

# Engineering Design Services for Parapet and Façade Repair on City Hall



City of Morgantown, West Virginia  
389 Spruce Street  
Morgantown, WV 26505  
304-284-7412  
<http://www.morgantownwv.gov/>

RFP issued.....**August 1<sup>st</sup>, 2017**

Proposals due .....**August 25<sup>th</sup>, 2017**

RFP can be accessed via the internet at:  
<http://www.morgantownwv.gov/140/RFPs-RFQs-Bids>

## Table of Contents

1.0 Background .....	3
2.0 Scope of Work.....	3
3.0 Pictures of the Building and Repair Location .....	5
4.0 City Responsibilities .....	10
5.0 Timeline.....	10
6.0 Fees .....	11
7.0 Negotiations.....	11
8.0 Disclosure.....	11
9.0 Organization of Proposal .....	12
9.1 Introduction .....	12
9.2 Qualifications .....	12
9.3 References .....	12
9.4 Cost/Fee Proposal .....	12
10.0 Submissions.....	13
11.0 Proposals.....	13
12.0 Reservations.....	14
13.0 Reimbursements .....	15
CERTIFICATION / AUTHORIZATION / ACKNOWLEDGMENT AFFIDAVIT.....	16

## 1.0 Background

Morgantown City Hall, also known as Morgantown Municipal Building, was constructed in 1926. This building has been deemed a historic building and as such, has received a grant for the repair of the Spruce Street Façade and Parapet. The façade and parapet have started to detach from the building. The City of Morgantown is in search of an engineering firm to develop engineering plans and develop construction plans that include the repair of the façade and parapet, scaffolding needed for the repair, window replacement/restoration and cleaning, and repointing of mortar joints. In 2015, the roof of City Hall was replaced. This replacement included demolition of the existing roof and some repair of the parapet. The membrane roof includes a 50 year warranty.

## 2.0 Scope of Work

To completely repair the façade, a steel scaffold with pedestrian protection will be erected to allow for full functioning of the building during construction. The main door and the finance department door will need to be accessible during construction. The damaged exterior parapet wall will be carefully removed by crane. The crane will need to sit in the left lane of Spruce Street because the sidewalk closest to the façade is hollow underneath. Shoring may be needed to set the scaffolding on the sidewalk. The section of the façade and parapet that is damaged is approximately 3'-6" to 4'-0" high by 60 lineal feet long by 14" to 28" wide down. All existing limestone and some brick will be cleaned and salvaged for this project. Limestone can be stored on-site. The exterior parapet wall will be repaired with new 6" to 10" concrete block with bond beam reinforcement, brick and the existing 6" limestone veneer and coping. The limestone will be constructed with new non-staining white mortar cement, similar in consistency to the existing mortar. A new back-up wall will be constructed with type S-mortar. Head joints and bed joints will be tooled and jointed to match surrounding joints. Additionally, all exterior rusted steel lintel, the brick soldier course and rusted steel lintel angle will be removed and new galvanized steel lintel installed; then the brick veneer will be reinstalled.

Additional Responsibilities and Requirements for Design and Construction:

- a) Conduct an analysis of Spruce Street Parapet and Facade. This analysis should include a WUFI hygrothermal model and should have moisture probing. The building does not currently have central heating and air conditioning but will in the next three years. The insulation and water proofing should be designed to allow for the installation of the HVAC.
- b) Create construction documents that will include specifics on scaffolding, demolition/removal of façade, repair of underlying material, installation of expansion joints, and replacement of the façade and parapet wall.
- c) Existing limestones should be reused where possible.
- d) Coordination with the West Virginia Division of Culture and History State Historic Preservation Office and should follow the Secretary of the Interior's Standards for Historic Properties.
- e) The repair should also include coordination with the window replacement/restoration contractors.
- f) Replacement of any caulking.

- g) Maintain roof warranty; all necessary information will be provided by the City relating to the roof.
- h) Repointing mortar joints and a final cleaning of the entire front parapet will be included in construction.
- i) A portion of the west facing side of the building will also need to be repaired, where the brick is bulging and coming away from the building. More specifics are available in an Engineering Report.
- j) Except for items or materials indicated to be recycled, reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, remove demolished materials from project site and legally dispose of them.
- k) Cost estimate for materials and construction.
- l) Cost estimate for monitoring and inspection of construction activities to ensure compliance with plans and specifications.

