

**REQUEST FOR QUALIFICATIONS (RFQ) &
REQUEST FOR PROPOSALS (RFP)
RFQ / RFP-2025-PA 18.1.3
DEVELOPER-BUILDER**

**Westmoreland Non-Profit Housing
Corporation**

**c/o - Westmoreland County Housing
Authority**

**167 South Greengate Road
Greensburg, PA 15601.**

**FIRST COMMONWEALTH
BANK BUILDING &
PNC BANK BUILDING**

DEVELOPMENT PROJECT

**111-125 MAIN STREET
CITY OF GREENSBURG,
WESTMORELAND COUNTY**

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INTRODUCTION:

REQUEST FOR QUALIFICATIONS (RFQ) / REQUEST FOR PROPOSALS (RFP) – FIRST COMMONWEALTH BANK BUILDING & PNC BANK BUILDING:

The Westmoreland Non-Profit Housing Corporation Inc. (WNPHC) is a Non-Profit Affiliate of the Westmoreland County Housing Authority which is a public body and a body corporate and politic created under the Pennsylvania "Housing Authorities Law", for the purpose of providing affordable housing opportunities within Westmoreland County, Pennsylvania. The WNPHC owns and operates the First Commonwealth Bank Building located at 111 S. Main Street, Greensburg, PA 15601. WNPHC's recent option to purchase the adjacent PNC Bank Building located at 125 S. Main Street, Greensburg, PA brings additional development opportunities to this corridor of downtown Greensburg. WNPHC is seeking qualified and experienced For-Profit and Non-Profit Developers to reprogram the building into useful commercial space through innovative ideas which will make the building a community asset in the City of Greensburg. Referring to Shape Greensburg's Core Comprehensive Plan and adhering to this plan as the guide for redevelopment, WNPHC envisions this redevelopment opportunity to reinvigorate the City of Greensburg - Main Street corridor.

Proposals will be received by registered mail, express mail or delivered to the WNPHC – Administration Office, located at 167 South Greengate Road, Greensburg, PA. 15601 no later than **May 1, 2025 @ 11:00 A.M.** Late arrivals will not be accepted.

All proposals submitted in response to this solicitation must conform to the requirements and specifications outlined within this document, addendums and any designated attachments in its entirety.

The Westmoreland County Housing Authority and Westmoreland Non-Profit Housing Corporation conduct its procurement activities pursuant to 24 CFR 200, applicable federal and state laws, and the Authority's procurement policy. These documents are available for review at the Authority's office located at 167 South Greengate Road, Greensburg, Pennsylvania, 15601.

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WNPHC – RFQ / RFP-2025-PA 18.1.3
FIRST COMMONWEALTH BUILDING AND PNC BANK BUILDING
SOUTH MAIN STREET, GREENSBURG PA. 15601

PUBLIC NOTICE:

The Westmoreland Non-Profit Housing Corp. (WNPHC) is requesting Qualification / Development Proposals from qualified and experienced For-Profit or Non-Profit Developers to redesign/reprogram/redevelop - The First Commonwealth Bank and PNC Bank buildings located at 111-125 South Main Street, Greensburg, Pennsylvania 15601. The project is anticipated to be developed and funded through a public/private partnership.

Interested respondents may obtain, at no cost, the Request for Qualifications / Proposals – Documents from the WCHA-Website located at www.wchaonline.com. In addition, an electronic (PDF) File copy can be provided by contact Mr. Erik Spiegel – COO/Director of A & E Services at eriks@wchaonline.com or by phone 724-832-7248 – Ext. 3056 or Mr. Ed Primm – Director of Development Services at eprimm@wchaonline.com or by phone 724-832-7248 Ext. 3015.

Interested respondents are required to respond by proposal submission (satisfying the requirements of the RFQ-invitation) on or before **May 1, 2025 @ 11:00 A.M.**

A Pre-Proposal Introduction Meeting and Building Tours will occur on **March 12, 2025 @ 10:00 A.M.** Meeting will start within the PNC Bank Building, located at 125 South Main Street, Greensburg, PA 15601.

