

Borough of Glassboro

Historic Train Station Renovation Design Phase

Request for Proposals

Please review this RFP in its entirety before submitting a proposal. Listed below are the key deadlines related to the submission process.

DATE OF ISSUE: JUNE 27, 2005

DEADLINE FOR MANDATORY LETTER OF INTENT TO SUBMIT: JULY 15, 2005

END OF QUESTION AND ANSWER PERIOD: JULY 20, 2005

RFP RESPONSES DUE: AUGUST 1, 2005

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1.0 Project Overview

1.1 Background

Glassboro's Historic Train Station is located on the corner of Whitney and Oakwood Avenues. It is just three blocks south of the center of the Downtown Business District and is adjacent to Rowan University's Bunce Hall, the oldest educational building on the campus. The Train Station is a major eyesore located between the downtown and Rowan University. However, the site has incredible potential as a landmark for the town, because of its historic significance as well as the fact that it is located directly across from the main lawns at Rowan. Both Borough and Rowan officials have the desire to see the site become a focal point for the community.

The Train Station is a landmark that guides residents from the "Ridge" and students from the back end of the campus into the Downtown. The residents that live in the area are of low to moderate income levels and the area itself is largely populated with elderly fixed income citizens and University students.

The Train Station building has been vacant since 1971 and has slowly deteriorated and the property landscaping is completely overgrown. Its operation as a train station dates to the 1850's, and its popularity in the early 1900's for commuters was much of the reason why Rowan University, then Glassboro Normal School, was founded next door. With the current discussions at the state and regional level of light rail extensions to the area, it is possible that one day the station will once again be open for students, residents, visitors and employees to travel throughout South Jersey and beyond.

The Ridge is the oldest section of the town and for the most part, the residential homes in the area are in fair to good condition. In addition, with the current upswing in the Borough's property values, many residents are making noticeable renovations to their houses. The renovations at the Train Station will only increase this trend and support the redevelopment taking place in the downtown business district. It will also create a tourist attraction that will provide an educational component and entertainment value to all who visit the property.

Already with the news that the Train Station was purchased by the Borough and that renovation plans are being discussed, residents from around the town, as well as the county and state have been contacting many of our municipal offices to provide historical artifacts, documents and stories for the proposed museum portion of the facility.

Only recently, in the past year or so with the Borough's purchase of the property, has any clean up effort been implemented. The brush around the building was cleared and a tarp was placed on the building's roof to eliminate any further interior damage. These small actions have been very well received by the residents in the immediate area because they are finally seeing some progress taking place at a location that has been neglected for so long.

All in all, the Train Station's completed renovations will help to build the community's confidence in the fact that progress is continuing to take place throughout the borough. To many of our residents, the revitalization efforts seem to be slow and arduous but due to funding limitations the municipality can only move as fast as the funding allows.

1.2 Goals & Objectives

Glassboro's Historic Train Station is a landmark property that acts as an entryway to our Downtown Business Center. The intentions of the Glassboro Historic Commission have been in planning for many

years. The plans include renovating the Train Station building to be used as a Visitor-Welcome Center for the town and University, operating a museum that would feature transportation related and other cultural or historic information about Glassboro, and creating a Headquarters for the Historical Commission. Additionally, there would be a conference room for local public meetings, and there could someday be a café or eatery located at the site.

Currently, the Delaware River Port Authority (DRPA) is conducting a study to determine the feasibility of extending PATCO High Speed Line service into the Glassboro area. One of the proposed routes is to use the existing rail corridor. This has been identified as having the possibility of transforming the existing historic train station into a fully operating station once again.

The goals of this design phase are to take all of the above mentioned potential uses into account, as well as the historic architecture and use of the Glassboro Train Station, and create design documents for the train station renovation project. These design documents should be substantial in the sense that they help present to the community what the end product of the renovation will be, and that they include cost estimates and project tasks that may be used in the process of hiring a contractor for the actual renovation process.

1.3 Project Oversight & Management

The Borough Administrator will provide the necessary project oversight and management either directly or by delegation to the Economic Development Department or other relevant persons or agencies. The direction of the study will ultimately be decided and controlled by will of Mayor and Council.

2.0 Project Scope, Deliverables and Schedule

2.1 Project Scope and Deliverables

The project scope in general terms is a complete Architectural and Engineering Design Phase for the full renovation of the Glassboro Historic Train Station as a Welcome Center/Museum. The Design Phase should also create Renderings, Drawings, and Cost Estimates that may be used for the purpose of securing additional funding for the renovation process.