### 3.0 Pictures of the Building and Repair Location



Figure 1: Spruce Street Facade and Parapet on City Hall. 389 Spruce Street Morgantown, WV 26505

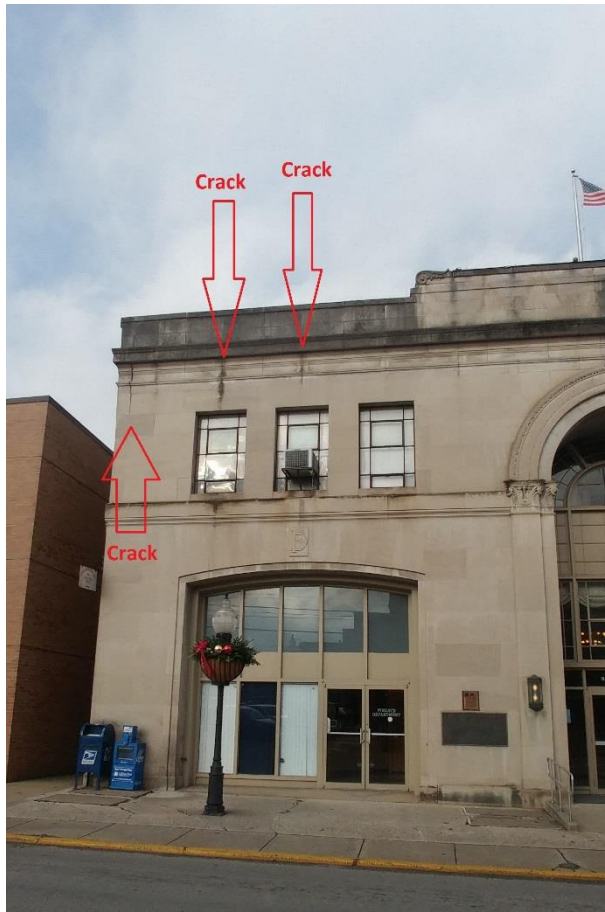


Figure 2: Stress cracks in the facade due to the detachment of the parapet from the building.



Figure 3: Windows that need to be restored/replaced.

