

The Borough of Castle Shannon, Allegheny County, Pennsylvania, requested proposals for a one-time contract to perform certain professional services (consulting) work for the Borough involving a Construction Design Planning Grant under the Department of Community and Economic Development (DCED) Keystone Communities (KC) Program. The Planning Grant will be used as a tool to facilitate redevelopment of one of the Borough's key downtown anchor buildings located at 981 Castle Shannon Blvd. Due to the building's proximity to transit, the lack of housing within the downtown area, and one of the key focal points as you enter downtown Castle Shannon; the Borough intends to undertake an extensive community planning effort to develop the next iteration of this historic site.

The Request for Proposals (RFP) was sent on July 11, 2023; Requests for Information (RFI) were to be received by August 11, 2023, and posted on the Borough website. Below are the RFIs received and their answers:

Q:

1. Does the Boro have the KCP grant already? If so, what is the timeframe/funding year for it?
2. Is a budget for services set for this scope? The most up to date budget we can find on the website is 2021.
3. They way we are reading this proposal is a feasibility and test-fit type of project, leading into schematic design level design. Is this accurate?

A:

1. We do not have the KCP grant already. We are applying for the Planning Grant this year in anticipation of a 2024 award.
2. No, I believe the budget for services will created when we craft the 2024 overall budget.
3. Yes, that is accurate.

Q:

What is your anticipated start date of this project if you are awaiting KCP funds? I ask to be sure to put the right billing rates on the sheets.

A:

Mid 2024

Q:

(1) Do we correctly understand that proposals are due August 11, 2023 but a consultant may not be selected until February 2024?

(2) If yes, are you able to provide any additional information about the extended schedule? If no, would you please provide additional information about the correct selection schedule?

(3) Is there a budget for this project?

A:

1. Questions are due by August 11, the proposals are due August 15. February of 2024 is when we anticipate making the selection, yes.
2. We have 3 Borough Council seats open this election season, and we're in the midst of hiring a new Borough Manager. We want to get these positions filled and up to speed before we officially select.

3. We do not have a firm budget yet, however, we're applying for a Planning Grant from the DCED. Once we know what the numbers are shaping up to be, we'll have to build matching funds into the Borough budget.

Q:

1. Which of the following types of base mapping, property information, existing condition drawings or environmental studies can the Borough provide prior to the start of the project?
  - Existing conditions drawings/ street right-of-way information for Myrtle Avenue and/or Castle Shannon Blvd
  - Street ownership information
  - A site survey showing the property boundaries, location of buildings and topographic features
  - Architectural plans and/or elevations of the building
  - Operational costs for utilities, maintenance, snow removal, landscaping, mortgage, etc. for the building and site
  - Phase I Environmental Site Assessment
  - Hazardous Materials Assessments – lead, asbestos, mold etc.
  - Other engineering studies
2. Would the Borough like the scope of work to include a market assessment of residential and retail uses as a basic service or an additional service of this planning study?

A:

2. Which of the following types of base mapping, property information, existing condition drawings or environmental studies can the Borough provide prior to the start of the project?
  - Existing conditions drawings/ street right-of-way information for Myrtle Avenue and/or Castle Shannon Blvd. **No**
  - Street ownership information **Castle Shannon Boulevard (SR 3037) is a PennDOT road, Myrtle Avenue is a Borough Street**
  - A site survey showing the property boundaries, location of buildings and topographic features **No**
  - Architectural plans and/or elevations of the building **No**
  - Operational costs for utilities, maintenance, snow removal, landscaping, mortgage, etc. for the building and site **No**
  - Phase I Environmental Site Assessment **No**
  - Hazardous Materials Assessments – lead, asbestos, mold etc. **We have a hazardous materials assessment for the garage**
  - Other engineering studies **No**
3. Would the Borough like the scope of work to include a market assessment of residential and retail uses as a basic service or an additional service of this planning study? **As an additional service, please.**

Q: Did our summary of the project in the second and third sentences reflect the Borough's understanding of the project and its primary objectives?

A: Yes, absolutely!