

REQUEST FOR PROPOSALS

CONSTRUCTION MANAGEMENT/PROJECT MANAGEMENT SERVICES

SECTION I: BACKGROUND

The Adams County Industrial Development Authority (the “ACIDA”) is seeking proposals for construction management/project management services for site preparation work to be conducted at the former Gettysburg Foundry Site located at 2664 Emmitsburg Road, Gettysburg, PA 17325 (the “Project”). The ACIDA has secured funding for the site preparation work, and desires to position the vacant site for redevelopment, restoring the blighted property to productive economic use.

SECTION II: SITE DEVELOPMENT ACTIVITIES

The ACIDA is advancing a multi-phased project scope including the demolition of remaining structures, site boundary surveying, site clearing and grading, and sewer infrastructure planning and construction. A more detailed breakdown of this scope of work is included below.

1. Phase 1 – Demolition and Site Preparation
 - a. Site survey and wetlands delineation (if applicable),
 - b. Installation of all soil erosion controls,
 - c. Demolishing existing buildings,
 - d. Clearing and grubbing of entire site, and
 - e. Grading and soil stabilization.
2. Phase 2 – Onsite and Offsite Sewer Infrastructure Design
 - a. Analysis of existing conditions,
 - b. Preliminary and final engineering,
 - c. Detailed cost analysis of improvements,
 - d. Overall financial feasibility analysis including anticipated operating costs,
 - e. Preparation of bidding and contract documents, and
 - f. Submission and obtainment of all required permits, and
 - g. Engineering inspection/reporting during actual construction.
3. Phase 3 – Onsite and Offsite Sewer Infrastructure Construction
 - a. Construction of manholes,
 - b. Air and mandrel testing,
 - c. Installation of 6” CL 52 ductile iron pipe,
 - d. Installation of an air release vault, and
 - e. Construction of a pump station.

Figure 1: Project Location
2664 Emmitsburg Rd, Gettysburg, PA 17325

For the purposes of this RFP, the term “CM/PM” is defined as a fee-based professional services provider in which the CM/PM reports exclusively to the owner (ACIDA) and acts in the owner’s interests at every stage of the project. The CM/PM is expected to offer advice, uncolored by any conflicting interests, on matters such as:

1. Optimum use of available funds,
2. Control of the scope of the work,
3. Project scheduling,
4. Optimum use of design and construction firms’ skills and talents,
5. Avoidance of delays, changes, and disputes,
6. Enhancing project design and construction quality, and
7. Optimum flexibility in contracting and procurement.

The selected CM/PM will be expected to coordinate closely with the ACIDA’s funding consultant to ensure compliance with procurement requirements, confirmation of funding-eligible activities and approvals of invoicing for professional and construction services.

Phase-specific responsibilities will generally include, but will not be limited to:

1. Phase 1 – Demolition and Site Preparation
 - a. Assistance in the selection of professional services including preparation of RFPs; review of responses; and recommendations for selection of firm for site survey, wetlands survey, infrastructure design and other professional design/engineering services.
 - b. Preparation of site clearing and demolition bid specs including review of Hazardous Building Materials Survey report and identification of required permits; review of responses; and recommendations for selection of site clearing and demolition contractor.
 - c. Oversee site clearing and demolition activities to confirm compliance with bid specifications, permitting and project schedules.
2. Phase 2 – Onsite and Offsite Sewer Infrastructure Design
 - a. Assistance in the selection of professional services including preparation of RFPs; review of responses; and recommendations for selection of firm for existing conditions analysis, preliminary and final engineering of onsite and offsite sewer infrastructure, and detailed cost analysis.
 - b. Oversee design and permitting activities relating to onsite and offsite sewer infrastructure.
3. Phase 3 – Onsite and Offsite Sewer Infrastructure Construction
 - a. Assistance in the selection of construction services, including preparation of bid solicitations; review of responses; and recommendations for the selection of a construction contractor for onsite and offsite sewer infrastructure.
 - b. Oversee contractor performing construction activities relating to onsite and offsite sewer infrastructure.

SECTION IV: SUBMISSION OF PROPOSALS

1. Response Due Date

All proposals submitted shall be received no later than 3:00p.m. on Tuesday, September 30, 2025. Proposals received after this time will not be considered. Concise responses are

appreciated. Proposals should not exceed 6 pages excluding resumes.

This RFP does not commit the ACIDA to award a contract or to pay any costs incurred by any respondent resulting from proposal submission. ACIDA reserves the right to reject any or all proposals received in response to this RFP or cancel the RFP in its entirety. The selection of a CM/PM firm will be made without regard to race, color, sex, age, religion, national origin or political affiliation. ACIDA is an Equal Opportunity Employer.

2. Submissions

All questions should be directed in writing to Robin Fitzpatrick, by 3:00p.m. on Tuesday, September 23, 2025 and should reference in the Subject field: *Gettysburg Foundry Redevelopment Project RFP*.

All Proposals shall be delivered via email to rfitzpatrick@adamsalliance.org.

3. Format

The subject bar of all emailed proposals should read, "RFP Response – CM/PM Proposal for the Gettysburg Foundry Redevelopment Project." The proposal should be organized as follows:

- a. Cover letter stating the respondent's ability and willingness to perform the Scope or Work described in this RFP, signed by the person(s) authorized to enter into an agreement with the ACIDA.
- b. Consultant Information
 - i. Name of Firm
 - ii. Office location servicing the project
 - iii. General qualifications of the firm
 - iv. Organizational chart of firm's leadership and staff
 - v. List of key personnel that will be assigned to the project, including a description of their anticipated role(s) and responsibilities on the project
 - vi. Resumes of key personnel
 - vii. List of any sub-consultants that may be utilized in the Scope of Work, including resumes and similar experience
- c. Brief Description of Action Plan and Anticipated Schedule
 - i. Description of your understanding of the project
 - ii. Specific steps for implementing the Scope of Services
 - iii. Proposed timeline for each for each step
- d. Experience With Similar Projects
 - i. 3 to 5 examples of similar projects successfully completed by the Respondent
 - ii. Name, email address and phone number of current or past clients of similar project examples
- e. Cost Estimate and Rate Sheets
 - i. Provide a Rate Sheet including hourly rates for expected categories of personnel
 - ii. Provide a cost estimate for the Phase 1 – Demolition and Site Preparation activities as described in the Section III: CM/PM Scope of Services on page 3.