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**Request for Proposal
Structural Analysis
Everett Hardwoods
Permanent Supportive Housing Project**



Center for Community Action seeks to hire a consultant to complete a Structural Assessment for the structure located at 43 West Third Street, Everett, Pa. Refer to Map A. The selected firm will carry out a preliminary structural assessment of the current state of the structure to determine the stability of the building for the proposed project with recommendations for improvements/stability.

The Everett Hardwood Building is located at 43 West Third St in northern portion of Everett Pennsylvania. The Everett Hardwood Building was built in the late 1800's and has had several industrial uses over the life of the building. The building is constructed out of concrete and concrete block and includes 4 floors totaling 63,000 square feet. (layout attached) The building is currently vacant.

The proposed project includes the renovation of a blighted building in Everett borough and provide long term affordable housing and supportive services to income eligibility individuals with disabilities, substance use disorder, homelessness, domestic violence, and special needs. The project will also include office/ commercial space, and food security hub.

The selected firm shall make recommendations relating to the results of the analysis relating to the structural stability of the building including a visual review of all visible structural members and provide a list of all structural members and their current conditions. If any repairs are needed, the selected consultant shall list the location (which floor and location on the floor) and quality of repair whether it be a numerical quantity, an area, or a volume. The analysis shall include a cost estimate for recommended repairs.

Deliverables:

- Monthly progress reports/updates.
- Digital copies of presentation, handouts, and presentation to CCA Board of Directors.
- Draft Structure Analysis for review by the Development and Finance Committee.
- Final Structural Analysis with editable excel database on cost.

Proposal Format

Narrative: Firm shall Submit a Statement of Qualifications including summary of firms' qualifications, general information about the firm, and location.

Key Staff: Identify key staff and include a description of their abilities, qualifications and experience. Attach resumes of key staff to be assigned to the project.

Project Specific Approach and Methodology: A detailed scope of services. Firm shall describe its understanding of the project and the proposed technical and management approach. The firm shall expand on the scope of work if appropriate to accomplish the overall objective of the project and provide suggestions that will enhance the results or usefulness of the study. The firm must also present a schedule of work. The submitted pricing shall be all inclusive.

RFP Schedule

- Issue RFP June 16, 2023
- Pre-Proposal Meeting and walk through June 23, 2023
- RFP Due by July 12, 2023 at 2:00 p.m.
- CCA Board of Directors review and make recommendations on July 13, 2023.
- Project Initiation July 17, 2023
- Project Completion September 12, 2023

Withdrawal of Proposal: Proposals may be withdrawn before the time designated for the closing of receipt of proposals by written request. However, no proposal shall be withdrawn within the one-hundred and twenty (120) calendar day period after the time set for the closing. Proposers withdrawing their proposal prior to the time and date set for closing of receipt of proposals may still submit another proposal if done in accordance with these instructions.

Confidentiality: Consideration will be given to requests to maintain confidentiality for certain proprietary or confidential information provided in a proposal. If the proposer desires to maintain confidentiality for specific information, the pages containing the information should be clearly marked on the proposal as “Proprietary and Confidential.” In no event should all pages of the proposal be so marked. The proposal should include a separate written request clearly evidencing the need for confidentiality.

Review Team: A Review Team comprised of CCA Management staff and representatives of the CCA Board of Directors will review consultant proposals. The Review Team will recommend to the full CCA Board of Directors to enter into a contract.