Westmoreland County Housing Authority/Westmoreland Non-Profit Housing Corp..

By: Michael L. Washowich, CEO / Contracting Officer

Advertisement Dates:

Tribune Review - Advertisement Dates: March 1, 2025, and March 5, 2025

Pittsburgh Courier - March 5, 2025

Mon Valley Independent – March 5, 2025

RFQ/RFP INFORMATION AT A GLANCE:

(WNPHC) - CONTACT PERSON	<p>Erik Spiegel, WCHA, COO/Director of A&E Services, 724-832-7248, Ext. 3056 eriks@wchaonline.com</p> <p>Ed Primm, WCHA, Director of Development Services 724-832-7248, Ext. 3015 eprimm@wchaonline.com</p>
HOW TO OBTAIN THE RFQ DOCUMENTS ON THE APPLICABLE INTERNET SITE	<p>1. Log on to www.wchaonline.com Click on Procurement Drop Down Tab, click Current Solicitations, click See List, Log In to see list of solicitations or register if new user, click (WNPHC) – 2025-18.1.3 FIRST COMMONWEALTH/PNC – RFQ/RFP, download documents.</p>
PRE-SUBMISSION MEETING	<p>1. A PRE-SUBMISSION MEETING will occur at the site location on March 12, 2025, at 10:00 A.M. (EST) starting in the PNC Bank Building located at 125 South Main Street, Greensburg, PA 15601.</p>
HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A PROPOSAL SUBMITTAL	<p>1. As directed here within the RFQ/RFP document, submit all required documents within a sealed envelope labeled WNPHC – RFQ / RFP-2025-PA 18.1.3 – FCB-PNC BANK DEVELOPER QUALIFICATION – DEVELOPMENT PROPOSAL SUBMISSION</p> <p>2. As instructed within the RFQ/RFP document, submit three copies to the (WNPHC).</p> <p>3. Proposal depository is located at the Westmoreland County Housing Authority – Administrative Office Building – Rear Main Entrance – 167 South Greengate Road, Greensburg, PA. 15601</p>
PROPOSAL SUBMITTAL RETURN & DEADLINE	<p>Proposals are due by 11:00 A.M. (EASTERN STANDARD TIME) on May 1, 2025.</p>
ANTICIPATED APPROVAL	<p>It is anticipated that the (WNPHC) will select a group to develop the project within the month of May or June 2025.</p>

1.0 WNPHC RESERVATION OF RIGHTS:

- 1.1** WNPHC reserves the right to reject any or all proposals, to waive any informality in the RFQ-RFP process, or to terminate the RFQ-RFP process at any time, if deemed by the WNPHC to be in its best interests.
- 1.2** WNPHC reserves the right not to award a contract pursuant to this RFQ-RFP.
- 1.3** WNPHC reserves the right to terminate a contract awarded pursuant to this RFQ-RFP, at any time for its convenience upon 10 days written notice to the successful group / proposer.
- 1.5** WNPHC reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days from the deadline for receiving proposals.
- 1.6** WNPHC reserves the right to negotiate a Best and Final Offer with the selected group associated with all project costs and fees proposed.
- 1.7** WNPHC reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ-RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8** WNPHC will not compensate any proposer for any costs incurred in responding to this RFQ-RFP.
- 1.9** All addendums, clarifications and additional information pertaining to this solicitation shall be posted on the Westmoreland County Housing Authority's website www.wchaonline.com. Developer/Builders are advised to check the Westmoreland County Housing Authority's website before submitting their proposal. WCHA assumes no responsibility for notification to potential respondents of the availability of addendums, clarifications, and additional information.

2.0 PROJECT INFORMATION

2.1 ABOUT WNPFC and PROJECT BACKGROUND:

WNPFC is a Non-Profit Affiliate of the Westmoreland County Housing Authority which is a public body and a body corporate and politic created under the Pennsylvania “Housing Authorities Law”, for the purpose of providing affordable housing opportunities within Westmoreland County, Pennsylvania.

