

CITY OF TITUSVILLE

REQUEST FOR PROPOSAL



Historic Design Guidelines and Related Services for the City of Titusville

Proposal Release	11/1/2016
Proposal Questions Deadline	11/15/2016
Proposal Due Date	11/30/2016
Award Date	12/27/2016

Direct written questions to:

Diana Durstine, City Grant Administrator
adminservices@cityoftitusvillepa.gov
107 N Franklin St
Titusville PA 16354-1734
www.cityoftitusvillepa.gov



CITY OF TITUSVILLE

“Birthplace of the Oil Industry”

107 N Franklin St ~ Titusville PA 16354

City Manager’s Office (814) 827-5300 ext 303

www.cityoftitusvillepa.gov

adminservices@cityoftitusvillepa.gov

PUBLIC NOTICE

Sealed proposals marked “Historic Design Guidelines and Related Services” addressed to the City of Titusville, 107 N Franklin St, Titusville PA, 16354-1734 will be received at the office of the City Manager until 4:00pm, Wednesday, November 30, 2016 at which time they will be publicly opened and read aloud.

Specifications may be obtained on-line at www.cityoftitusvillepa.gov or at the Office of the City Manager. This project is subject to the provisions of the Pennsylvania Prevailing Wage Act. The City reserves the right to accept or reject any or all bids submitted, and to make the award in the best interest of the City. The lowest responsible bidder need not be the bidder submitting the lowest dollar amount bid. The City may also consider the quality of goods or services supplied, ease of repair, compatibility with other City equipment or services, responsiveness, past performance of the bidder and any other reasonable factors specified in the advertisement for bids. EOE

This project is supported by a grant from the Pennsylvania Historical and Museum Commission, a state agency funded by the Commonwealth of Pennsylvania.

City of Titusville
Larry Manross, City Manager

Please publish this notice on November 1st and November 12th and send proof of publication to the attention of the City Manager. Thank you.

I. General Description

The City of Titusville (hereinafter referred to as “City”) requests the submission of proposals for a one-time contract for preparation of historic design guidelines for the entirety of the City and associated public outreach and education.

II. Project Area

The City is a third class city located in the southeast corner of Crawford County where the county borders with Warren and Venango Counties. The City has an area of approximately 2.9 square miles, with a population of 5,601 (census.gov, 2010). Part of the Oil Region National Heritage Area, Titusville is the founding location of the modern petroleum industry. The City’s success in the oil industry over the latter half of the nineteenth century resulted in many commercial and residential buildings that reflect exemplary styles of Victorian architecture that comprise the current district listed on the National Register.

III. Scope of Work

Work Project 1

Design Guidelines: The City is seeking the creation of design guidelines for the City by a planning firm specializing in historic preservation planning. These guidelines will focus on an evaluation of the current Titusville Historic District overlay, the boundaries of which are delineated on the National Register of Historic Places, and its position within and interaction with the rest of the city, including assessment of notable structures and architectural patterns outside the district. The proposed design guidelines shall provide an overview of the history of Titusville and the development of its architecture. Design guidelines will also include a photographic assessment of structures, both commercial and residential, throughout the historic district, as well as detailed architectural renderings of exemplary historical buildings of various types within the district. These visual assessments shall provide a particularly close delineation of historic building materials and features found in Titusville’s commercial and residential architecture. The proposed set of design guidelines will offer comprehensive recommendations for the appropriate methods of maintaining, repairing, rehabilitating and/or restoring Titusville’s myriad styles of historic buildings and various building materials found therein. Furthermore, recommendations for maintaining and improving the streetscape in all areas of the historic district shall accompany these visual assessments. The guidelines shall also include recommendations on approaches to dealing with demolition and new construction (such as compatible examples of infill construction). With an eye to the future, the contracted firm will evaluate and provide recommendations within the guidelines to ensure that any further development within the City shall enhance and meld seamlessly into the City’s defined cultural and historical context without visually detracting from the historic streetscape.

Work Project 2

Public Outreach and Education Effort: The contracted planning firm shall conduct public opinion surveys and lead public presentations for the community to better educate and inform the community on historic preservation methods and the tools available to them. These tools include identifying funding sources as well as providing detailed information on recommended approaches for repairing, preserving, and restoring historic buildings.

IV. Costs

Provide cost breakdown as follows:

- A.) Cost for completion of Work Item #1 only.
- B.) Cost for completion of Work Item #1 and #2 combined.

Budgets should be broken down and as detailed as possible. In addition provide an hourly schedule of billing rates for any additional services. All reimbursable expenses, including copies, mail and mileage, must be included in the cost.

Billing on the project should occur monthly based on the hours spent on the project up to 90% of the total contract value of \$30,000. The final invoice shall be paid upon receipt of the final product and determination by the City that all requirements of the contract have been met.