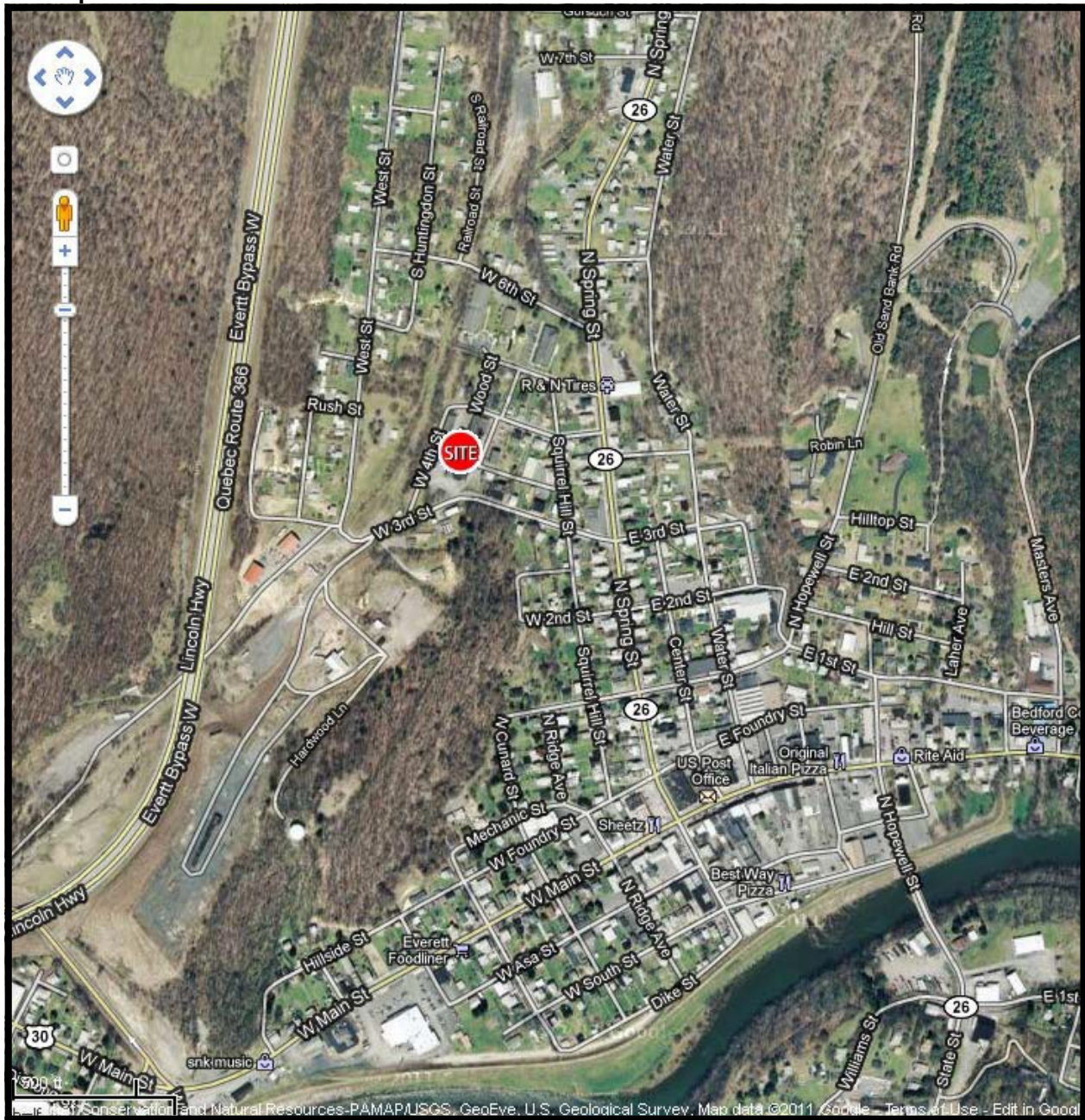
Proposers Qualifications: All proposers must be qualified and demonstrate the capability to provide services required in accordance with the specifications. This project receives federal funds and requires compliance with all Federal, State, and local laws, rules, and regulations.

Evaluation Criteria: Proposals shall be evaluated using the sets of criteria identified below. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process (not listed in order of priority):

- Submittal Compliance
- Project understanding
- Services
- Approach to scope of work and realistic, measurable deliverables
- Qualifications and Experience of Proposed Staff
- References
- Proposal Pricing

Questions can be addressed to Wendy Melius, Executive Director at wmelius@ccaofpa.org

Map A



EVERETT, PENNSYLVANIA

