

REQUEST FOR PROPOSAL

Architectural Services

The Borough of Wilkinsburg is seeking qualification from firms that are interested in, and capable of providing, a combination of professional services, to provide Architectural/Engineering design services, pre-construction consulting services, and construction and renovation services for the replacement of a portico, landscaping, and electronic messaging signage, and exterior and interior vestibule doors adjacent to the Ross Street façade of the Wilkinsburg Borough Building, located at 605 Ross Avenue, Wilkinsburg, Pennsylvania. Respondents should submit a letter of interest along with a proposal to the Borough Manager at jantinori@wilkinsburgpa.gov. All proposals are to be received on or before **3:00 p.m. on March 31, 2025**. Services would include cost budget through design, construction, contract closeout and warranty enforcement, preparation of all design and construction documents and construction compliance inspection services, pre-construction consulting services to control project cost and schedule during the design, and construction services. The architect/engineer through either in-house staff or outside consultants, shall have experience in providing architectural and engineering design services: preliminary and final design, technical and bidding specification preparation and bidding document review and recommendation abilities; and construction program management services including: project management, cost management, information management, schedule management and quality assurance services for projects of similar nature and size of this project. An award decision will be made at the **April 2, 2025** Council meeting. This project is partially funded by a Pennsylvania Redevelopment Assistance Capital Program (RACP) grant. As such, project deadlines are driven by RACP requirements. The selected firm will be prepared to begin work no later than April 7 and be prepared to advertise bid specs by May 12, 2025. The Wilkinsburg Borough is not liable for any costs incurred by any firm in the preparation and/or negotiation of any proposal submitted in response to this RFP. The purpose of this document is to outline the scope of work and the evaluation and selection process. Wilkinsburg reserves the right to reject any or all proposals, or parts thereof, and to waive any informalities or irregularities in any proposal received. The award of proposal will be based on a review of submissions, potential consultant interviews and negotiation between the Borough and the prevailing party. All proposals must indicate that they remain valid and in full effect for a period of sixty (60) days after the deadline for submission, subject to extensions as may be negotiated by the parties.