

PERRY COUNTY, PENNSYLVANIA



Perry County
P E N N S Y L V A N I A

**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES**

Project Name: Perry County New Government Center

Issued by:

Perry County
25 West Main Street
P.O. Box 37
New Bloomfield, PA 17068

Date Issued: May 18, 2026
Deadline for Responses: June 19, 2026, at 3:00 p.m. EST

LATE SUBMISSIONS WILL NOT BE ACCEPTED

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PART 1 – OVERVIEW

The Perry County Commissioners are requesting qualifications from qualified firms to provide Architectural and Engineering Design Services for a New Government Center. Part 2 of this RFQ provides a general description and abbreviated scope of work for the project.

This is a procurement of professional services and will be conducted in a manner to provide full and open competition. A Selection Committee will review all responses and will rank the responding firms based on criteria identified in Part 5. The criteria may include, but are not limited to, the response, firm qualifications, references, interviews, and other relevant information. Upon selection by the Selection Committee, Perry County will enter into negotiations with the successful Respondent. Pending successful negotiations, the successful Respondent will enter into a Contract for Professional Services with Perry County.

PART 2 – THE PROJECT AND SCOPE OF WORK

2.1 The Project

Perry County would like to improve operational deficiencies and consolidate certain current government services located in multiple building locations in New Bloomfield, PA into a centralized New Government Center (TBD location within Perry County). The New Government Center shall accommodate departments such as the Area Agency on Aging, Children’s & Youth Services, Veteran’s Affairs, Penn State Extension, Magisterial District Court, Tax Assessment, Domestic Relations, Maintenance Department, and be designed to incorporate future expansion. Total building program square footage would be between approximately 33,000 to 38,000 SF.

2.2 Services and Scope of Work

As the Architectural and Engineering Design Firm, the successful Respondent will provide all design- and construction administration- related services for the New Government Center Project and will serve as Perry County’s Architect of Record for the project. The Architectural and Engineering Design Firm shall act in the best interest of Perry County in performing the entire scope of services for the project from pre-design, design, construction, commissioning, move-in and startup through close-out. This will include coordinating all design activities of the project team, including design consultants selected by Perry County and assigned to the Architect of Record, to deliver an efficient design, inclusive of all required programmed spaces, within the budget and schedule as determined by Perry County.

The Architectural and Engineering Design Firm shall include the following design services: architectural, landscaping, structural, mechanical, plumbing, fire protection, electrical, furniture, fixtures, and equipment (FF&E).

Perry County is selecting a Civil Engineering firm under separate RFQ, to work in conjunction with the successful respondent.

Final Scope Development will be defined in detail through a collaborative process between the County and the successful firm during the negotiation phase of this selection process.

The Board of Commissioners has been diligently reviewing the present and future office needs of Perry County since the beginning of their current term. Under the current project timeline, Perry County seeks to begin construction on the New Government Center during the winter of 2027. The successful Respondent will be expected to begin work for this project immediately after a NTP and maintain a full-time commitment to the project through the completion of construction.

Please Note: The successful Respondent who is selected as the Architectural and Engineering Design Firm for Perry County will be expected to continue in the role of Architectural and Engineering Design Firm through the successful completion of the project. As the Architectural and Engineering Design Firm, the successful Respondent to this RFQ (and all the Respondent’s affiliates) will **not** be eligible to bid on or to compete for any construction contract (such as a general contractor or construction manager contract) for this project.

PART 3 – CONTENT OF PROPOSALS

To facilitate the Selection Committee’s evaluation, each response should include the following content, in the following order:

- 3.1 Cover Letter
- 3.2 Table of Contents
- 3.3 Executive Summary
- 3.4 Licensing and Professional Standing
- 3.5 Conflicts of Interest
- 3.6 Background Information
- 3.7 Firm Experience
- 3.8 Project Understanding and Approach
- 3.9 Project Team
- 3.10 Quality Assurance and Quality Control

Each of these items is discussed in more detail in the following sections.

3.1 Cover Letter

The primary purpose of the cover letter is to identify a representative of the Respondent who is authorized to answer questions, and to negotiate a Professional Services Agreement (“PSA”) with Perry County. The cover letter should provide the name, title, telephone number, email address, and mailing address for the Respondent’s designated representative.

The cover letter must be signed by the Respondent’s designated representative and shall serve as a certification that all the statements and information in the Respondent’s proposal are true, correct, and accurate.

3.2 Table of Contents

Please include a table of contents for the proposal and any attachments or appendices.

3.3 Executive Summary

The executive summary should be a summary of the proposal’s key information, emphasizing the Respondent’s qualifications, experience, approach, and work plan. There is no minimum or maximum page limitation for the executive summary, however, it generally should be limited to two pages or less.

3.4 Licensing and Professional Standing

Please include a brief statement confirming that the Respondent is legally authorized to do business in Pennsylvania, and that all staff assigned to perform services for the project are appropriately licensed or certified to perform such services in Pennsylvania.

In addition, please include a statement confirming that the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any state or federal department or agency.

Finally, for the five year period preceding submission of the proposal, please identify (1) all contracts terminated (in whole or in part) by clients for convenience or default, including contract value, description of work, project owner, contract number, and name and telephone number for a representative of the project owner; (2) all claims made against the Respondent arising out of the Respondent's professional services; and (3) all litigation (including any arbitration or mediation proceedings) to which the Respondent has been a party.¹ If no contracts have been terminated, or if the Respondent has not been a party to any claims or litigation, please include a statement to that effect.

3.5 Conflicts of Interest

Please identify all actual or potential conflicts of interest that would prevent the Respondent from entering into a professional relationship with Perry County generally, or for this project specifically.² If no such conflicts exist, please include a statement to that effect.

3.6 Background Information

The background information should describe in general the Respondent's history and its experience in major construction projects, specifically including relevant experience in acting as an Architect on major public projects and related work. It should also describe the Respondent's size and identify key ownership and management personnel. If the Respondent is a minority-owned or woman-owned business, please include a statement to that effect.

3.7 Firm Experience

The response should identify at least three large scale publicly funded projects which the Respondent has completed as an Architectural and Engineering Design Firm, which the Respondent believes are similar to the proposed project, or otherwise relevant to the project or services to be performed. Emphasis should be given to civic work, government offices, and public services projects.

In addition, please identify projects the Respondent has completed which were funded as a whole or in part by public funds and/or grant programs, or describe the Respondent's experience designing construction of publicly funded and grant funded projects. For each project identified, please provide the following information:

¹ The disclosure of terminated contracts, claims, or litigation will not automatically disqualify a Respondent from consideration. The Selection Committee will review any matter disclosed and make an independent determination as to whether the matter should disqualify the Respondent from consideration.

² The disclosure of actual or potential conflicts of interest will not automatically disqualify a Respondent from consideration. The Selection Committee will review any disclosed conflicts and make an independent determination as to whether the potential conflict should disqualify the Respondent from consideration.

- Project title, owner, and location
- Client contact person, address, and phone number
- Respondent's project manager for the project
- Detailed description of the project and the services provided by the Respondent
- Year's services were performed and date(s) of project construction
- Construction costs
- State whether the project was completed on time. If the project was not completed on time, please state how long the project extended beyond the scheduled completion date, and provide an explanation of why the project went beyond the scheduled completion date.

3.8 Project Understanding and Approach

The response should demonstrate the Respondent's understanding of the project and describe the Respondent's proposed approach to the project and the activities to be accomplished. Please provide a proposed work plan which identifies project milestones (e.g., project elements, measures, and deliverables), and the Respondent's anticipated timeline for accomplishing each milestone.

3.9 Project Team

Identify the project manager and key personnel who will be assigned to the project team. Describe the specific services that will be performed by the project team members, and how each team member's background, education, and experience relate to their assigned role. In addition, please address the project team's availability to perform the required work and services, considering their current and projected workload and assignments. Please provide resumes for all members of the proposed project team and identify the location from which each of the team members will be working.

If the Respondent proposes to use subconsultants to perform any part of the work or services for the project, please provide the following information:

- The corporate or company name of each subconsultant, and names of the officer or principals of the subconsultant who will perform work on the project
- A description of each subconsultant's role, and the work or services to be performed
- A description of previous joint work between the Respondent and the subconsultant
- Experience of the subconsultant's key personnel, including past projects and resumes.
- If any proposed subconsultant is a minority-owned or woman-owned business, please include a statement to that effect.

3.10 Quality Assurance and Quality Control

The response should describe how the Respondent will provide quality assurance ("QA") and quality control ("QC") for the project. Identify the individuals that will be involved in QA/QC services. If your firm has a structured QA/QC program, briefly describe the program and how it will be applied to the project for coordination of disciplines during design and construction activities.

PART 4 – INSTRUCTIONS FOR PROPOSALS

Before submitting a response, the Respondent should carefully review the entire RFQ and be familiar with its contents. Submission of a response shall be considered evidence that the Respondent has fully studied the RFQ and is familiar with the general conditions to be encountered in performing any services.

4.1 Format of Responses

Responses shall be 8.5" x 11" in size. General brochure type information should be kept to a minimum, and the response shall be a maximum of 20 one-sided pages or 10 two-sided pages. The cover letter, table of contents, and any appendix items (e.g., resumés for project team members or subconsultants) are not counted toward the page limit. Responses may be written in either Times New Roman or Calibri font, and the font size must be 12-point or larger.

4.2 Inquiries

Perry County will accept inquiries on the contents and requirements of the RFQ in written form only. Inquiries shall be submitted by email only. Inquiries should be submitted to:

Perry County Commissioners
perrygovtctr@perryco.org

Inquiries must be submitted at least two (2) weeks before the deadline for submission of proposals. For this RFQ, the deadline for inquiries is **June 5, 2026, at 3:00 p.m.** Eastern Standard Time, after which time no further inquiries will be addressed by Perry County.

If Perry County chooses to respond to an inquiry, they will do so in writing, in the form of an addendum to this RFQ. The addendum will be sent to all recipients of the RFQ, and will be posted to Perry County's website at www.perryco.org

Each addendum issued by Perry County shall become part of this RFQ and proposals shall include any work or requirements described in the addendum. No addendum will be issued or posted less than 72 hours before the deadline for submission of proposals.

4.3 Submission of Responses

Responses must be received by Perry County by 3:00 p.m. Eastern Standard Time on June 19, 2026.

Late responses will not be accepted or reviewed. It is the Respondent's responsibility to ensure that the response is submitted and received within the time required by this RFQ. Perry County is not responsible for delayed or late deliveries due to mailing or delivery service. Perry County may, in its sole discretion, extend the deadline for submission of responses. If Perry County chooses to extend the deadline, it will do so prior to June 19, 2026, and will do so in writing in the form of an addendum to this RFQ. The addendum will be sent to all recipients of the RFQ, and will be posted to Perry County's website at www.perryco.org

Responses must be submitted in printed, hardcopy format with an accompanying flash drive of the hardcopy proposal in Portable Document Format (PDF) file format, to:

Perry County Commissioners
25 West Main Street
P.O. Box 37
New Bloomfield, PA 17068

The Respondent's proposal should reference the below project name on the outer envelope of the submission:

Project Name: Perry County New Government Center– Architectural and Engineering Design Services

The Respondent is responsible for obtaining confirmation that Perry County received the Respondent's proposal.

The submissions received by the deadline will be opened and publicly read at the Commissioners' meeting on Monday, June 22, 2026 at 10:00 a.m. located at 25 West Main Street, New Bloomfield, PA 17068.

4.4 Additional Items Related to Proposals

a. Proposal Rejection/Proposal Costs

By issuing this RFQ, Perry County does not commit to entering a contract, to paying any costs incurred in the preparation of a response, or to procuring or contracting for services. Perry County reserves the right to cancel this RFQ in whole or in part, to reject any and/or all responses, to accept the response it considers the most favorable to Perry County's interests in its sole discretion, and to waive irregularities or informalities in any response or in the RFQ procedures. Perry County reserves the right to reject all responses and issue a new RFQ, at its sole discretion. All responses and other materials submitted in response to this RFQ will become property of Perry County.

b. Contract and Insurance Requirements

Perry County has standard contract and insurance requirements for professional services contracts and is unable to make substantial changes to the requirements for the contract to be used for this project. The laws of the Commonwealth of Pennsylvania govern the contract executed between the successful Consultant and Perry County, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in New Bloomfield, Pennsylvania, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in New Bloomfield, Pennsylvania.

c. Requests for Additional Information

Perry County reserves the right to request additional information to clarify the responses.

4.5 Public Records

Each Respondent is hereby informed that upon submission of its response to Perry County in response to this RFQ, the response becomes the property of Perry County. Perry County is subject to Pennsylvania Right to Know Law. If a Respondent believes that any portion of its response is subject to a legal exception to public disclosure, the Respondent shall: (1) clearly mark the relevant portions of its response "Confidential"; (2) upon request from Perry County, identify the legal basis for exception from disclosure under the Right-to-Know Law; and (3) defend, indemnify and hold harmless Perry County regarding any claim by any third party for the public disclosure of the "Confidential" portion of the qualifications submittal.

PART 5 – SELECTION PROCEDURE

Perry County will use an internal Selection Committee, comprised of the Perry County Board of Commissioners in conjunction with their consultants Volkert Inc., for the evaluation of responses. This is a qualifications-based procurement for professional services, in which the qualifications of the responding Consultants will be reviewed and evaluated, and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

The Selection Committee will review the responses submitted in response to this RFQ, and rate the responses based on the following grading system, which includes both numerical and pass/fail criteria:

| <u>Numerically-Scored Criteria</u> | Max. Points |
|---|--------------------|
| • Firm Experience | 25 |
| • Project Understanding and Approach | 30 |
| • Project Team | 30 |
| • Quality Assurance and Quality Control | 10 |
| • Minority- or Woman-Owned Business | 5 |
| | |
| <u>Pass/Fail Criteria</u> | |
| • Compliance with RFQ Instructions | P/F |
| • Licensing and Professional Standing | P/F |
| • Conflicts of Interest | P/F |

The Selection Committee will eliminate from consideration any response which receives a “Fail” grade on any one or more of the Pass/Fail criteria for evaluation.

After review and evaluation of the responses, the Selection Committee may select one or more Respondents for interviews. However, the Selection Committee is not required to conduct interviews. The Selection Committee may determine that interviews are not necessary for the selection process, and such decision is within the sole discretion of the Selection Committee.

When the Selection Committee concludes its work and makes a determination, County staff will begin contract negotiations with the successful Respondent. If the negotiations are unsuccessful, or if an agreement cannot be reached within a reasonable time, as determined by Perry County, then County staff will terminate negotiations with the firm, and will request authority from the Projects Committee to begin negotiations with another Respondent. Any compensation discussed with one Respondent will not be disclosed or discussed with any other Respondent.

Upon the conclusion of negotiations, the successful Respondent will execute a PSA with Perry County. The PSA shall not be in force until it is approved by the Perry County Commissioners, and it is signed by the Commissioners. Perry County cannot pay for any work or services performed prior to the approval of the PSA by the Perry County Commissioners, and the issuance of a notice to proceed by Perry County.

Perry County's anticipated schedule for the RFQ and selection process are as follows:

| <u>Event/Milestone</u> | <u>Anticipated Date*</u> |
|---|---------------------------------|
| RFQ Issued | May 18, 2026 |
| Deadline for Inquiries | June 5, 2026 |
| Deadline for Responses | June 19, 2026 |
| Open Responses at Commissioners' Public Meeting | June 22, 2026 |
| Consultant Interviews (if necessary) | June 22 to July 2, 2026 |
| Consultant Selection / Begin Negotiation of PSA | July 6, 2026 |
| Approval and Execution of PSA | July 13, 2026 |

*Note: The anticipated dates are for informational purposes only, and the timeline is subject to change without notice at Perry County's sole discretion.

However, this RFQ does not guarantee that Perry County will make any contract award. Perry County reserves the right to modify, amend, or withdraw this RFQ, in whole or in part, at any time and for any reason, in its sole discretion. Perry County also reserves the right to reject all responses, in its sole discretion.

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