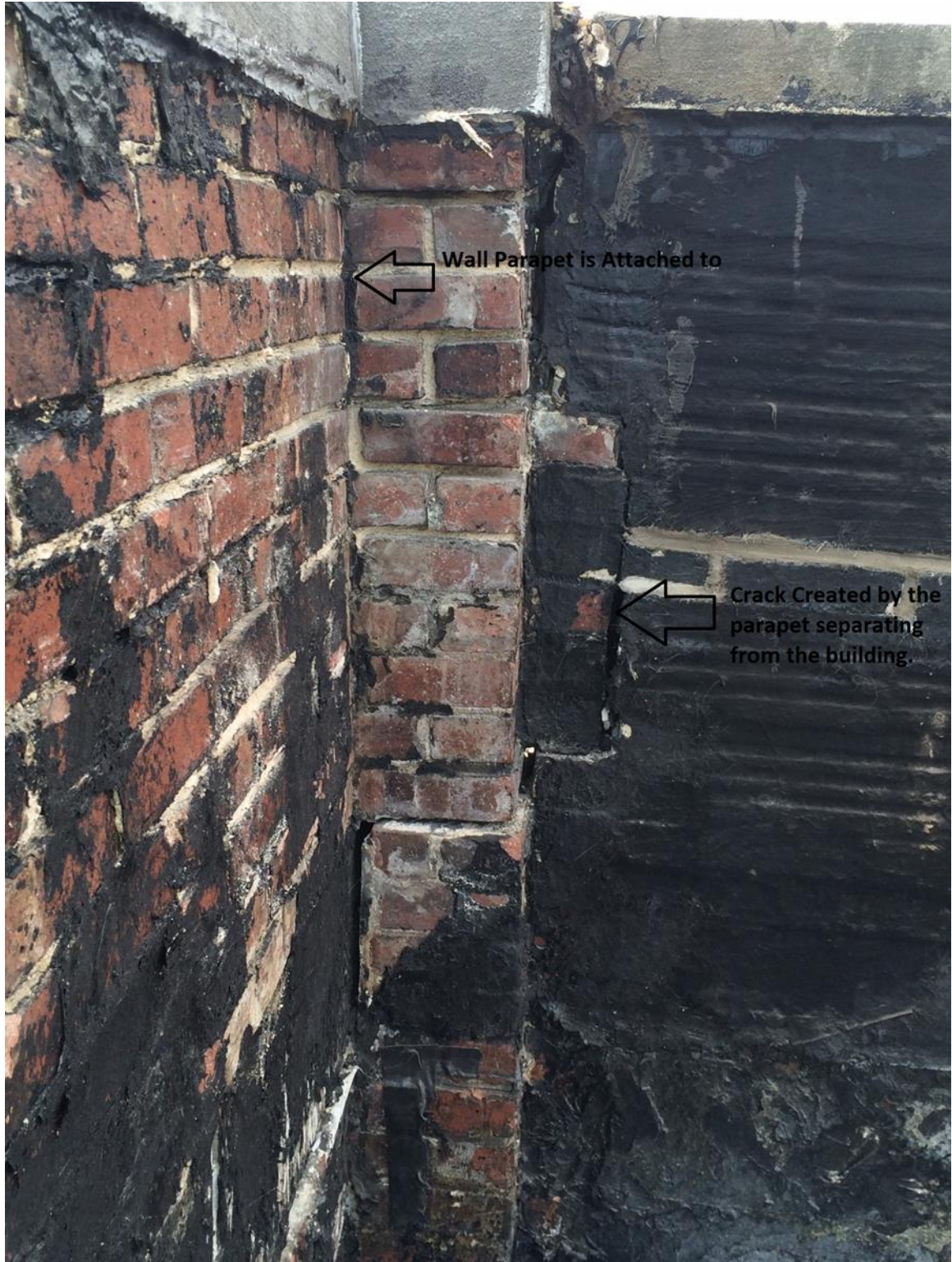
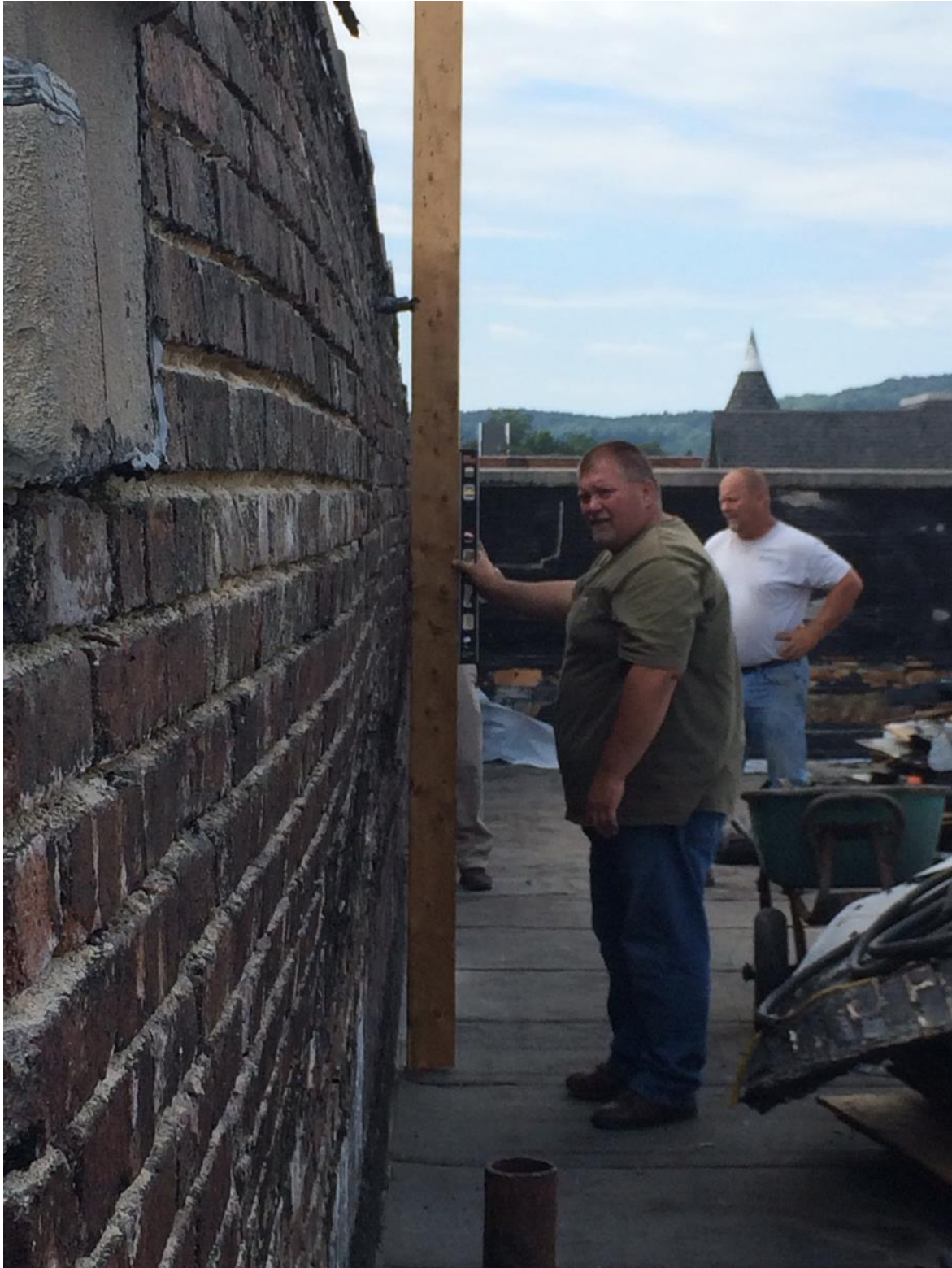


