

# Request for Proposals (RFP)

For

## Needs Assessment, Space Planning & Conceptual Design Study of College Township Municipal Office Building located at 1481 East College Avenue, State College, PA.



**Issued:**

Wednesday, April 30, 2025

**Optional Pre-Submission Meeting & Site Tour:**

Tuesday, May 13, 2025 @ 10:00 AM EST at College Township Municipal Office Building

**Submittal Deadline:**

Monday, June 9, 2025 at 4:00 PM EST

**Point of Contact:**

Amy Kerner, PE  
Public Works Director

**Phone:** 814-231-3021

**Email:** [akerner@collegetownship.org](mailto:akerner@collegetownship.org)

# REQUEST FOR PROPOSALS

## Needs Assessment, Space Planning & Conceptual Design Study for College Township Municipal Office Building located at 1481 East College Avenue, State College, PA.

### I. INTRODUCTION:

College Township is seeking proposals from qualified consultants to conduct a comprehensive Needs Assessment, Space Planning & Conceptual Design Study for the College Township Municipal Office Building located at 1481 East College Avenue, State College, PA. The objective of this study is to evaluate current and future space requirements and to develop conceptual design solutions that ensure an efficient, functional, and sustainable work environment.

The existing municipal building is approximately 30 years old and currently houses all or portions of several key departments, including Administration, Engineering, Planning & Zoning, Public Works, Finance & Tax, and the Water Authority. The township occupies floors 1 and 2. The basement level is occupied by a tenant and not included in the study.

Over time, the operational and spatial needs of these departments have evolved, necessitating a thorough assessment to ensure the facility continues to meet the needs of staff and the community effectively.

### II. PROJECT SCOPE:

The selected consultant shall perform, at a minimum, the following tasks:

#### 1. Needs Assessment

- Conduct a walkthrough and review of the existing facility.
- Conduct meetings with municipal staff and stakeholders to gather input on facility usage, space challenges, and future needs.
- Evaluate and document current space allocations, including square footage per function, to assess utilization efficiency.
- Assess department interactions and workflow efficiencies, including functional adjacencies.
- Identify deficiencies in the existing space layout, including accessibility and code compliance issues.
- Review space needs and utilization and determine opportunities for optimization.

#### 2. Space Planning

- Organize the staffing, space, and facility information collected during the Needs Assessment into a tabulated space summary, distinguishing between current and future space needs.
- Identify departmental and shared space requirements, including functional adjacencies.
- Analyze space utilization to ensure efficiency and flexibility.
- Provide recommendations for reconfiguration, expansion, or relocation based on tabulated findings.

#### 3. Conceptual Design

- Develop multiple conceptual floor plan layout options that respond to current and future space needs and optimize available space for both departmental and general building needs.
- Summarize each layout option in general and for each department clarifying recommendations for reconfiguration, expansion, or relocation.
- Indicate pros and cons for each layout option along with logistical and continuity of operations considerations.

- Prepare preliminary cost estimates for each layout option.
- Indicate the anticipated design and construction durations for each layout option.

#### **4. Final Report and Recommendations**

- Provide a comprehensive report summarizing findings and recommendations.
- Include all supporting information, conceptual layout drawings, options narratives, pros and cons, logistical and continuity of operations considerations, and cost estimates.

#### **5. Meetings & Project Administration**

- Participate in regular meetings with Township representatives throughout study development to ensure project alignment.
- Conduct an initial kickoff meeting with Township leadership to confirm objectives, schedule, and deliverables.
- Interview staff / stakeholders to collect and validate space and facility needs and discuss conceptual layout options.
- Deliver a final presentation to Township Administration and Elected Council to review the study results and recommendations.

### **III. DELIVERY SCHEDULE:**

The study is expected to be completed within approximately four months, with the following estimated milestones:

- Consultant Selection: **June 2025**
- Needs Assessment & Stakeholder Engagement: **July – August 2025**
- Space Planning & Conceptual Design: **August – September 2025**
- Final Report & Presentation: **By or before October 31, 2025**

Consultants may propose a modified schedule based on their methodology and project approach.

### **IV: OPTIONAL PRE-SUBMISSION & SITE TOUR:**

College Township will host an Optional Pre-Submission Meeting & Site Tour for firms considering submitting a response to this RFP. The pertinent meeting information is listed below:

**Meeting Date/Time:** Tuesday, May 13, 2025 @ 10:00 AM EST

**Location:** College Township Municipal Office Building  
 Second Floor Meeting Room  
 1481 East College Avenue  
 State College, PA 16801

**RFP Addendum:** Following the Optional Pre-Submission Meeting, College Township may issue an RFP Addendum providing the Township’s presentation and a summary of any Questions & Answers provided during the meeting to all consultants or consultant teams that requested a copy of the RFQ:

**Please Note:** This pre-submission meeting is strictly optional and attendance will have no bearing positively or negatively on the evaluation of submittals.

## V. PROPOSAL SUBMISSION REQUIREMENTS:

Interested firms shall submit a proposal including:

1. A cover letter summarizing the firm's qualifications and experience.
2. Abbreviated resumes of key personnel assigned to the project.
3. Examples of similar projects (study and completed design) completed within the last five years.
4. A detailed approach to the scope of work, including a project schedule that meets the anticipated delivery schedule.
5. Proposed fee for completion of the Study.
6. References from at least three clients for whom similar work was performed.

## VI. EVALUATION OF SUBMITTALS:

College Township will evaluate submittals to determine which consultant or consultant teams have the experience, qualifications and approach that are best suited to complete this project.

**Evaluation Committee:** A five (5) member Evaluation Committee, appointed by College Township and expected to be comprised of the following representation, will perform evaluations of the submittals:

- Two (2) members of the College Township Council
- Three (3) members of the College Township staff
  - Township Manager
  - Public Works Director
  - Assistant Township Manager

**Evaluation Criteria and Scoring:** The Evaluation Committee will utilize the following criteria and a 100 point scoring matrix when reviewing each submittal:

Criterion	Point Value
1. Demonstrated experience with similar projects.	25
2. Qualifications of key personnel.	25
3. Project approach and understanding of Township needs.	25
4. Ability to complete the project within the proposed timeline.	15
5. Cost-effectiveness of the proposal.	10
<b>TOTAL</b>	<b>100</b>

## VI. SUBMISSION DEADLINE AND CONTACT INFORMATION:

Proposals must be submitted **no later than 4:00 PM EST on Monday, June 9, 2025**. Submissions must be sent electronically in PDF format to [akerner@collegetownship.org](mailto:akerner@collegetownship.org). *Paper submissions will not be accepted.*

For inquiries, please contact Amy Kerner, PE, at 814-231-3021 or by email at [akerner@collegetownship.org](mailto:akerner@collegetownship.org).

**VII. RESERVATION OF RIGHTS:**

College Township reserves the right to reject any or all proposals, to negotiate with any proposer, and to award the contract in the best interest of the Township.