



REQUEST FOR PROPOSALS FOR ARCHITECTURAL/PLANNING SERVICES  
EXETER TOWNSHIP FIRE DEPARTMENT STATION

To be located at  
GILBRALTER ROAD  
Reading, PA 19606

Issue Date: April 17, 2025  
Due Date: May 23, 2025, Before 12:00 p.m. EST

Exeter Township  
William Heim, Township Manager  
4975 DeMoss Road  
Reading, PA 19606

## **I. REQUEST FOR PROPOSALS**

### **A. INTRODUCTION**

Exeter Township (the “Township”), a political subdivision with its principal office in Berks County, Pennsylvania, is soliciting competitive sealed proposals (each, a “Proposal”) from professional firms or individuals (each, a “Proposer”) interested in and capable of providing architectural and engineering services as further detailed in the specifications of this RFP (inclusive of all tasks, deliverables and products required herein, the “Services”) related to the construction of a new fire station to be located on township property on Gibraltar Road, Reading, PA 19606.

### **B. PROPOSAL SUBMISSION**

***Receive proposals electronically (via email) and in two submissions: A. Qualifications and Technical Proposal, and B. Cost Proposal. The Township will review Qualification and Technical Proposals, and based on ranking from evaluation, shortlist firms for review of Cost Proposals. Submissions should be titled “EXETER FIRE STATION ARCHITECTURAL/PLANNING SERVICES PROPOSAL” and sent to the Township no later than 12:00 p.m. EST on Friday, May 23, 2025, to:***

Exeter Township Board of Supervisors  
Attn: William Heim, Township Manager  
wheim@exetertownship.com  
4975 DeMoss Road  
Reading, PA 19606

Proposals submitted by facsimile will not be accepted or considered. Any Proposals received after the above-identified date and time will not be considered.

## **II. BACKGROUND**

### **A. MUNICIPALITY BACKGROUND**

The Township is located in Berks County, Pennsylvania, approximately 7 miles east of downtown Reading. According to the 2020 Census, the Township is the third most populous municipality in Berks County, with a population of 25,764. The median household income in the Township is \$96,939. The Township has a total area of 24.6 square miles with distinct areas of residential and commercial development in the southern portion of the Township. The northern half of the Township is primarily characterized by low-density development, agricultural, and rural uses. Significant commercial uses are located along U.S. Route 422. The southern part of the Township is primarily light industrial, with some areas of general industrial and residential uses. The southern border is naturally formed by the Schuylkill River. Major attractions include the nearby Mount Penn Preserve to the West and the Daniel Boone Homestead located within the Township.

## **B. PROJECT SUMMARY**

The Township is planning to construct a new fire station for the Exeter Township Volunteer Fire Department with facilities to also include headquarters for contracted emergency medical services. The fire station will be located on land owned by the Township on Gibraltar Road, near the intersection of Demoss Road and across Gibraltar Road from the Exeter Township municipal complex.

The Township has been awarded a \$500,000 Redevelopment Assistance Capital Program (RACP) grant for the project.

The fire station may consist of the following:

**FIRE AREA -With Approximate Square Footage Guideline-** 8 or 9 bays total (12,000 sf)

- 4 or 5 bays 90 ft. long
- 3 bays 60 ft. long for fire
- 2 bays 60 ft. long for EMS
- Vestibule - 100 sq. ft.
- Command Center - 250 sq ft.
- 2 unisex restrooms - 80 sq. ft each
- Chief's office - 250 sf
- Accounts office – 150-200 sf
- Officers office - 200 sf
- Conf. room – 230-300 sf
- Networks / server - 50 sf
- Training room – 770 to 1,000 sf, enough for at least 50-75 people
- Table / chair storage - 150 sf
- Elevator (if needed) - 100 sf
- Kitchen / day room – 850-1,000 sf
- Fitness room - 500 sf
- Uniform storage - 75 sf
- Men's bunk room fire - 800 sf
- Ladies bunk room fire - 250 sf
- Women's bathroom - 200 sf
- Men's bathroom - 400 sf
- Live in dorm rooms - 4 - 100 sf each
- Mechanical / storage - 400 sf
- SCBA room - 250 sf
- Personnel gear storage - 600 sf - gear racks - at least 75
- Engineers room - 200 sf
- Tool room - 200 sf
- Gear wash area - 200 sf
- Decon area - 200 sf
- Hose hanging area - 200 sf
- General storage - 200 sf
- Gear inventory storage