The WNPFC owns and manages various affordable housing communities within Westmoreland County on behalf of the Westmoreland County Housing Authority.

The Westmoreland County Housing Authority is the fourth (4th) largest housing authority within the Commonwealth of Pennsylvania and largest affordable housing provider in Westmoreland County.

The Westmoreland County Housing Authority is fee simple owner of the First Commonwealth Bank Building located at 111 S. Main Street, Greensburg, PA 15601. Originally built in 1924, the 65k square foot building was originally constructed as a retail bank with supporting corporate offices.

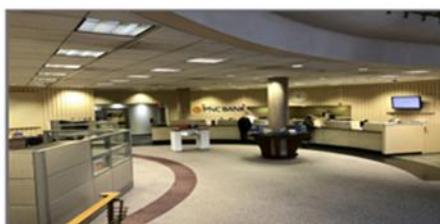
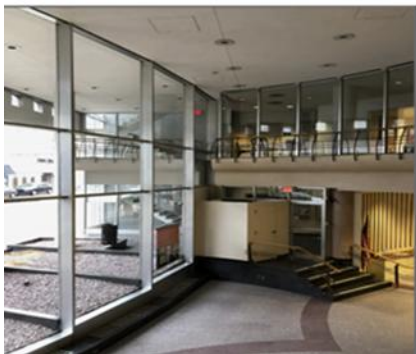
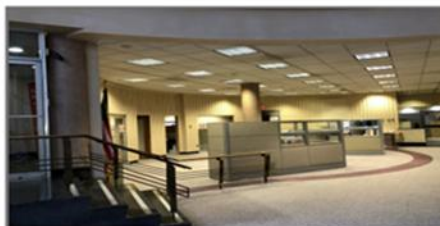
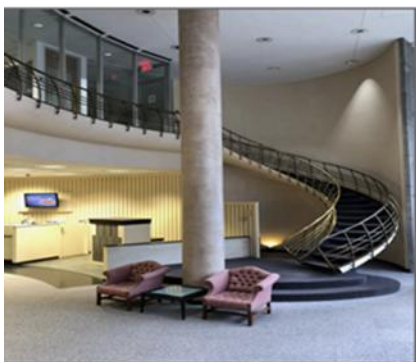
The First Commonwealth Building consists of 9 levels, of which the sub-basement, basement, first and mezzanine floors are leased to First Commonwealth Bank. The First Commonwealth Bank – Maintains an active Branch Office Lease within the Building that currently expires in 2029. Floors 2 through 7 represent approximately 40k gross building area where FCB maintained offices, conference rooms, executive offices, boardrooms, and storage areas, which have been vacated.



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The Westmoreland County Housing Authority entered an Option to Purchase Agreement - November 2024 for the PNC Bank Building, located adjacent to the First Commonwealth Bank Building with the intent to include the building in a master development plan that will incorporate both buildings.

The PNC Bank building offers many development possibilities as a stand-alone project or as an ancillary use to the First Commonwealth Bank project. The two structures have been evaluated and can be interconnected. The PNC Bank Building consists of 23K square feet of development floor space located on three primary floors and basement area.



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In working with the City of Greensburg, County and State Officials the WNPHC views the redevelopment of these buildings as the cornerstone development within the Main Street Corridor and the location offers the possibility of a vibrant Downtown.

WNPHC has facilitated various economic discussions and planning sessions with the City of Greensburg, State and County Officials to create private – public economic opportunities with this redevelopment project. WNPHC realizes this project presents a unique development opportunity for developers with commercial real estate and student housing experience to help develop the Greensburg – Main Street Corridor.

This redevelopment effort can become an area where there is a dynamic mix of food and beverage retail service, retail businesses, housing opportunities, and destinations for the arts, culture, and entertainment.

For reference, WNPHC suggests the respondents refer to the Kent State University Hotel and Conference Center development as a reference/suggestion as to what this redevelopment project could become. However, WNPHC is open to all ideas as to what the building's best use is for the development effort. WNPHC envisions the adjacent PNC Bank to be part of the overall revitalization development in this downtown corridor.