Further details of the scope and the corresponding deliverables are as follows:

- Historical Review of the property- While the ultimate goal is to renovate the train station, the Borough needs assistance in determining the appropriate time period to focus on. Although the train station was built circa 1865, it may be more appropriate to renovate the structure in accordance with a more recent time of use, such as the 1950's or 1960's, especially considering the possibility of eventual PATCO or Light Rail service extension to Glassboro.
- Condition Assessment- This can be conducted in conjunction or simultaneous to the Historic Review. The Borough is requesting an assessment of the existing conditions of the structure, plumbing, electrical, HVAC, and all other major systems, etc.
- Preliminary Design- the consultant will be expected to produce a full set of preliminary design documents that will allow the Borough and the Historic Commission to get an idea of what the site will look like when the renovations are complete. These documents will need to incorporate modern code regulations (safety, zoning, ADA, etc.) into the fact that this is a historic

renovation. Please Note: There is a strong possibility that there will be a need to identify a stabilization strategy in the event that serious renovation issues are found to be in need of immediate address.

- Final Design- after presenting the preliminary design to the Borough, the Borough may request or determine that changes are necessary. These changes must be reflected in the Final Design. Again, there is a strong possibility that there will be a need to identify a stabilization strategy in the event that serious renovation issues are found to be in need of immediate address.
- Cost Estimate- the Final Design must be accompanied by a proper engineer's cost estimate for the complete renovation of the site. This estimate must include unit prices for each component.
- Proposed funding sources/fundraising techniques to raise funds necessary for the renovation process.
- Supplementary Documentation- additional information may be required in order to comply with local, state, or federal regulations. This should also include the proper documentation to be submitted to the State and National Historic Registries.
- Optional Items- The Borough would be interested in additional suggestions and pricing regarding the possible reconstruction of a former newsstand that was located on the site, as well as for the consultant to remain on board with the project throughout the bidding process and again throughout the renovation/construction process.

Final approval of the above documents shall be made by the Borough of Glassboro Mayor and Council.

2.2 Project Schedule of Activities and Deliverables

The Glassboro Historical Commission would like to proceed with the following schedule to renovate Glassboro's Historic Train Station:

May 27, 2004	Purchased the building
June 27, 2005	RFP is issued for an architectural/engineering firm to perform design phase
July 15, 2005	Mandatory Letter of Intent due from all potential proposing firms.
July 20, 2005	End of Question and Answer Period.
August 1, 2005	RFP Responses Due.
August, 2005	Review of responses/Selection of firm.
September, 2005	Commencement of project
October, 2005	Completion of Historical Review/Condition Assessment
November 2005	Submittal of Preliminary Designs and Cost Estimates, and Presentation of Findings on Potential Funding Sources/Fundraising Concepts.
January 2006	Submittal of Final Designs and Cost Estimates and Supplementary Documents

3.0 Communications with Borough of Glassboro

3.1 Official Contact

All potential responders interested in communications concerning this project should contact the Project Manager in writing, e-mail, or by telephone (voice or fax):

Mr. Sam Leone ~ Coordinator	Phone: (856) 881-0500
Glassboro Economic Development	Facsimile: (856) 881-9241
15 East High Street	e-mail: sleone.gedc@verizon.net
Glassboro, NJ 08028	

Only the project manager or his designee is empowered to speak for the Borough of Glassboro with respect to this project. Potential responders seeking to obtain information, clarifications, or interpretations from other individuals are advised that such material is used at the provider's own risk and the Borough will not be bound by any such representations. Any attempt to bypass this procedure may be deemed grounds for the rejection of the provider's response.

3.2 Letter of Intent

All potential providers interested in responding to this RFP wishing to receive addenda (if any), answers to questions submitted by themselves or other potential responders, or other related information from the Borough must submit a Letter of Interest to the Project Manager by 5:00 PM, July 15, 2005.

This Letter of Interest must designate the officer, employee, or agent who will be the provider's contact for all communications regarding this RFP. The following information should be provided for individuals so designated:

- Name
- Company
- Title/Position
- Mailing Address
- Voice Telephone Number
- FAX Telephone Number
- E-mail Address

3.3 Pre-Proposal Conference

A pre-proposal conference **is not required** for this RFP.

3.4 Questions

Potential providers who have questions concerning this RFP may ask them over the telephone, submit them in writing (hard copy), send them via E-mail or transmit them via FAX. All such questions must be presented to the Project Manager.

