structural challenges deemed costly.

After careful evaluation and exploration of liquidating the facility by the City Administration, City Council decided that more information was needed to adequately understand if investing in substantial renovations to bring the existing antiquated building up to modern code requirements and accessibility standards would be neither practical nor cost-effective compared to exploring an alternative option.

City Council is seeking an experienced consultant or firm to fully evaluate all options and identify the optimal path forward to develop a long-term plan to house City Government, befitting Williamsport's history while serving the needs of today's residents.

Project Scope

The selected consultant/firm will work closely with the Mayor, City Council, and staff throughout a multi-phase project:

Assessment, Analysis, and Recommendations

- Thoroughly assess current City Hall building and viability for renovation. Evaluate the condition of all major building systems, identify code and accessibility challenges, and provide order of magnitude cost estimates for upgrades required to continue housing city government functions there.
- Conduct a feasibility study of existing buildings in downtown Williamsport that may be suitable for purchase and adaptive reuse as the new City Hall. Include historic and non-historic buildings with potential for creative retrofitting. Gather basic data on each such as sale price, square footage, lot size, building condition, zoning, utilities, etc.
- Consider new construction by developing budget estimates for building a new civic facility on a current or acquired property. Identify and evaluate potential sites.
- Compare pros/cons of each option considering metrics such as lifecycle cost, condition, access, parking, historic character, cost, availability, public image, and timeline. Analyze the data to determine which option(s) can meet the city's goals.
- Prepare a report summarizing findings and presenting recommendations to City Council on the optimal building approach, along with cost/benefit and lifecycle cost analysis.

Qualifications of Respondents

Respondents should provide the following in their statement of qualifications:

- Overview of lead firm's history, experience, and specific expertise with civic campus facility projects, municipal buildings, government offices, and public assembly spaces. Highlight historic renovation capabilities.
- Examples of 3-5 past projects that demonstrate expertise across the spectrum of services outlined herein, especially conducting assessments, and making pivotal recommendations to shape major building decisions. Provide reference contact information.
- Resumes of principal, project manager, and key personnel who would be directly involved, highlighting relevant experience. Emphasize public/government, municipal, and restoration projects.
- Proof of valid professional licensure/registration in Pennsylvania for involved disciplines.
- Description of expertise in current accessibility regulations and ADA compliance. Provide examples of past projects improved for ADA accessibility, especially historic buildings.
- List of 5-10 client references from similar civic facility projects, including client name, project, contract value, and reference contact information (phone/email). References from past municipal clients are especially desirable.

Timeline and Fee Proposal

The City plans to select a qualified consultant or firm by May 10, 2024 after thorough proposal evaluation and possible interviewing shortlisted firms.

Respondents should include their estimated timeline for completing the assessment and recommendations if engaged. The City desires completion within a 4 month timeframe, with flexibility extended if justified.

Specify proposed pricing approach:

- Lump sum fee for assessment and recommendations. Break down by task and hours if possible.
- Hourly rates table for all involved personnel and disciplines for non-scope/change order work.
- Note any additional reimbursable expenses that would be billed (e.g mileage, reproduction, travel).

The City welcomes alternative pricing proposals if they are deemed to provide the best value to the City. Compensation will be subject to negotiation with the selected consultant/firm.

Evaluation Criteria

Respondents will be assessed on the following criteria. The relative weighting is indicated in parentheses:

(35%) Relevant Experience and Qualifications

- Demonstrated expertise, experience, and success with similar civic facility projects. Emphasis placed on public/government, municipal, historic, and accessibility projects.

(25%) Team and Personnel Qualifications

- Strength of key staff assembled for this engagement across all needed disciplines. Stability and continuity of team.

(15%) Project Approach and Understanding

- Thoughtful approach to scope of work that incorporates best practices while understanding the City's needs, challenges, and goals.

(15%) References and Examples

- Feedback from past clients on ability to manage complex projects, communicate effectively, and deliver high quality results.

(10%) Cost

- Cost will be evaluated in terms of value provided to the City, considering the quality of service and professional expertise of the Respondent. It remains one of the several important criteria in evaluating proposals.

Proposals shall be held open for 60 days. While the City anticipates awarding a contract, it reserves the right to reject any or all proposals if it is in the best interest of the City to do so. The City also reserves the right to split the project into multiple awards, or to decline awarding any contract whatsoever.

The City of Williamsport thanks all Respondents in advance for proposals and looks forward to selecting the most qualified firm to partner on this important civic campus project. Proposals shall be submitted electronically via email by 3:00pm, April 19, 2024. Please submit all proposals to and direct any questions regarding this RFP to:

Janice Frank, City Clerk
City of Williamsport
cityclerk@cityofwilliamsport.org