<https://kentstatehotel.com/>



3.0 **CONCEPTUAL REVITALIZATION/REDEVELOPMENT PROGRAM**

3.1 **DEVELOPMENT VISION AND GOALS:**

WNPHC, working in conjunction with local, county and state – stakeholders intend to identify a Developer/Builder who can facilitate the development vision of a high quality, economically viable project that will be the cornerstone project to the revitalization of the Mainstreet Corridor within the City of Greensburg.

As outlined in **Shape Greensburg's Core Comprehensive Plan**, adopted December 2022 and attached as **Attachment B**, the following Downtown Retail Market Analysis identified the following:

"The study finds that the downtown Greensburg area can presently support up to 62,000 sf of new additional restaurant and retail space, which translates to 20-35 new stores and restaurants. For a visual reference, such an area is more roughly equivalent to a full downtown block with stores on both sides of the street."

Also, the City of Greensburg, <https://www.greensburgpa.org/> and Greensburg Community Development Corporation <https://thinkgreensburg.com/> has conducted the following development analyses associated with the Main Street Corridor:

- GCDC - Market Analysis - 225 South Main Street - Valbridge Property Advisors - FINAL - July 2024. **Attachment C**.
- City of Greensburg – GCDC and Counselors of Real Estate - Development Report 2023. **Attachment D**.
<https://cre.org/>

The overall redevelopment/revitalization scope is not in line with the WCHA-WNPHC mission to provide safe, affordable housing for seniors and families in Westmoreland County, Pennsylvania. The WCHA also aims to help residents achieve economic self-sufficiency and a better quality of life. WCHA/WNPHC anticipates the Developer/Builder will need to potentially partner with Federal, State and Local partners to assemble the financing needed to complete this redevelopment/revitalization effort. The WCHA/ WNPHC can serve as a facilitator to maximize a return on investment to further the mission of the WCHA/WNPHC.

This revitalization/redevelopment effort of the First Commonwealth and PNC Bank buildings should achieve the following goals:

- Support and contribute to the economic success of the existing First Commonwealth Bank Building and be supportive of the First Commonwealth Bank who at the present time will maintain a retail banking presence.
- Contribute to the economic vitality of downtown Greensburg.
- Serve as a catalyst for other new private investment in downtown Greensburg, and particularly the Main Street Corridor.
- Provide a financial return to the WCHA / WNPHC to further the agency housing mission.

General Development Principles

WCHA/WNPHC, The City of Greensburg, Westmoreland County and Commonwealth of Pennsylvania – Elected Local Representative (Senatorial and House of Representatives) are looking for the redevelopment/revitalization of the First Commonwealth and PNC Bank buildings to address the following development principles:

- Strong physical linkages to and compatibility with the Shape Greensburg's Core Comprehensive Plan for the City of Greensburg downtown corridor and Westmoreland County Comprehensive Plan.
- High quality, aesthetically pleasing architectural design that is compatible with surrounding development.
- Consistency with City of Greensburg, Westmoreland County and Commonwealth of Pennsylvania land use policies, ordinances, standards and guidelines as applicable to the type of and extent of the proposed development.
- Sufficient on-site and/or off-site parking to ensure successful development.

3.2 DEVELOPMENT OPPORTUNITY CONCEPT IDENTIFIED:

Beginning in November 2024, WNPHC started to meet and strategize with community stakeholders (Seton Hill University, Lake Erie College of Osteopathic Medicine (LECOM), The City of Greensburg, Westmoreland County and Commonwealth of Pennsylvania – Elected Local Representatives) to garner community and political support of this redevelopment effort. To date, there have been two (2) meetings with this group and a mixed-use project has started to garner political and community support. The project has momentum to be a project for graduate/medical student housing with other professional amenities in both buildings including a cafe and supportive service areas.

Attached as **Exhibit A** is an architectural rendering of a conceptual multi-use development structured around Medical and Graduate Student Housing supporting off campus housing needs by Seton Hill University and LECOM.

The following exhibit illustrates a conceptual commercial corner dining – beverage development option that would spur foot traffic to this strategic corner.