**EMS AREA (Separate Area) - all approximate sizes / areas**

- EMS Women's bunk area - 200 sf
- EMS Men's bunk area - 200 sf
- EMS Records - 100 sf
- EMS Office 1 - 150 sf
- EMS Office 2 - 100 sf
- EMS Supply Room - 150 sf
- EMS Dayroom - 300 sf
- EMS Bathroom - 100 sf
- EMS IT Closet 25 sf

**III. SCOPE OF SERVICES**

Each Proposer shall provide a detailed description of its understanding of the scope of the project, and shall provide for the full scope of the following Services:

1. The proposed base services shall be consistent with those required in AIA B132-2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. Provide full typical architectural/engineering services from pre-design through construction administration including:
  - a. Architecture
  - b. Structural Engineering
  - c. Mechanical/Electrical/Plumbing/Fire Protection
  - d. Technology IT Engineering
  - e. Interior design of materials and colors
  - f. Architect to coordinate with all Township vendors, including but not limited to Geotechnical Engineer, Civil Engineer, Traffic Engineer and all other Township supplied consultants.
2. Pre-Design Phase
  - a. Meet with Township representatives, Fire Chief, and officials to better understand Fire Department and EMS unit operations, infrastructure use, system maintenance, and to identify current efficiencies, deficiencies, redundancies, and overall functionality.
  - b. Review the Township's preliminary space program and consult with Township representatives to clarify and finalize functional and spatial requirements, including space sizes, adjacencies, and key relationships. The final program will guide project design and align with Township objectives.
  - c. Assist Township and Construction Manager in evaluating alternative building systems, including conventional structural systems, pre-engineered metal buildings, and hybrid options. Evaluations will consider cost, schedule, maintenance, and performance criteria to support Township decision-making.
  - d. Working with the Township's civil engineer, create a pre-design Master Plan for building and site. The Master Plan documentation will identify conceptual Site organization, vehicular circulation and parking, and schematic floor plans (building dimensioning) for new building. Outline specifications for new MEP systems and major building components will be identified to facilitate a detailed, comparative construction and planning cost estimate.

### 3. Schematic Design Phase

- a. Kickoff meeting with Township, Construction Manager, and design team to review goals, objectives and deliverables
- b. Based on the Township's space program, schedule and budget, prepare schematic design documents consisting of drawings and other documents including but not limited to floorplans, building elevations, interior and exterior drawings.
- c. Produce a three-dimensional digital model of the new building and site and produce a full range of exterior and interior architectural renderings. These shall fully depict the proposed exterior aesthetic and makeup of spaces throughout the building and will need to be updated and refined after feedback from the Township at the end of the Schematic Design Phase, at the end of the Design Development Phase, and at 50% Construction Documents.
- d. Preparation of documents for permitting.
- e. Coordination with Owner, Construction Manager, and other design team members
- f. Attendance at design meetings as mentioned in Construction Documents Phase
- g. Review cost estimates.

### 4. Design Development Phase

- a. Based on Owner approval of the Schematic Design, prepare design development documents.
- b. The design should emphasize eco-friendly and sustainable building materials. The Township intends to make use of green materials and will consider the appropriateness of green roofs, enhanced storm water management planning, geothermal heating and cooling,
- c. Coordination with Owner, CM, and other design team members
- d. Attendance at design meetings as mentioned in Construction Documents Phase.
- e. Review and comment on programming, design intent and overall Design Development Plans, with goal of Owner approval to proceed.
- f. Review cost estimates.