All questions raised, along with subsequent Official Borough responses, will be provided in writing to all responders who submit a Letter of Interest.

The Project Manager must receive all questions by July 20, 2005 in order that the Borough can provide a timely response.

3.5 Addenda

Changes to the RFP will be made only by formal written addendum issued by the Project Manager. Any such addendum will be issued no later than 3:00 PM on July 20, 2005, and will be sent via hard copy, E-Mail, or FAX to all potential providers who have submitted a Letter of Interest.

4.0 Proposal Instructions

4.1 Content of Proposal

To be considered responsive, proposals must address how all design phase documents will be developed. All requirements of Section 2.0 (2.1 and 2.2 inclusive) must be addressed. How all information requested and all deliverables requested set forth will be developed and provided must be clearly stated. Commitment must be made to adhere to and accomplish the specified tasks within the delineated time frames. The proposal must demonstrate capability of the responder to comply with/provide all requirements introduced with “will,” “must,” “should,” and “shall” statements.

4.2 Organization and Copies of Proposal

To facilitate the evaluation process, proposals should be organized as outlined in Section 5.0. Responders may submit supplemental information, however the Borough may choose not to review anything in excess of the proposal response requirements.

Twelve (12) hard copies of the proposal should be submitted. The consultant and any subcontractor over \$10,000.00 will be required to submit the following cost information:

Contract Pricing Proposal – With Supporting Schedule (see attached)
(Available at www.dvrpc.org/about/rfp.htm)

Title 41 Code of Federal Regulation’s limit the amount of profit or fee to 10 percent of the direct labor cost, fringe benefits and indirect costs, and from 1 to 5 percent of other direct and indirect costs, and from 1 to 5 percent of other direct costs excluding sub consultant’s costs.

The estimated level of effort is (Insert \$ Amount Here)

CERTIFICATION OF ELIGIBILITY:

A certificate is to be included in the Proposal for each firm stating that:

“The firm is not ineligible to receive award of a contract due to the firm’s inclusion on any federal, Pennsylvania or New Jersey State list of debarred contractors, or other wise ineligible to be awarded a contract using federal or state funds.”

This statement can be written on your firm’s letterhead and should be signed by an officer of the firm.

Technical and Administrative questions concerning this RFP should be directed to:

Mr. Sam Leone ~ Coordinator	(856) 881-0500 phone
GEDC	(856) 881-9241 facsimile
15 East High Street	e-mail: sleone.gedc@verizon.net
Glassboro, NJ 08028	

4.3 Format of Proposal

To the extent possible, proposals should be prepared on 8.5” x 11” paper and bound or stapled. Foldouts for charts, tables, or spreadsheets will be acceptable. PLEASE NOTE: ALL PRICING PERTAINING TO THE PROPOSAL MUST BE SUBMITTED IN A SEPARATE ENVELOPE ATTACHED TO THE PROPOSAL SUBMISSION.

4.4 Readability of Proposal

Responders are advised that the Borough’s ability to conduct a thorough evaluation of proposals is dependent on the responder’s ability and willingness to submit proposals which are well ordered, detailed, comprehensive and readable. Clarity of language and adequate, accessible documentation is essential, and is the responder’s responsibility.

4.5 Delivery of Proposal

Proposals must be received at the address below no late than 3:00 PM on August 1, 2005.

Mr. Sam Leone
Glassboro Economic Development Corporation
15 East High Street
Glassboro, NJ 08028

Responders are solely responsible for ensuring that proposals are delivered on time.

Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension of the proposal due date and time.

Proposals received after the due date and time will be returned unopened.

4.6 Cost of Proposal

The issuance of this RFP does not, under any circumstances, commit the Borough to pay costs incurred by any responder in the preparation and submission of proposal. The responders are responsible for all costs associated with their response to this RFP.

4.7 Rejection of Proposal

The Borough reserves the right to reject any and all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals. Rejections can be on the best interests of the Borough or Rowan University.

4.8 Disposition of Proposal

All materials submitted in response to this RFP will become the property of the Borough of Glassboro upon delivery.

4.9 Schedule of Proposal

The planned schedule of events through contract execution is outlined in section 2.2 of this RFP.

5.0 Proposal Organization

5.1 Responder Qualifications

The Borough requires that proposals demonstrate responder and project team expertise in the following areas:

- Localized field survey analyses.
- Public infrastructure planning and design.
- Traffic and transportation planning and design.
- Advertising and marketing program development.

