

BOROUGH OF EAST PETERSBURG

REQUEST FOR PROPOSALS

Architectural Services – Municipal Facilities

1. PURPOSE

The Borough of East Petersburg (the “Borough”) is soliciting proposals from qualified architectural firms to provide professional services for the planning and conceptual design of:

- **A Municipal Office Building (approximately 5,175 square feet)**
- **A Public Works Garage/Warehouse (approximately 8,050 square feet)**

The Borough intends to evaluate each facility independently and reserves the right to proceed with one, both, or neither project.

2. PROJECT DESCRIPTION

The Borough is evaluating future capital improvements to support administrative operations and public works functions. The selected firm shall assist the Borough in defining facility needs, developing conceptual layouts, and preparing opinions of probable construction cost.

Alternate A – Municipal Office Building

- Approx. 5,175 SF
- Administrative offices
- Public meeting space
- ADA-compliant access and circulation
- Supporting site elements (parking, pedestrian access, etc.)

Alternate B – Public Works Garage/Warehouse

- Approx. 8,050 SF
- Vehicle/equipment storage bays
- Maintenance/service areas
- Material storage
- Office and staff support space

3. SCOPE OF SERVICES

The selected firm shall provide the following services for each alternate:

A. Needs Assessment

- Meet with Borough representatives to confirm space needs, operations, and priorities
- Prepare a written space program identifying required rooms, sizes, and relationships

B. Conceptual Design (Required Deliverables)

For each alternate, the consultant shall provide:

- Minimum of two (2), preferably three (3), distinct conceptual layout options, including:
 - Floor plans
 - Building orientation and massing
 - Functional layout considerations
- Conceptual site considerations (if applicable), including:
 - Parking
 - Access and circulation
 - General site layout relationships

C. Opinion of Probable Construction Cost

Provide a planning-level cost estimate for each alternate and each layout option, including:

- Separate cost breakdowns for:
 - Building construction
 - Site improvements
 - General conditions, overhead, and profit
 - Contingency
- Identification of major cost drivers and assumptions
- Cost per square foot metrics

D. Comparative Evaluation

Provide a summary comparing layout options, including:

- Advantages/disadvantages
- Relative construction costs
- Operational considerations

E. Optional Services (If Authorized)

Firms may identify additional services for future phases, including:

- Schematic design
- Design development
- Construction documents
- Bidding and construction administration

4. PROPOSAL REQUIREMENTS

Proposals shall be concise and include the following:

A. Firm Qualifications

- Overview of firm and office location
- Relevant municipal project experience
- Experience with similar building types

B. Project Team

- Identification of key personnel
- Roles and responsibilities
- Relevant experience of assigned staff

C. Project Understanding and Approach

- Understanding of Borough needs
- Approach to programming and conceptual design
- Approach to developing multiple layout options and cost opinions

D. Fee Proposal

Provide separate fees for each alternate:

- Alternate A – Municipal Office Building
- Alternate B – Public Works Garage/Warehouse

Fee shall be:

- Not-to-exceed
- Broken down by task:
 - Needs Assessment
 - Conceptual design (including multiple layout options)
 - Cost estimating
 - Meetings/presentations

Clearly identify any optional services and associated costs.

E. Schedule

- Proposed timeline from Notice to Proceed through completion of conceptual design and cost opinion

F. References

- Minimum of three (3) references for similar projects

5. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria. The Borough reserves the right to conduct interviews with selected firms.

Criterion	Description
Relevant Experience	Demonstrated experience with municipal buildings and similar facility types
Project Understanding	Demonstrated understanding of Borough needs and project requirements
Proposal Quality	Completeness, clarity, and quality of the submitted proposal
Project Team	Qualifications and relevant experience of assigned personnel
Fee and Value	Reasonableness of fee and overall value to the Borough

6. SUBMISSION REQUIREMENTS

Proposals shall be submitted no later than:

Submission Deadline: Thursday, May 14, 2026 by 10AM.

Submissions shall be sent in sealed envelopes to:

Karen St. Clair, Borough Manager
6076 Pine Street, Suite A
East Petersburg, PA 17520

Bids will be unsealed on May 14, 2026 at the Borough office. Proposals will be presented for approval at a public meeting at the East Petersburg Borough Community Center 6051 Pine Street East Petersburg, PA 17520 on Tuesday, June 2, 2026 @ 7pm.

7. GENERAL CONDITIONS

- The Borough reserves the right to accept or reject any or all proposals.
- The Borough may waive informalities or irregularities in proposals.
- The Borough reserves the right to request clarification or additional information.
- The Borough is not responsible for costs incurred in preparing proposals.
- The selected firm will be required to enter into a professional services agreement acceptable to the Borough.

8. CONTACT INFORMATION

All questions regarding this RFP shall be directed to:

Name: Karen St. Clair, Borough Manager

Borough of East Petersburg

Email Address: kstclair@eastpetersburgborough.org

Phone Number: 717-569-9282

Optional Provisions for Borough Consideration

The following provisions may be added to tighten project controls:

- Maximum of two (2) design iterations included per alternate (additional iterations billed as additional services)
- Required presentation at Borough Council meeting upon completion of conceptual design
- Deliverables to be provided in both PDF and CAD/Revit formats (to preserve Borough ownership of design files)