### 5. Construction Document Phase

- a. Attend bi-weekly design meetings with project team. Include up to 14 design team meetings.
- b. Based on Owner approval of the Design Development documents, prepare Construction Documents consisting of drawings and note type or specifications as required, setting forth in detail the requirements for construction of the project.
- c. Complete all Interior Design and details and schedules.
- d. Assist the Owner and Construction Manager in the preparation of the necessary bidding information, bidding forms, conditions of the contract for construction and forms of agreement between the Owner and the contractors.
- e. Construction documents must comply with codes and regulations of regulatory bodies have jurisdiction over the project.
- f. Permit set of Construction Documents and Building Agency Submissions.
- g. Provide Building envelope COMcheck.

## 6. Construction Contract Administration

- a. Attend pre-construction meeting
- b. Respond to contractor RFIs in a timely manner. RFIs will be submitted through Construction Manager.
- c. Advise and consult with the Owner during construction until project is closed out.
- d. Provide onsite construction administration services including site visits to become familiar with the progress of work and to determine if the work is being performed in accordance with the contract documents. Include 20 onsite visits with field reports.
- e. Review and approval of submittals such as shop drawings, product data sheets and samples in a timely manner.
- f. Assist the Owner in reviewing and approving monthly payments to the contractors.
- g. Assist the Owner with the date of substantial completion; preparation and resolution of a final punch list; obtaining all warranties and O&M Manuals; and final certificate of payment.
- h. Work with the Owner and contractors in obtaining final as-built drawings.
- i. Prepare and monitor a punch list, including 3 site visits.

## IV. PROPOSAL CONTENT

Although no specific page limitation applies here, each Proposal shall provide a straightforward, concise description of the Proposer's ability to provide the Services, as set forth in this RFP. To ensure a uniform review process and to obtain the maximum degree of comparability, each Proposal must include the following information and be organized in the manner specified below:

### A. *QUALIFICATIONS AND TECHNICAL PROPOSAL*

Each Proposer shall submit a "Technical Proposal" which shall be organized as follows:

**Cover Letter:** The Cover Letter should provide a concise summary and a description of the proposed Services.

### **Table of Contents**

#### **Section 1: Proposer Information**

- a. Proposer's name, primary and local business address, telephone number, email address, and website address, if any.
- b. Name, title, business address, telephone number, and email address for the primary contact person for the Proposer (the "Project Manager").
- c. Federal taxpayer identification number or federal employer identification number for the Proposer.
- d. Identify the companies and individuals who are expected to act as legal, financial, or other advisors for the Team (defined below), the Project Manager, and/or the Proposer relating to the Services.
- e. Provide a brief history of the Proposer. Identify any changes in the Proposer's name and ownership structure and any other "DBAs" under which the Proposer has been doing or has done business within the past five (5) years.

- f. Provide evidence that the Proposer has experience with the areas of operation or development related to the Services (experience can be direct experience, education, or a combination thereof).
- g. Provide at least three (3) references for new fire station projects to evidence the experience requirement, including the name of the operation, address, contact person, telephone number, and size of similar operations or projects.
- h. Provide evidence that the Proposer has the ability to obtain the necessary insurance required for the proposed Services. Acceptable evidence includes Certificate of Insurance or letter from the Proposer's insurance company dated no earlier than two (2) weeks before the submittal deadline date and signed by an officer of the insurance company.

**Section 2: Team**

- a. Provide the name, qualifications, and experience of key personnel.
- b. Provide an organizational chart that identifies how the Proposer plans to staff the project and the structure of the team performing Services (the "Team"). The organizational chart should identify all personnel being proposed for the provision of the Services. The Township reserves the right to rely upon the Proposer's identification of the Team.
- c. Briefly outline the role of all members of the Team and key personnel.
- d. Provide a list of comparable fire station projects in which members of the Team have participated, specifying how these comparable projects relate to the Services proposed here, their specific role(s) on the comparable projects, and the extent to which members of the Team worked together on prior projects.

**Section 3: Timeline**

- a. The Proposer shall provide a preliminary design schedule showing the planned approach, key task activities, and milestones.

**Section 4: Additional Information**

- a. Provide a written statement certifying that neither the Proposer, the Project Manager, any member of the Team, nor anyone else relating to the Proposer's Proposal colluded with any competing Proposer or Township employee or entered into any type of agreement of any nature to fix, maintain, increase, or reduce prices or competition regarding the items covered in this RFP.