Seton Hill University <https://www.setonhill.edu/> located within the City of Greensburg is a nationally recognized Catholic liberal arts university rooted in the tradition of the Sisters of Charity of Seton Hill. The University is currently conducting an analysis title “Growing Greensburg’s Economy - Greensburg’s Health & Wellness Anchor Strategy” The study is being developed by U3 Advisors -<https://www.u3advisors.com/>.

Participation in development roundtable discussions has identified a potential need(s) for a multi-use collaboration facility to support the University and other community stakeholders such as LECOM, Independence Health and other entities.

The PNC Bank Building has been mentioned during discussions with stakeholders as a conceptual site for a collaboration facility supporting various stakeholder programs.

In addition to the identified collaborative use facility needs, development meetings with Seton Hill University and LECOM have identified a shortage of Graduate and Medical Student Housing Options located within the City of Greensburg that represents off site housing from the central campus. Both entities have indicated future growth in Graduate and Medical Programs will increase over the next several years furthering the demand for quality housing opportunities,

According to Anne Urban, Executive Director Principal Gifts & Community Engagement, the following is an overview of Graduate Student Housing Needs on any given year:

“Seton Hill has approximately 150 graduate/doctoral students in Greensburg any given year. This includes students enrolled in Art Therapy, Orthodontics and Physical Therapy programs. Additionally, we anticipate another 60 students to be enrolled in our Occupational Therapy program by 2028.”

LECOM at Seton Hill campus in Greensburg, Pennsylvania is situated on the campus of Seton Hill University. LECOM at Seton Hill offers the Problem Based Learning pathway, with a tight-knit community of students closely advised by dedicated faculty. Full-time student enrollment at LECOM at Seton Hill was approximately 420 students in the 2023-2024 school year.

According to Kevin A. Thomas, D.O., M.S. Assistant Dean, Institutional Enrollment Management and Clinical Education and Judith Cross, Student Affairs Representative LECOM at Seton Hill Medical Student Housing Needs are:

“Current Medical Students in need of off-campus housing is approximately 224 students per year.”

According to Judith Cross, “At any given time, we have approximately 224 students on campus who are in need of housing with the second-year students leaving in June and the first-year students arriving in July.”

Future growth is planned within the LECOM programs at Seton Hill which will lead to an increase in demand.

Developers taking interest in this RFQ/RFP opportunity shall seriously consider this potential development option.

The City of Greensburg, Westmoreland County and State Elected Officials support this type of development and initial dialogue with all parties have indicated public support for a conceptual parking complex located above the existing First Commonwealth Bank – surface parking lot would be explored further when a developer is identified.

4.0 STATEMENT OF QUALIFICATIONS

WNPHC is seeking a highly qualified Developer/Builder to deliver a revitalized/redeveloped project that meets WNPHC, and the City of Greensburg's goals and objectives as described in this RFQ/RFP. WNPHC will be looking for qualifications that demonstrate the respondent's experience and proven successful track record to develop and finance projects that meet the goals of this RFQ/RFP

Please aim to be thorough but keep your responses direct and relevant. Your Statement of Qualifications must include the following:

- **Cover Letter.** The cover letter should highlight the developers' experience, capability and understanding of WNPHC goals and objectives, and how the developer would achieve them. Please provide the legal form of the developer entity by submitting the response to the RFQ/RFP and identify the project development team and key personnel. If the developer is partnering with other business entities, please identify those partnerships / business relationships. Include the lead developer contact information. The cover letter should be signed by a person authorized to commit to executing legal agreements.
- **Development Team:** Provide a detailed overview of participating development team member(s), identifying key personnel and their roles and responsibilities. Describe the qualifications and project experience of the key personnel that are most relevant to the conditions of the First Commonwealth Bank Building and PNC Bank Building Redevelopment project. Include resumes of key members who will contribute to critical elements of the project.
- **Development Approach:** Describe how the firm expects to approach this project, including identified development options, estimated costs, development factors that will lead to the long-term success of this project.

