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## **REQUEST FOR PROPOSALS (RFP)**

### **Interior Renovation of Office Space**

**Issue Date: November 7, 2014**

**Due Date: December 5, 2014, 2:00 PM EST, Lehigh Valley Planning Commission  
located at 961 Marcon Blvd, Suite 310, Allentown, PA 18109**

## **I. Introduction**

The Lehigh Valley Planning Commission (LVPC) is soliciting proposals from qualified professional vendors for Interior Renovation services. The qualified vendor will enable the LVPC to significantly improve the quality of the interior workspace and provide construction services. The "stay-put" renovation will allow the work of the LVPC to continue throughout the duration of the project with minimal scheduled interruptions.

## **II. Background Information**

The LVPC has occupied 9,640 SF of office space at 961 Marcon Boulevard, Suite 310 in Hanover Township, Lehigh County since 1993. The LVPC wishes to update the look and feel of the space with new paint and carpet throughout. Accessibility issues in the reception and kitchen areas will also be resolved during the renovation. The LVPC will occupy and remain in business during the renovation, we seek professional advice regarding the phasing of the work to limit impact to the staff. The LVPC wishes to begin construction of Phase 1 on or around December 19<sup>th</sup>, 2014. Please refer to the drawings provided to see the three phased areas suggested. The contractor shall provide all permits for construction.

## **III. Services Required**

The following narrative outlines the services to be provided to the LVPC in the area of interior renovation. Services are to be provided during office hours (M-F / 8:30 am – 5:00pm). Please refer to the bid set of documents provided by Steve Glickman Architects for further information:

### **1. Demolition of Interior Partitions**

- Demolition of interior GWB partitions that extend to the underside of an existing ACT ceiling (ceiling is continuous above the partition) at 8'-0" AFF. The partitions include receptacles, light switches and other devices needing relocation. Verification of the information is recommended and Suite 310 is available for a walk through. Please refer to the bid documents for more information.
- Demolition of existing reception desk. Please refer to the bid documents for more information.

- Demolition of existing kitchen millwork and preparation for new millwork in a similar layout. Please refer to the bid documents for more information.

## **2. New Painting & Wall Covering**

- Interior of existing and modified space to be painted per the bid set. Wall surfaces will require varying levels of preparation before painting, we recommend a walkthrough to determine the scope. Some spaces will require coordination with the client to prepare (move/protect) the furnishings so that the space can be painted.
- Provide Forbo Bulletin Board wall covering as indicated by the bid set.
- Wrap existing bulletin boards with new fabric finish and relocate per the bid set.

## **3. New Carpet**

- Provide new carpet and base throughout the suite per the bid set.

## **4. Reception Millwork**

- Provide new reception desk millwork per the bid set. The intent is to limit the interruption to this public space by coordinating the logistics of installation and switch over with the LVPC.

## **5. Kitchen Millwork and Appliances**

- Provide new kitchen millwork per the bid set. The intent is to limit the interruption to this space by coordinating the logistics of installation and switch over with the LVPC. The existing refrigerator will be reused, new sink, faucet, hot water heater, microwave and dishwasher are to be provided in this area. New VCT flooring can be installed over existing flooring unless otherwise suggested by the proposing team.

## **6. Misc. Interior Renovations**

- Repair and replace ceiling tile as required for demolition. Please refer to the bid documents for further information.
- MEP adjustments may be required to account for demolition and new construction.
- Contractor is required to move furniture as needed to complete the work for each phase.

## **IV. Submittal Requirements**

The following information shall be required in the RFP submittal:

- 1. Letter of Transmittal** –The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

- a. Company name, address, and telephone number(s) of the firm submitting the proposal.
- b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- c. Federal and state taxpayer identification numbers of the firm
- d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
- e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- f. Statement which indicates "proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the LVPC."

**2. General Vendor Information** – Provide the following information:

- a. Length of time in business.
- b. Length of time in business of providing proposed services.
- c. Number of full-time personnel in: consulting, installation, training, sales, marketing, and administrative support.
- d. Location of office which would service this account (location of headquarters and any field offices that are not providing service to this project should also be listed).

**3. Description of Services** – Provide the following information:

- a. Describe how your firm is positioned to provide the services listed in this request for proposals and provide a history of experience on providing similar services
- b. Describe your approach and methodology to providing these services.
- c. Provide insight on how your team will phase our project, any processes that your team recommends to maintain LVPC employee safety and productivity during construction and your proposed schedule for each phase of our project.

**4. References** - Provide the following information:

- a. Name, title, address, and telephone number of three references for clients whom you have provided similar services.
- b. Describe the actual services provided and the length of tenure providing services to each client referenced.

**5. Staff Resources** – Provide the following information:

- a. Identify names of principals and key personnel who, if your company is selected, will actually provide the interior renovation services.
- b. Summarize the experience and expertise of these staff.
- c. Describe the role and responsibilities that each of these individuals will have.

**6. Default** - If your company has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice

to stop performance due to the vendor's non-performance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address and telephone number of the party. If NO such terminations for default have been experienced by the vendor in the past five years, declare that. The Commission will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of this vendor.