The Township reserves the right to request additional information from any Proposer at any time if it determines, in its sole discretion, that such information is necessary for consideration of the Proposer's Proposal.

***B. COST PROPOSAL***

Payment for all Services pursuant to this RFP shall be on a lump sum, not-to-exceed fee basis plus reimbursable expenses at cost. The Proposal shall include a separate "Cost Proposal" which shall identify the lump sum fee and a schedule of the proposed hourly billing rates for all members of the Team (designated by name and title) for the full duration of the Services.

The Proposer shall provide a breakdown of the fee and reimbursable expenses for each Phase in a lump sum format. This shall include a detailed spreadsheet showing the estimated hours, labor costs, expenses and total lump sum cost for the Services.

If the Proposer anticipates services not specifically identified in the RFP which, in its opinion, will be required for the Proposer to complete the project, these services shall be noted in the Proposal, with a general explanation of the services, a brief justification as to why such services may be required, and a corresponding line item in the Proposal for a lump sum cost to perform such services.

The Proposer shall indicate terms and conditions for when payment for services is expected from date of invoice including any discounts.

The selected Proposer will invoice the Township in accordance with the process set forth in the executed agreement for its performance of the Services. Submittal of fees plus reimbursable expenses shall be made on standard AIA Application for payment form indicating percent of services provided for each phase plus reimbursable expenses. Unless otherwise approved in writing by the Township's Supervisors, the selected Proposer shall not be entitled to any payment from the Township in excess of the not-to-exceed fee provided in the executed agreement.

## **V. PROPOSAL PROCESS**

By submitting a Proposal, each Proposer certifies that it has read the complete RFP, understood the Proposal process, and has full knowledge of the scope, nature and quality of the Services to be performed associated with this RFP, and accepts and agrees to all provisions of this RFP

### ***A. PRE-PROPOSAL CONFERENCE***

A **Voluntary Pre-Proposal Conference** will be held at 10:00 a.m. (local time) on **Friday, May 2, 2025** at the Exeter Township Building, 4075 DeMoss Road, Reading, PA 19606. The purpose of the Pre-Proposal Conference will be to discuss the services, answer any questions and facilitate a Site visit. No statements made during the Pre-Proposal Conference shall be binding on the Township unless issued through an addendum to this RFP.

### ***B. PROPOSER'S CLARIFICATION AND QUESTIONS***

To ensure fair consideration for all Proposers, the Township prohibits communication to or with any Township official, department director, division manager, employee, or the related to this RFP prior to the submission of the Proposal, with the exception of those questions relative to interpretation of specifications or the Proposal process.

Interpretations of the meaning of the RFP documents made to any Proposer orally shall not be binding on the Township or any other Proposer.

The Township is requesting that any questions or clarification requests be submitted in writing via e-mail by **12:00 p.m. EST, Friday, May 9, 2025**. It is the Township's intent to review these questions and provide a response to all of the Proposers (anonymously) by **12:00 PM Friday, May 16, 2025**. All questions and associated correspondence should be submitted to:



Exeter Township  
Attn: William Heim, Township Manager  
4975 DeMoss Road  
Reading, Pennsylvania 19606  
wheim@exetertownship.com

**THE DEADLINE FOR RECEIVING PROPOSALS IS FRIDAY, May 23, 2025 at 12:00 p.m. EST**

***C. CONFIDENTIALITY OF THE PROPOSAL***

Under Pennsylvania’s Right-to-Know Law, the Township is required to provide access to public records. All Proposal information, including detailed price and cost information, will be held in confidence while the Township is evaluating the Proposals. After the Township and Selected Proposer have executed an agreement, all Proposals will become public records. Copies of said public records may be requested through the Township’s Open Records Officer.

Trade secrets and other confidential proprietary data contained in the Proposal may be held confidential if the Proposer requests in writing that the Township does so and the Township agrees in writing to do so. Material considered trade secrets or confidential proprietary data by the Proposer must be clearly marked and identified and the Proposer must include a brief statement that sets out the reasons for requesting the confidentiality of each such material. Blanket statements that entire Proposal is confidential shall be unacceptable.