Figure 4: Picture was taken while the roof was being replaced in 2015. This picture is of the back of the parapet wall.





*Figure 5: Another view of the parapet taken from the roof.*

## 4.0 City Responsibilities

The City will apply for and obtain all permits and conduct asbestos testing when necessary. **The City will also provide existing drawings, cost estimates, and reports upon request.** All construction will be under the supervision of the City of Morgantown. The City of Morgantown shall not be responsible for any verbal communication between any employee of the City and any potential firm(s). Only written proposals will be considered.

The City of Morgantown prepared this Request for Proposals and has designated Damien Davis, as project manager. Please direct questions or comments concerning either the administrative or technical requirements of this RFP to:

Damien Davis, PE  
City Engineer  
City of Morgantown  
389 Spruce Street  
Morgantown, WV 26505  
(304)-284-7412  
[ddavis@morgantownwv.gov](mailto:ddavis@morgantownwv.gov)

or

Alexandra Stockdale  
Assistant City Engineer  
City of Morgantown  
389 Spruce Street  
Morgantown, WV 26505  
(304)-284-7412  
[astockdale@morgantownwv.gov](mailto:astockdale@morgantownwv.gov)

## 5.0 Timeline

Release RFP to consultants, post to Web Site and Advertise	August 1 <sup>st</sup> , 2017 (first advertisement) August 8 <sup>th</sup> , 2017 (second advertisement)
On-Site Meeting to Answer Questions and View Project, 389 Spruce Street	August 15 <sup>th</sup> , 2017 10 am
Last Day to Submit Proposals	August 25 <sup>th</sup> , 2017 at 4pm
Tentative City Selection	September 1 <sup>st</sup> , 2017
Approval of Contract by City Council	September 5 <sup>th</sup> , 2017
Kick-off meeting/Work Starts	September 12 <sup>th</sup> , 2017
Tentative Contract Completion Date (all deliverables required)	December 15 <sup>th</sup> , 2017

## 6.0 Fees

All labor costs, installation time, planning and ordering time, overtime (weekend or after hours) upcharges, should be itemized. Additionally, all equipment (hardware & software) should be itemized. Maintenance costs should be itemized per year. Design of scaffolding and shoring should be itemized based on a monthly cost, installation and removal. Any additional fees for coordination should be titled. Any items subject to change should be designated as so.

The City of Morgantown is exempt from State Sales Tax and Federal Excise Tax; proposal prices shall not include taxes. The City of Morgantown reserves the right to make investigation of the qualifications of the offeror(s) as they deem appropriate. Additionally, the City of Morgantown reserves the right to schedule meetings with the offeror to overview progress and make comments. The City reserves the right to retain all proposals submitted.