Provide documentation of qualifications through the discussion of employee training and experience and a review of projects for which a similar scope of services has been undertaken by the responder within three (3) years. Include as attachments to the proposal:

- A. Resumes of individuals who will be assigned to the project.
- B. References from three (3) clients for whom similar scopes of service have been provided within the past three (3) years.

5.2 Use of Sub-Contractor / Sub-Contractor Qualifications

Since a diverse set of skills is called for, ranging from technical communication knowledge to business oriented advertising and marketing, it is likely that interested firms might require a sub-contractor to successfully perform all requirements. This is permissible, provided that:

- A. The responder will be the sole contracting provider and thus responsible for all the delineated requirements of the project being met.

- B. The sub-contractor is identified in the RFP, its project responsibilities set forth, and its qualifications to handle the assigned tasks documented. Documentation should include discussion of similar work tasks undertaken within the last three (3) years and references from three (3) clients for whom similar scopes of services have been provided within past three (3) years. The sub-contractor personnel assigned to the project team must be identified, by role, and their resumes provided as an attachment.
- C. The sub-contractor cannot be changed prior approval of the Borough, specific personnel assigned to the project team cannot be changed without the prior approval of the Borough Project Manager.

5.3 Project Approach

Describe how the requirements set forth in **Section 2.0 Project Scope, Deliverables, and Schedule** [2.1 to 2.3 inclusive] will be accomplished.

5.4 Project Team

Identify the project team make-up, and structure, including the provider project manager, technical staff, sub-contractor staff [if any] and each member’s role in the project. The resumes provided will be expected to demonstrate successful experience relevant to each individual’s responsibilities on the project.

Provider project team members may not be changed following contract execution without the prior approval of the Borough Project Manager.

5.5 Project Cost

Include the proposed cost of the project, along with preferred billing / payment schedules. The billing / payment schedules may be adjusted by mutual agreement prior to contract award.

5.6 Project Time Frame

Indicate whether or not the time frame set forth in Section 2.3 is deemed too aggressive. If the indicated date for completion of the deliverables, January 2005, cannot be met, indicate the date when completion would occur.

5.7 Equal Opportunity / Affirmative Action Statement

Include the following statement page, to be signed and dated by a principal(s) of the responder firm and any sub-contractor included in the proposal of the responder:

EQUAL OPPORTUNITY / AFFIRMATION ACTION STATEMENT

_____ agrees that in performing any work under contract
(Responder Firm)

with the Borough of Glassboro:

- There will be no discrimination against any employee or applicant for employment because of race, creed, color, sex, age, or national origin. The firm will take affirmative

action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color, sex, age, or national origin. Such action shall include, but not be limited to the following: advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The firms agree to post, in conspicuous places, notices to be provided by the contracting corporation or agency setting forth the provisions of this non-discrimination clause.

- The firm will, in all solicitations or advertisements for employees placed by or on behalf of the firm, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age, or national origin.

Date	Signature
	Name (printed)
	Title

6.0 Proposal Evaluation and Selection

6.1 Proposal Evaluation Process and Criteria

All Proposals received will be reviewed and evaluated by an Evaluation Committee appointed by the governing bodies of the Borough of Glassboro & Rowan University. Membership will include Borough Council members, and Glassboro Economic Development Staff and Rowan University Staff.

The evaluation committee will rate the written proposals based upon the criteria in the table that follows.

Upon completion of the review:

- A. The Evaluation Committee will invite the responder(s) whose written proposal(s) receives the highest score (s) for a finalist interview, if deemed necessary.
- B. The Borough staff will conduct reference checks for the finalist(s).
- C. The Borough will conduct interviews of the responders, if deemed necessary.

Evaluation Area	Evaluation Criteria	Maximum Points
Qualifications of Firm	Relevant, successful experience in performing design phase projects, particularly those involving historic renovations and adaptive reuse.	45
Quality of Proposal Plans	The degree to which the responder’s proposal reflects understanding of the Borough objectives and the extent to which the work proposed will go towards meeting the objectives.	30

Performance History of Firm or Sub-contractor Firm	Degree of satisfaction with and comments on work performed by the firm, or its subcontractor firm, as exposed by recent clients for whom similar projects have been completed.	25

6.2 Proposal Selection

The Evaluation Committee will make its recommendations to the Mayor & Council.

If the recommended consultant(s) are approved, contract work will commence with the selected firm. Other submitters of RFP's will be notified of the selection outcome.

If the contract cannot be executed between the selected responder and the Borough, for whatever reason, the Borough reserves the right to enter negotiations with one or more other submitters, in rank order of evaluation.