

**THE INDIANA COUNTY COMMISSIONERS  
ARE SEEKING  
REQUESTS FOR ARCHITECTURAL PROPOSALS FOR  
THE PATHWAY HOMELESS SHELTER CONSTRUCTION PROJECT**

The Indiana County Commissioners (the County) working in conjunction with the Indiana County Community Action Program (ICCAP) through the Indiana County Office of Planning and Development (ICOPD) are requesting proposals from qualified architectural firms to provide design and inspection services for the construction of a homeless shelter facility.

**Project Description:**

**The Pathway Homeless Shelter Construction Project:**

The County working in conjunction with ICCAP are proposing to undertake the acquisition of a vacant 1.91 acre-lot located off of Shelly Drive in White Township, Indiana County PA. It is anticipated that the new homeless shelter facility will be approximately 12,000 square feet. The building will be positioned on the lot to allow the future development of a separate building for ICCAP's remaining administrative and program office needs.

The facility will be constructed with 20 non-congregate rooms two of which will be fully handicap accessible. The facility will have a common area that will include laundry facilities, a kitchen and pantry, recreational/living room area, children's playroom and computers to access employment and educational opportunities. An administrative office area is included that will consist of five offices for on-site case management staff of ICCAP.

**Project Funding and Administration:**

The project is a partnership between the County and ICCAP utilizing Indiana County Community Development Block Grant Program funds to design and rehabilitate the building. All local, state and federal regulations and guidelines must be adhered to throughout the project.

**Responsibilities of the Project Architect:**

1. Basic Services – The architect will be responsible for all tasks, testing, permitting necessary to receive approved construction plans from the White Township Planning Commission, the White Township Uniform Construction Code Enforcement Consultant and the PA Department of Labor and Industry as applicable. This includes all procedures required to bid and contract the project in accordance with all local, state and federal regulations.

The architect will be responsible for all necessary engineering and testing; surveys; construction cost estimates; preliminary design; final design; project bid specifications; maps and drawings; attendance at bid opening; bid review, tabulation and recommendations for award; general observation during construction, attendance at the preconstruction conference, conducting construction meetings including minutes and final inspection. Engineering tasks that the architectural firm will be responsible for, if necessary, includes but are not limited to Civil Engineering, MEP Engineering, Structural Engineering, Architectural Engineering and Landscape Engineering.

The architect will be responsible for obtaining final plan approval from the White Township Planning Commission and Uniform Construction Code Enforcement Consultant, as applicable. This includes securing any necessary variances to meet local ordinances.

The proposed project is subject to the Separations Act. The project will have four separate bid contracts; General Construction, Electrical, HVAC and Plumbing.

The owner will be responsible to obtain the building permit which will include the fee. It will be the responsibility of the architect to secure the occupancy permit. All construction inspection fees will be the responsibility of the construction contractors.

2. Additional Services – Court related activities and any other services requested by the County.
3. Inspection Services – Project inspection, construction completion certification, copies of inspection reports and an accurate as-built drawing will be provided to the County at the conclusion of the project.

**Submission Requirements:**

The contents of the proposal should detail the following elements for the project. Incomplete proposals may not be considered.

1. A proposed detailed scope of services.
2. A statement on your personnel/firm qualifications, experience and any other pertinent information to show knowledge and experience relative to the scope of services to be provided. If more than one person or firm is to be involved, please describe the working relationship.
3. Description of experience with similar projects undertaken during the last three (3) years and contact information.
4. The firm's familiarity with the project area, local non-profit, municipal government and/or administrative agency.
5. A timeline indicating each phase of the work, an estimate on when the firm can begin, and when completion would occur.

Evaluations of all proposal to be reviewed by the County. The proposals will be reviewed based on the following categories. Evaluations are not available for review.

1. Completeness of proposal and clarity in addressing scope of work.
2. Clarity and usefulness of the proposed methods and techniques.
3. Relevant background of the firm and experience of the staff.
4. Familiarity with locale and agency.
5. Ability to complete work within a given time frame.

It is public policy of the County of Indiana to promote the opportunity for full participation by minority and women's business enterprise ("MBEs" and "WBEs"). The County will award the architectural contract based upon consultation with the Indiana County Office of Planning & Development.

Cost estimates and breakdown of per diem rates **should be included** with this proposal. Competitive negotiations will be initiated once the top firms have been selected, according to the aforementioned criteria. Top firms will be evaluated upon completion of review and evaluation of submissions. It is anticipated that architectural services selection can be completed and contract negotiations initiated within 2 weeks of receipt of all proposals. The County may reject and all proposals.

The architectural firm selected must enter into a contract with the County and within 30 days of contract award comply with all state and federal construction requirements set forth in the contracts including those that are granted to the County but are part of the total financial package.

No individual or firm responding to this RFP will be discriminated against because of race, religion, color, sex, familial status, national origin, disability or age.

All proposals submitted become the property of the County and shall not be returned or distributed further.

All proposals must be received at the Indiana County Office of Planning & Development at 801 Water Street, Indiana, Pennsylvania, 15701. **Proposals must be received by 4:00 PM on July 31, 2025.** Questions concerning proposal criteria and evaluation can be directed to LuAnn Zak, Assistant Director of the Office of Planning & Development at 724-465-3870 (Voice) or 724-465-3800 (TDD) or via email at [comments@ceo.co.indiana.pa.us](mailto:comments@ceo.co.indiana.pa.us).

Please email your proposal to [lzak@ceo.co.indiana.pa.us](mailto:lzak@ceo.co.indiana.pa.us)