The Proposal will become the exclusive property of the Township and will not be returned.

***COMMUNICATIONS AFTER SUBMISSION***

After the Proposal has been submitted to the Township, communications related to this RFP, the Proposal or the Services initiated by a Proposer to the Township shall be prohibited until a contract for the Project has been executed by the Township. Any communication between a Proposer and the Township shall only be initiated by the appropriate Township employee or agent in order to obtain information or clarification needed to develop a proper, accurate evaluation of the Proposal or negotiate the terms, conditions, or fees in the Proposal.

Any prohibited communications initiated by a Proposer may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future proposal.

***D. EVALUATION OF PROPOSALS***

The award of the Services associated with this RFP may or may not be made to the Proposer submitting the lowest price Cost Proposal. The award will be made to the Proposer whose Proposal is determined to be the most advantageous to the Township, as determined by the Township in its sole and exclusive discretion, taking into consideration, without limitation the evaluation factors set forth below:

1. Experience, qualifications, and commitment of the Team
  - a. The degree to which the assigned personnel on the Team have held responsible project positions for similar fire station projects.
  - b. The degree to which the Team brings experience in the full range of skills and expertise needed to accomplish the scope of work in all task areas.
  - c. Experience within the local permitting region; and
  - d. Any other experience and/or criteria the committee deems relevant.
  
2. Experience and past performance of the Proposer and Team members on similar fire station projects within the last seven years:
  - a. The experience of the Proposer and Team members in conducting fire station projects of similar nature and complexity.
  - b. The ability of the Proposer to draw on this experience to benefit the project; and
  - c. Any other experience and/or criteria the Township deems relevant.
  
3. Method of accomplishing the Services
  - a. Proposed organization of the Services.
  - b. Unique capabilities that may influence the project.
  - c. Understanding of the appropriate levels of effort required for various tasks.
  - d. Identification of risks and methods to mitigate or eliminate such risks to complete the project within the proposed schedule, estimated budget and with the quality and/or performance specifications identified herein.
  - e. Appropriate financial and management controls including, but not limited to,
    - i. Clear method and effort level of meeting and tracking progress of schedule milestones, intended outcomes and deliverables for each task
    - ii. Quality assurance
    - iii. Financial controls and invoicing systems
  
4. Any other experience and/or criteria the Township deems relevant.

***E. WITHDRAWAL OF PROPOSALS***

Proposals may not be modified after submittal. Proposals may be withdrawn after submittal, provided the Proposer makes its request to withdraw in writing and the request is received and acknowledged by the Township in writing prior to the time specified for the Proposal Opening.

After successfully withdrawing a submitted proposal, a Proposer may submit a revised Proposal before the Proposal opening.

Negligence by Proposer in preparing its Proposal confers no right of withdrawal or modification of its Proposal after such Proposal has been opened. No claims on account of mistakes or omissions in any Proposal will be considered. Proposals are deemed a firm offer and each Proposer agrees that its Proposal shall not be withdrawn within one hundred twenty (120) days from the Proposal opening.

## ***F. PROCEDURE FOR REVIEW OF PROPOSALS***

The Township shall conduct a preliminary evaluation of all Proposals based on the information provided. The Township will first review each Technical Proposal for compliance with the requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a Proposal.

Upon completing its preliminary evaluation, the Township will evaluate and score each of the Technical Proposals and determine a shortlist of firms, if necessary. The Cost Proposals for those shortlisted firms will then be opened and evaluated.

The Township may arrange for meetings or interviews with one or more of the Proposers to clarify any aspect of its Proposal, to give a Proposer the opportunity to explain its credentials and/or negotiate the terms, conditions, and fees provided in the Proposal. The Proposer shall ensure that the Project Manager and other key members of the Team attend the interview. The Township reserves the right to interview any member(s) of the Team individually upon request or not interview at all.

The Township has the responsibility to negotiate the most favorable cost, terms and conditions for the Township. The negotiating process may involve one or more Proposers and may continue until a contract for the Project is executed by the Selected Proposer.

## ***G. WINNING PROPOSAL***

The Township will select a winning Proposal if the Township determines that an appropriate, acceptable, and complete Proposal is submitted by a responsible Proposer which the Township, at its sole and exclusive discretion, determines that the Proposal will provide the best overall value to the Township.

## **VI. TIMELINE**

**The following outlines the schedule of major activities related to the RFP distribution, Proposal submission and evaluation processes. All times are stated in Eastern Time.**

- **RFP advertised and posted on the Township’s website: Thursday, April 17, 2025.**
- **Voluntary Pre-Proposal Conference: 10:00 a.m. on Friday, May 2, 2025**
- **Proposal submission deadline: 12:00 p.m. on Friday, May 23, 2025.**
- **Tentative Board of Supervisors consideration and selection: July 14, 2025.**

## **VII. AWARDING THE CONTRACT**

The Proposer with a Proposal that the Township determines to be in the best interests of the Township (the “Selected Proposer”) will be presented to the Township’s Board of Supervisors for approval. If approved by the Township’s Board of Supervisors, the Selected Proposer shall print three (3) color counterparts of the negotiated contract for execution and execute and submit the same within seven (7) calendar days of the Township’s request.

If the Selected Proposer does not submit the three (3) executed counterparts of the contract memorializing the parties’ agreement within seven (7) days of the Township’s request, the

Township may, in its sole discretion, select another Proposer to award a contract for the Services or withdraw the RFP altogether.

As the submission of a Proposal shall be a firm offer by the Selected Proposer, in the event the Selected Proposer is unable or unwilling to sign the contract within seven (7) days of the Township's request, the Township shall be entitled to recover all damages resulting therefrom, including, without limitation, the difference between the not-to-exceed fee identified in the Selected Proposer's Cost Proposal and the Selected Consultant's not-to-exceed fee.

The final, negotiated contract, when executed by both the Township and Selected Proposer, shall be deemed to be the entire, integrated agreement between the parties. This RFP and the Proposal (excluding the Appendices, if any) will be attached to and incorporated in the final contract for Services and shall be interpreted as set forth in the final contract.

### **VIII. RESERVATION OF RIGHTS**

All Proposals and any subsequent submissions required to supplement the Proposal shall be prepared by the Proposer at the Proposer's sole cost and expense. If for any reason whatsoever, the Township rejects a Proposer's Proposal, the Proposer agrees that it will not seek to recover profits on work not performed nor will it seek to recover its Proposal preparation costs or claims for unjust enrichment.

The Township reserves and may, at its sole discretion, exercise the following rights with respect to this RFP and all Proposals submitted pursuant to this RFP:

- a. To reject all Proposals and re-issue the RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
- b. To reject any Proposal if, in the Township's sole discretion, the Proposal is incomplete, the Proposal is not responsive to the requirements of this RFP, the Proposer does not meet the qualification requirements set forth herein, or it is otherwise in the best interest of the Township to reject the Proposal.
- c. To supplement, amend, substitute, or otherwise modify this RFP at any time prior to the execution of a final contract.
- d. To accept or reject any or all, of the items in any Proposal and award a contract for the whole or only part of any Proposal if the Township determines, in its sole discretion, that it is in the Township's best interest to do so.
- e. To reject the Proposal of any Proposer that, in the Township's sole judgment, has been delinquent or unfaithful in the performance of any contract with the Township, is financially or technically incapable, or is otherwise not responsible.
- f. To waive any informality, defect, non-responsiveness, and/or deviation from this RFP that is not, in the Township's sole judgment, material to the Proposal.
- g. To permit or reject, at the Township's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to Proposals by one

or more of the Proposers following Proposal submission.

- h. To request that one or more of the Proposer modify their Proposals, including, but not limited to, modifying the pricing or provide additional information.
- i. To request additional or clarifying information from any Proposer at any time, including information inadvertently omitted by a Proposer.
- j. To require that the Proposer appear for interviews and/or presentations of their Proposals at Township offices.
- k. To inspect projects similar in type and scope to the work sought in this RFP.
- l. To conduct such investigations as the Township considers appropriate with respect to the qualifications of any Proposer and with respect to the information contained in any Proposal.