- 7. Other Information** - Beyond the scope of this RFP, what services (related or otherwise) does your organization provide that may be of interest to the LVPC?
- 8. Summary** – Summarize your proposal and your firm's qualifications. Additionally you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include any other pertinent information that helps the LVPC determine your overall qualifications. Your proposal summary is not to exceed two pages.
- 9. Cost of Services** - Provide the following information:
  - a. The proposal must contain a fee schedule that includes hourly rates for proposed services.
  - b. Describe how your services are priced, and any specific pricing you are able to provide.
  - c. Define any additional charges (e.g. travel expenses).
  - d. Do you have any state contracts that the LVPC would qualify to utilize?
- 10. Insurance** – Contractor shall furnish a certified copy of General Liability Insurance, as well as workman's compensation for company and employees prior to beginning any work.
- 11. Bid Form** – Please fill out the attached bid form and include it with your proposal.

**V. Evaluation Criteria and Process** - A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Understanding of services to be provided
3. Personnel expertise
4. Ability to provide requested services
5. Compatibility with end users
6. Project approach
7. Satisfaction of clients/end users
8. Cost
9. References

**VI. Deadline for Submissions of Proposals** - Three (3) sealed copies of the proposal must be received by the LVPC prior to 2:00 PM prevailing time on Friday, December 5, 2014. One (1) copy should be submitted as a loosely-bound reproducible copy. All copies of the proposals must be under sealed cover and plainly marked as "Interior Renovation Services Proposal". Proposals shall be delivered or mailed to:

**Lehigh Valley Planning Commission  
Interior Renovation Services Proposal  
961 Marcon Blvd, Suite 310  
Allentown, PA 18109**

Any questions regarding this proposal are to be submitted no later than Friday, November 21, 2014 to:

**Anne Esser, MBA  
Director of Administration  
Lehigh Valley Planning Commission  
961 Marcon Blvd, Suite 310  
Allentown, PA 18109  
Tel: (610) 264-4544  
E-Mail: [ale@lvpc.org](mailto:ale@lvpc.org)**

## **VII. Miscellaneous**

1. The Lehigh Valley Planning Commission reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the LVPC's sole judgment, best meets the requirements of the project.
2. The Request for Proposal creates no obligation on the part of the LVPC to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The LVPC reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. The LVPC further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the LVPC may request.
4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the LVPC should not, upon written request, disclose such materials.

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5. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, the LVPC has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of the LVPC. After the contract award has been announced, no unsuccessful Vendor should submit additional information for the LVPC's consideration or have any subsequent contact with LVPC employees or officials, other than to receive a debrief from an authorized individual.
6. Transportation Charges – Unless proposal clearly states otherwise, prices quoted will be considered to include all charges for transportation, packaging, crates, containers, ect., necessary to complete delivery on an F.O.B. Destination basis.
7. Job Familiarization – Vendor is urged to make itself fully aware of all job and facility requirements. Vendor shall be responsible to question any discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by the LVPC.

## BID FORM

### Interior Renovation of Office Space:

**Lehigh Valley Planning Commission  
Suite 310 3rd Floor  
960 Marcon Boulevard  
Allentown PA**

1. Submit bids in compliance REQUEST FOR PROPOSALS.  
Fill in blanks. The Owner reserves the right to reject incomplete bid forms.
2. This Bidding document is not part of the Contract Documents, unless specifically referenced in the Owner/Contractor Agreement.
3. Name and Address of Bidder:
4. BASE BID: The Bidder proposes to perform all of the Work required by the Contract Documents for the amount of: (Fill in amount in words and numbers.)  
  
\$ \_\_\_\_\_  
  
\$ \_\_\_\_\_.
5. ALTERNATE PRICE #1: Additional price for the installation of a wood and glass wall between the Reception Area and the Conference Room as shown in drawings.  
  
\$ \_\_\_\_\_  
  
\$ \_\_\_\_\_.
6. ALTERNATE PRICE #2: Additional price to remove the existing carpet and install new carpeting in the Record Storage and Library as indicated on the drawings  
  
\$ \_\_\_\_\_  
  
\$ \_\_\_\_\_.

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7. ALLOWANCE PRICE #3: Please break out the cost of the electrical work so that it can be evaluated independently of the project costs

\$ \_\_\_\_\_

\$ \_\_\_\_\_.

8. Time: The Bidder proposes to the following dates (Fill in):

A. Proposed Starting Date after receipt of permits: \_\_\_\_\_

B. Proposed calendar days required for substantial completion: \_\_\_\_\_

9. By submitting this Bid Form, the Bidder certifies that he has visited the project site, is aware of existing conditions which affect the work, and has reviewed the Contract Documents, including the following Addenda: (List Addenda received)

\_\_\_\_\_

9. Bid Qualifications: Submit bid qualifications and reasons for qualifications with this Bid Form. Include impact of bid qualifications on time, cost or quality. Bid qualifications may include: A list of proposed subcontractors, cash flow requirements, assumptions for access to the work, assumptions for staging the work, assumptions for protecting existing and abutting work, and proposed modifications to General and Supplementary Conditions.

10. Signed and sealed (Enter date, Bidder's signature and legal business address.)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact information \_\_\_\_\_

Signature: \_\_\_\_\_

List of Bid Qualifications by Bidder (if any) - Use additional sheets if required: