



City of Bradford Police Department

Michael P. Ward
Chief of Police



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Bradford, PA 16701

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Request for Proposal (RFP) Architectural and Engineering Services for Remodeling of Former Northwest Savings Bank Building into the City of Bradford Police Station

1. Project Overview: The City of Bradford has acquired the property located at 85 West Washington Street, formerly a Northwest Savings Bank building. This property is intended to be remodeled into the new City of Bradford Police Station. The project aims to provide modern, efficient facilities for the Police Department, enhancing operational capabilities while meeting all necessary standards for police facilities.

2. Scope of Services: The selected firm shall provide comprehensive Architectural and Engineering Services for the remodeling of the existing building and property. The scope includes, but is not limited to:

- Design development and construction documents for the remodeling of the building to suit the needs of the City of Bradford Police Department.
- Compliance with federal, state, and local building codes and standards or applicable codes and requirements.
- Space planning and layout design for offices, board room, bathrooms, break room, and other necessary spaces.
- Design of specialized areas such as cell blocks ensuring confidentiality and separation of minors from adult offenders.
- Integration of a garage drive-through entry and exit point in the existing drive-through area.
- Schematic Design
- Project Cost Estimate
- Permit Coordination
- Bid Review
- Construction Administration

3. Proposal Submission Requirements:

- Proposals must be submitted no later than June 24th, 2025 at 3:00pm.
- Submit proposals to: Bradford City Hall 24 Kennedy Street Bradford, PA 16701
Attention: City Administrator Eric Taylor
- Questions regarding this RFP should be directed to: Chief of Police Michael P. Ward Email: chiefward@cityofbradfordpolice.com Phone: 814-368-6133 ext. 241

4. Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Firm's experience and qualifications in designing and remodeling similar type buildings. (Police Station Experience Not Necessary but would be a Benefit)
- Understanding of the project scope and requirements.
- Proposed approach and methodology.
- Project team qualifications and experience.
- Compliance with budgetary constraints.
- Proposed timeline and schedule for project completion.
- Fee Calculation
- Estimated cost per square foot
- Total cost and any exclusions
- Grading Plan
- Infiltration testing (if necessary)
- Erosion and sedimentation control plan (if necessary)
- Storm water management plane (if necessary)
- Utility Plan
- Design Drawings for addition with rendering
- Structural drawings
- Mechanical, electrical and plumbing drawings
- Updates to all plans and drawings based on recommendations from the City of Bradford.
- Estimated timeframe for completion of the initial architectural and engineering services under the scope of this RFP.
- Understanding of scope of work as well as impact on the community
- Fee

5. Project Timeline:

- RFP Issued: 05/13/2025
- Deadline for Questions: 06/24/2025
- Proposals Due: 06/24/2025 by 3pm

6. Contractual Terms: The City of Bradford reserves the right to negotiate contract terms with the selected firm based on the proposal submitted. The contract will include provisions for project milestones, payment terms, and other relevant terms and conditions.

7. Miscellaneous:

- The City of Bradford reserves the right to reject any or all proposals received.
- All costs associated with the preparation and submission of proposals are the responsibility of the proposing firms.
- The selected firm will be required to provide proof of insurance and other necessary documentation prior to contract execution.