## 7.0 Negotiations

During the evaluation process, the City of Morgantown reserves the right, where it may serve the City of Morgantown's best interest, to request additional information or clarifications from Offeror(s). At the discretion of the City, all firms subject to being selected based on criteria set forth in this RFP may be requested to make oral presentations. Each proposal must designate the person(s) who will be responsible for answering technical and contractual questions. Preliminary negotiations may be conducted with responsible Offeror(s) who submit proposals that may be selected. At the discretion of the City, all Offeror(s) considered of being selected based on criteria set forth in this RFP may be given an opportunity to make a presentation and/or interview with the Selection Committee.

## 8.0 Disclosure

If proposal results in a task order contract(s), the following terms and conditions will apply: Offerors should be aware that this RFP and the contents of the successful proposal will become a part of any subsequent contractual document(s) to perform one or more task orders that may arise from this RFP. In case of discrepancy between the RFP and the Offeror's proposal, the RFP will rule.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the resulting task order contract(s). All Change Orders to a task order contract awarded under this RFP will be made in writing by the City Engineer for the City of Morgantown.

Should there be a change in ownership or management of the Offeror, a task order contract(s) awarded in relation to this RFP shall be canceled unless a mutual agreement is reached with the new owner or manager within fourteen (14) calendar days to continue the task order contract(s) with its present provisions and prices. A task order contract(s) awarded in relation to this RFP is nontransferable by either party.

All invoicing shall be submitted to the City of Morgantown Office of the City Engineer and will be paid upon satisfactory delivery of services and billing according to the prevailing laws of the State of West Virginia.

Offerors are advised that all task order contracts are subject to all legal requirements provided in applicable City ordinances and State and Federal Statutes.

The Certification / Authorization / Acknowledgement Affidavit in Section VI of this RFP must be properly executed and provided with the sealed proposal. Proposals that do not include an executed affidavit will be considered incomplete and may be rejected by the City of Morgantown.

The City of Morgantown operates and is funded on a fiscal year basis; accordingly, the City of Morgantown reserves the right to terminate, without liability, any contract for which funding is not available.

## 9.0 Organization of Proposal

Responses to the following items will be used for proposal evaluation. Proposals which do not contain responses to each of the requirement items will be considered incomplete and may be rejected. To aid in the comparative evaluation of proposals, please include the following in the order in which it appears below:

### 9.1 Introduction

- a. Name, address, phone, fax number, and email address.
- b. Brief background history of the firm/consultant.
- c. Principals of firm, number of staff.
- d. Services offered by firm/consultant.

### 9.2 Qualifications

- a. Include a description of the firm's background and experience in providing services generally described in this RFP.
- b. Include proposed key personnel along with brief resumes for each.
- c. Provide brief summaries of projects which the firm has undertaken which are relevant to the services being offered. Include project name, name of client organization, year of completion, services provided, the firm's role, and description of outcomes.

### 9.3 References

Provide a minimum of three (3) references where similar work has been performed by the firm.

### 9.4 Cost/Fee Proposal

A systematic breakdown by staff level and required hours and the method of arriving at the cost shall be included. Provide an estimated cost analysis for each of the following items:

- a. Total fee for each task
- b. Labor (personnel classifications, estimated hours and hourly rates)
- c. Direct costs
- d. Subcontracts, (personnel classifications, estimated hours and hourly rates)

Provide a fee schedule that indicates hourly bill rates for each member of the project team and list per mile travel costs and any other direct or indirect costs, including costs for material and outside services. The fee schedule shall be valid for the duration of the project. The fee schedule shall indicate that any additional requested services shall be provided on a time and material basis per the contracted labor rate and fee schedule.

