

# **REQUEST FOR PROPOSALS**

**City of Johnstown  
126 Clinton Street  
Building Renovation**

**RFP – March 2020**

**CITY COUNCIL OF THE CITY OF JOHNSTOWN**

# **PROCEDURE**

## **ORIGINAL PROPOSAL AND COPIES**

The proposal must contain the completed “Vendor Information” and “Non-collusion affidavit” pages provided within this RFP. The vendor must submit **one Original Proposal** to the City of Johnstown. All proposals must include a detailed budget narrative.

## **PREPARATION OF PROPOSALS**

Proposals **must** be placed in a sealed envelope and marked:

**City of Johnstown 126 Clinton Street Building Renovation Project**

The name and address of the vendor must be marked on the sealed envelope.

## **DELIVERY OF PROPOSALS**

Proposals must be received in the *City of Johnstown’s Office at 401 Main Street, Johnstown, PA, 15901*, no later than **March 24, 2020 at 12:00 PM**.

## **INQUIRIES AND ADDENDA**

Should the vendor find any discrepancies in, or omissions from the Request For Proposal, or should there be any doubt as to meaning or interpretations, or need clarification, he/she should at once notify John Dubnansky by e-mail at [jdubnansky@cojtn.com](mailto:jdubnansky@cojtn.com). The City of Johnstown will not be responsible for any oral instructions.

## **DUTY OF VENDOR TO MAKE NECESSARY INVESTIGATIONS**

Before submitting a proposal, each vendor shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the City that the vendor will rely upon. Ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will not be a basis for any claim whatsoever for any monetary consideration on the part of the successful vendor.

## **EXPENSES INCURRED IN PREPARING PROPOSAL**

The City of Johnstown accepts no responsibility for any expense incurred by the vendor in the preparation and presentation of a proposal and any such expenses are to be borne exclusively by the vendor.

## **RIGHT TO ACCEPT OR REJECT PROPOSALS**

The City of Johnstown reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to accept any proposal which is deemed most favorable to the county.

## **CHOICE OF LAWS**

Any contract awarded shall be adjudicated, governed, and controlled in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Pennsylvania.

## **TERM OF CONTRACT**

The duration of any contract awarded is anticipated to be four weeks or as negotiated, and shall commence upon the date an agreement is entered with the City of Johnstown.

## **PROCESS BY WHICH THE CONTRACT SHALL BE AWARDED**

This contract will be awarded to the contractor judged to provide the best value. The terms of any contract may be subject to negotiation subsequent to the receipt of proposals. Proposals will be evaluated on the basis of the following:

1. Compliance with specifications and production of required and supporting documentation.
2. Ability of service provider to responsibility and reliably perform contract requirements.
3. Cost of service.
4. Ability to negotiate terms of a contract acceptable to the City of Johnstown.
5. Ability to complete all contracted work tasks within the assigned project schedule.

# **SPECIFICATION OF SERVICE**

## **OBJECTIVES OF THE SERVICE**

The City of Johnstown needs to move quickly on renovating a City-owned space located at 126 Clinton Street, in Downtown Johnstown. The building is located across from Coney Island, and was formerly the site of the old Donut Connection. The building is integrated into our Main Street East Parking Garage and has sat vacant for several years. The interior of the building is in need of a rehabilitation so that it can be made usable for a potential food service tenant.

## **TASKS TO BE PERFORMED**

The following list describes the overall scope of work of the proposed project and the work tasks the selected contractor will complete.

1. Installation of a new electric panel box.
2. Replacement of any electric wiring and receptacles as needed.
3. Test and repair of the existing HVAC system.
4. Purchase and installation of a new hot water tank.
5. Purchase and installation of a new ansul system within the kitchen area.
6. Bathroom renovation to include a new toilet, sink, light fixture.
7. Test of the existing water sprinkler system.
8. Replacement of water sprinkler system piping and sprinkler heads as needed.
9. Construction of approximately 18 linear feet of a 3-foot high wall in the lobby area.
10. Installation of base a countertop in the lobby area.
11. Construction of approximately 14 linear feet of a half wall with counter top in the kitchen area.
12. Construction of a 24" wide countertop in the dining area.
13. Powerwash existing tile floor throughout the building.
14. Painting of the interior.
15. Installation of new black colored foam ceiling tile.
16. Replacement of new ceiling tile tracks as needed.

Further discussion about the required installation of walls and countertop will be discussed at the project site visit. The City will handle the filing and cost of the associated building permit required for the project and the installation of a natural gas line into the building.

## **IMPLEMENTATION TIME FRAME**

An award of this project is expected to be made to the contractor by April 2, 2020. All work tasks must be completed by April 30, 2020, unless the City provides an extension, in writing, to the contractor.

## **SITE VISIT AND PLANS DEVELOPMENT**

The City of Johnstown are having building plans created for this project. These plans will be available for review by interested contractors at an open house scheduled at the project site on March 19<sup>th</sup>, from 2:00 PM – 4:00 PM. Interested contractors will have the opportunity to view the interior of the building and review the work tasks with City and Building Code officials.

## **CONTRACTOR DELIVERABLE IN RESPONSE TO THIS RFP**

Each proposal sent to the City in response to this RFP should include:

- A detailed itemized budget, by work task.
- Examples of similar work the contractor has completed in the last five years.
- Project Schedule
- A signed contract with a section for the City to sign and accept the provided work proposal.
- A completed Vendor Identification sheet.

## VENDOR INFORMATION

**VENDOR NAME (PRINTED):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**NAME (PRINTED):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_