V. Project Timeline

The City anticipates a schedule for the project that will fall well within the two-year cycle for funding and reporting the grant monies to the state, following the general timeline below:

November 1	Issue RFP to consulting firms, advertise and post on City's website
November 15	Questions regarding RFP due to City
November 20	Responses to questions posted on municipal website
November 30	RFPs due to City
December 21	City notifies selected consultant
December 30	City and consultant enter into contract
July 1, 2018 - Final drafts of all materials, all products due to City	

The consultant shall include a timeline for the following project milestones and deadlines:

1. Meetings with the City (including City Council and the Planning Commission) and other interested organizations.
2. At least three meetings with the public. Creation of surveys, social media outreach, and other means for communicating project goals and obtaining feedback from residents.
3. At least two rough drafts and multiple copies of the final draft of the design guidelines to be distributed, as well as a digital final version. Deadline for comments on drafts to consultant.
4. Final public meeting scheduled.

VI. Proposal Submission

All responses to this RFP must be received in a sealed envelope and clearly marked "Historic Design Guidelines and Related Services Draft for the City of Titusville" by 4:00 pm on Wednesday, November 30, 2016.

All questions regarding the project or the submittal should be directed in writing to the Grant Administrator by Tuesday, November 15, 2016.

Diana Durstine, City of Titusville Grant Administrator
Email: adminservices@cityoftitusvillepa.gov

A list of questions and answers will be provided to all known proposers and will also be posted on the City's website.

The City reserves the right to accept or reject any or all bids submitted, and to make the award in the best interest of the City. The lowest responsible bidder need not be the bidder submitting the lowest dollar amount bid. The City may also consider the quality of goods or services supplied, ease of repair, compatibility with other City equipment or services, responsiveness, past performance of the bidder and any other reasonable factors specified in the advertisement for bids.

VII. Instructions to Bidders

1. Upon award, the Contractor shall provide a Certificate of Insurance with coverage naming the **City of Titusville** as additional insured as follows:
 - a. Comprehensive General Liability in the amounts as follows:
 - i. Bodily Injury
 1. \$250,000 for each person
 2. \$500,000 for each occurrence
 - ii. Property Damage
 1. \$100,000 for each occurrence
 - b. Comprehensive Auto Liability in the amounts as follows:
 - i. Bodily Injury
 1. \$300,000 for each person
 2. \$300,000 for each occurrence
 - ii. Property Damage
 1. \$100,000 for each occurrence
 - c. Comprehensive Umbrella Liability in the amount as follows:
 1. \$1,000,000 for each occurrence
2. All Insurance Certificates shall contain a written thirty (30) day cancellation notice clause to the City. With the prior approval of the City, CONTRACTOR may substitute different types of coverage for those specified as long as the total amount of required protection is not reduced, and as long as the coverage is continuous.
3. The Contractor **MUST** carry Pennsylvania Worker's Compensation Insurance.
4. The City is exempt from the Pennsylvania Sales and Use Tax.
5. The successful bidder will be responsible for compliance with all applicable local, state and federal laws and regulations.
6. Any bidder may withdraw his bid at any time prior to the scheduled closing time for receipt of bids. No bid may be withdrawn for sixty (60) days after said closing time for receipt of bids.

FORM OF PROPOSAL

Historic Design Guidelines and Related Services for the City of Titusville

TO: CITY MANAGER

Proposals must be delivered on or before 4:00p.m., Wednesday, November 30, 2016. No bill will be accepted after that time for any reason.

SUBMITTED BY:

(Name of Firm)

(Address)

(Telephone Number)

(Email)

Signature

Date

<p>A.) Cost for completion of Work Item #1 only.</p> <p>_____</p>	
<p>B.) Cost for completion of Work Item #1 and #2 combined.</p> <p>_____</p>	

In accordance with the advertisement inviting bids for Historic Design Guidelines and Related Services for the City of Titusville, the bidder hereby certifies that the bidder is the only person(s) interested in this bid as principal(s); that it is made without collusion with any person, firm or corporation; that the bidder has carefully examined the rules, laws, conditions, etc. under which this work must be done; that the bidder proposes to furnish all equipment, material, labor and everything necessary to accomplish the work in a manner which will agree with and in no way conflict with the contract and specifications, the Ordinances of the City of Titusville or the laws and rules and regulations of the Commonwealth of Pennsylvania, for the prices attached to this proposal form.

This proposal is to be considered a firm offer on behalf of the Contractor subject to acceptance by the City under the terms and conditions set forth herein.

The undersigned declares that he is an experienced Contractor and that he has been engaged in work similar in character to that covered by this bid, and he further declares that he is fully prepared and has the necessary capital to begin the work promptly and to conduct it as required by the scope specifications.

List any specific deviations which the Bidder cannot meet in the space provided below:

(FOR CORPORATION)

ATTEST:

(SEAL)

CORPORATION NAME

ADDRESS

SIGNATURE, TITLE

TELEPHONE NUMBER

(FOR INDIVIDUAL)

WITNESS:

INDIVIDUAL NAME

ADDRESS

SIGNATURE, TITLE

TELEPHONE NUMBER

(FOR PARTNERSHIP)

WITNESS:

PARTNERSHIP NAME

ADDRESS

SIGNATURE, TITLE

TELEPHONE NUMBER