## 10.0 Submissions

The City of Morgantown will review all proposals to determine compliance with required elements listed in this RFP. Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- a. The proposal is not received timely in accordance with the terms of this RFP.
- b. The proposal does not follow the specified format.
- c. The proposal does not include the acknowledgement affidavit.
- d. The sealed package containing the Proposal must include **three copies** of the proposal.
- e. The outer envelope of the sealed package containing the Proposal must show:
  - Company Name
  - Proposal Deadline (DATE & TIME)

Please submit all proposals in sealed envelopes to:

Engineering Design Services for Parapet and Façade Repair  
Barbara Morgan  
Secretary to the City Engineer  
City of Morgantown  
389 Spruce Street, 3<sup>rd</sup> Floor Room 26  
Morgantown, WV 26505  
(304)-284-7412  
bmorgan@morgantownwv.gov

## 11.0 Proposals

The submitted proposal(s) must be received by the Office of the City Engineer no later than the date and time specified in Section 5.0 Timeline. The Offeror must ensure that the proposal is delivered and received on time. Proposals received after the last day to submit proposals specified in Section 5.0 shall be returned unopened and will be considered void and unacceptable. The City is not responsible for lateness of mail carrier, etc., and time/date stamp in the Engineering Office shall be the official time of receipt.

Proposals cannot be altered or amended after the closing date. Alterations made before closing must be initialed by Offeror guaranteeing authenticity. Proposals may not be withdrawn after proposal closing date.

By submitting a proposal, the vendor certifies that he/she has fully read and understands this Request for Proposals and has full knowledge of the scope, quantity, and quality of the services to be furnished and intends to adhere to the provisions described herein. Failure to do so will be at the Offerors own risk, and he/she cannot secure relief on pleas or error. Neither law nor regulations make allowance for error of omission or commission on part of Offerors.

Any proposal which does not contain all of the information requested in this RFP will be considered incomplete and may be rejected by the City of Morgantown.

The Offeror shall furnish any additional information as the City of Morgantown may require. The City of Morgantown reserves the right to make investigation of the qualifications of the Offeror(s) as they deem appropriate.

This RFP does not commit the City of Morgantown to award a contract, to pay any cost incurred in the preparation of a proposal, or to procure or contract for services.

Selected Offeror(s) shall be responsible for all taxes and licenses of the City, State, and Federal authorities.

## 12.0 Reservations

The City of Morgantown reserves the right to accept or reject any or all proposals as a result of this RFP, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP if found in the best interest of the City of Morgantown. All proposals become the property of the City of Morgantown.

The City of Morgantown reserves the right to waive any informalities and technicalities and to accept the offer(s) considered most advantageous in order to obtain the best value for the City. Causes for rejection of a proposal may include but shall not be limited to the Offeror's current violation of any City ordinance, the Offeror's current inability to satisfactorily perform the work or service, or the Offeror's previous failure to properly and timely perform its obligations under a contract with the City. Offerors may be disqualified and rejection of proposals may be recommended for any (but not limited to) of the following causes: 1.) Failure to use the proposal form(s) furnished by the City; 2.) Lack of signature by an authorized representative on the Certification form; 3.) Failure to properly complete the proposal; 4.) Evidence of collusion among Offerors; or 5.) Any alteration of the language contained within the RFP form(s).

The City reserves the right to retain all proposals submitted and to use any idea in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the terms and conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract(s) between the City of Morgantown and the firm(s) selected.

The City of Morgantown may conduct reference checks as needed to evaluate proposals. The City may contact those listed, and inclusion of this listing in the firm's proposal is agreement that the City may contact the named reference. The City reserves the right to contact other companies or individuals that can provide information to the City that will assist in evaluating the capability of the Offeror.

## 13.0 Reimbursements

There is no expressed or implied obligation for the City of Morgantown to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFP, and the City of Morgantown will not reimburse responding firms for these expenses, nor will it pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract(s) for these services.

## CERTIFICATION / AUTHORIZATION / ACKNOWLEDGMENT AFFIDAVIT

I certify that I have fully read and understand this "Request for Proposals" and have full knowledge of the scope, quantity, and quality of the services to be furnished and I intend to adhere to the provisions described herein. I affirm that I possess the legal authority to submit this Proposal and make this Affidavit on behalf of myself and the firm for which I am acting. I solemnly declare and affirm under the penalties of perjury that this proposal has not been prepared in collusion with any other Vendor, and that the contents of this proposal have not been communicated to any other Vendor prior to the official opening of this proposal, and that this proposal and affidavit are true and correct to the best of my knowledge, information, and belief, after diligent inquiry

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
P.O. Box or Street City State Zip

Federal Tax ID No.: \_\_\_\_\_