

CITY OF JOHNSTOWN

**REQUEST FOR PROPOSALS
TO PROVIDE
DESIGN SERVICES FOR
LOCUST STREET PARKING LOT**

DECEMBER 2021

The City of Johnstown is soliciting interest from qualified consulting engineering firms for design services relative to improvements to an existing parking lot situated between Washington Street and Locust Street in the 300 block.

A full description of the services requested, evaluation criteria for consultant selection, and other pertinent information are contained in the attached Request for Proposal documents. It is the City's intent to select a design firm based on the information requested in the proposal documents.

Proposals must be received by Monday, January 3, 2022 at Noon at the City of Johnstown, 401 Main Street, Johnstown, PA 15901. Proposals can be delivered, mailed or e-mailed to:

City Manager
City of Johnstown
401 Main Street
Johnstown, Pa 15901
dpenatzer@cojtwm.com

CITY OF JOHNSTOWN
REQUEST FOR PROPOSALS
TO PROVIDE
LOCUST STREET PARKING LOT DESIGN SERVICES

I. Purpose

The City of Johnstown (the City) is soliciting proposals from qualified consultants for design services for the revitalization of an existing parking lot situated between Washington Street and Locust Street in the 300 block.

II. Scope of Project

The existing parking lot consists of a mix of cracked asphalt and compacted stone. This project, as envisioned in the enclosed conceptual drawing, will revitalize the entire parcel to include parking spaces, a centralized parking meter kiosk, green space and lighting. The existing stormwater drain through the parcel (visible at the surface) is to be removed. The existing small park (shown as Locust Park in conceptual drawing) is to remain as is. Columns and ornamental fence is to be utilized to provide a small amount of “structure” along the bordering streets. New sidewalks and curb are to be installed along Washington Street and Locust Street. ADA compliance is to be assured. Landscaping is to be included. The surface is to be properly graded so that stormwater runoff is directed to green space or away from the parcel.

This project is being funded 100% with local funds. There are no State or Federal funds involved with this project.

III. Scope of Services

The scope of design services shall include everything that is necessary for a contractor to respond to a bid document, and no more. There are no grant funds involved with this project. The City does not wish to make this design any more complicated than it needs to be. Washington Street is a PennDOT road. The firm shall determine if the sidewalk portion of this project requires a Highway Occupancy Permit and, if so, obtain such permit. The firm shall determine if the project requires an approved E&S plan and, if so, obtain such permit. Preparation of bid documents and the bidding process is excluded from the scope of design services. The City will prepare its own bid documents utilizing the engineered design.

IV. Description of Project

The parcel (72-001.108.001) measures approximately 270’ x 125’ and is essentially flat. The City hopes to advertise this project for bidding in March for summer 2022 construction.

V. Components of Design

Surveying – The firm may utilize any type and detail of survey that is generally accepted by the profession for this type and scale of project. The detail shall be sufficient in every regard to satisfy the needs of the City for bidding. The design drawings shall include all required components such as a title page, location map, index map, typical sections, all construction details and detail plan sheets.

Highway Occupancy Permit (HOP) – This project borders Washington Street, a PennDOT road. The proposal shall include the determination of whether or not a HOP is required, and if so, obtaining such permit from PennDOT.

ADA Compliance – The design of this project must satisfy in every way all requirements for ADA compliance.

Erosion & Sedimentation (E&S) Plan – The proposal shall include the determination of whether or not an E&S Plan is required, and if so, the development, submission and subsequent approval by the Cambria County Conservation District of an E&S Plan.

Quantity Summary – The design shall include an itemized quantity summary with a construction cost estimate for the project.

Bidding – It is the City’s intention to utilize the design drawings in conjunction with the bidding process. The bidding process is handled in-house by the City. This proposal shall not include any services associated with the bidding process including development of bid documents, solicitation of bids, review of bids, bid award or construction contracts.

Construction Services – The City provides inspection of construction in-house. This proposal shall not include any construction services. If professional advice is required as issues arise during construction, the design firm will bill the City for those additional services. If issues arise during construction that should have been realized or known during design, the design firm will be required to provide those additional services.

VI. Submittal Requirements

Qualified consultants interested in performing the work described in this request for proposals should submit the following information.

- A. Letter of transmittal.
- B. Qualifications of your firm and staff proposed to perform the work on this project.
- C. Identify the specific staff member to be assigned as primary representative, office address of that staff person, and include resumes of that staff member and others to be directly involved in the work.
- D. A list of similar-sized parking lot, park, sidewalk or other similar projects designed. Confine this list to only those projects that have involved the same staff proposed to be assigned to our project.
- E. A budget summary for the project design based on component tasks, including a total cost for the design.
- F. A preliminary project schedule detailing the steps the firm intends to follow while completing the design. The City hopes to bid construction in March 2022.
- G. Limit the total length of your proposal to a maximum of ten (10) pages, including cover letter.
- H. Submit only one (1) copy of your proposal.
- I. Proposals must be submitted no later than Noon on Monday, January 3, 2022 to:
Daniel Penatzer, City Manager
401 Main Street
Johnstown, Pa 15901
or
dpenatzer@cojtwm.com
- J. Questions related to your submission should be directed to Daniel Penatzer, City Manager at the e-mail address above.

K. Any cost incurred by the consultant in preparation, transmittal or presentation of any proposal or material submitted in response to this request shall be borne by the consultant.

VII. Selection Criteria

The following criteria will be evaluated during the selection process.

- A. Overall quality of proposal.
- B. Consultant qualifications and experience.
- C. Experience in parking lot, park or sidewalk design.
- D. Cost of design.

VIII. Selection Process

It is the City's intent to select a consultant based on the information requested. The City will meet with the highest rated consultant in the selection process in order to agree upon a scope of work and the proposed fee. If a mutually satisfactory contract cannot be negotiated with the consultant first selected, the negotiations will be terminated, and the City will then initiate discussions with the consultant given second preference.

The City intends the selection process to proceed as follows, however, reserves the right to modify the schedule as necessary.

Release RFP	December 1, 2021
Deadline for Clarifications	December 15, 2021
Proposals Due	January 3, 2022
Selection Finalized	January 5, 2022

The City, at its sole discretion, reserves the right, for any reason and at any time, to reject any or all bid proposals, to waive any informalities and/or irregularities, to negotiate the terms and specifications for the project, to modify any part of the request, to issue a new request for proposals, and to make a final selection in a manner which best serves the interests of the City.

(end)

Attachments: Conceptual Design by Environmental Planning & Design



Locust Street Parking Area

View After 15 Year Landscape Maturity

Designed by **REAL DESIGN**
Illustrated by **environmental planning & design**