State whether the firm would prefer to enter into negotiations to acquire the proposed First Commonwealth Bank and PNC Bank Buildings in fee interest from the WCHA/WNPHC or enter into a long-term ground lease with WCHA/WNPHC.

- **Relevant Project Experience:** Provide information on up to three projects that are similar in nature to the redevelopment/revitalization approach to be implemented for the two buildings. For each project, indicate the name, location, date, and general description of the development. Indicate prior public-private partnerships in which developer / development team have engaged for projects similar in type to this upcoming project.
- **Financial Capability.** Provide documentation that demonstrates the developer/builder's capability to finance the development of the proposed project consistent with the goals and objectives outlined in this RFQ/RFP, including the ability to provide necessary capital for predevelopment activities, secure construction and permanent loan financing, ability to secure federal, county and local funding with assistance from WNPHC, if contracted. Identify the types and provide examples of financing the developer/builder has used in past projects that are similar to the proposed redevelopment effort. Provide a current financial statement demonstrating adequate equity resources and reference letters or other written evidence of current relationships and financial support from lending and/or financial institutions.

- **References.** Provide three references from recent projects, including name, title, organization, telephone, and email address for previously executed projects of a similar scope or program. This reference must be able to speak of direct experience with the key team members proposed for this project.
- **Submittals are to be addressed to:**
Mr. Erik Spiegel, COO/ Director of A & E Services
WNPFC
167 South Greengate Road
Greensburg, PA 15601

5.0 SELECTION PROCEDURES & REQUIREMENTS:

5.1 GENERAL REQUIREMENTS:

WNPFC will receive and evaluate proposals according to the criteria contained within this RFQ-RFP. A decision will be made to verify that the proposers and proposals are Responsive and Responsible. Responsive and Technically Competitive Proposals will be technically reviewed including consideration of costs.

Responsiveness test, each proposal will be reviewed for the following:

- i. Conformance to the RFQ-RFP instructions, format, presence of all required documentation and attachments.
- ii. Minor informalities, irregularities and apparent clerical or mathematical mistakes that are unrelated to the substantive content of the proposal.

Responsible test, each proposal will be reviewed for the following:

- iii. Proposal was received prior to the date and time identified within the RFQ or Addendum.

5.2 EVALUATION COMMITTEE:

WNPHC will designate a Committee of three (3) people to review Developer/Builder proposals and participate in the interview sessions outlined in section 5.3. The Committee members will independently score the proposals from a technical and content approach and offer their rankings of proposals – Step 1 Scoring. The rankings will be tabulated, and the two top-rated developers will be notified and scheduled for a follow-up meeting. The committee will then rank the two developers considering the final Oral Presentation related to development concepts being offered, discussion on estimated costs and financing. The Committee led by the WCHA-WNPHC – CEO / President will then conduct negotiations with the highest ranked Developer/Builder to secure a development commitment based on an approved development concept, development budget, and financing. Prior to negotiations the COO/Director of A&E Services will tabulate the proposals received to develop a competitive range. The tabulation will be shared and evaluated by the committee prior to negotiations with the two top-ranked developers. The WNPHC – Review Committee may be but not limited to the following personnel: CEO- President, COO/Director of A & E Services and Director of Development Services. Ranking Criteria will be distributed via addendum.

5.3 ORAL PRESENTATION:

WCHA - WNPHC may elect to interview all Developers who have submitted complete and timely proposals in accordance with this RFP; however, the WCHA-WNPHC reserves the right to interview Developers in a competitive range if necessary. If WNPHC conducts such interviews, each Developer within the competitive range shall make an oral presentation to the Evaluation Committee and participate in a question-and-answer session. The purpose of the oral presentation and the question-and-answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Developer, Development Approach, Development Budget, Financing ... The submission will be scored at the conclusion of the oral presentation – Step 2 Scoring.

Each Developers will give up to 45-60 minutes to make the presentation. At the end of the initial presentation, the committee may break for approximately 15-30 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Developer will then respond to questions from the Evaluation Committee.

The presentation will be made by the Developer personnel who will be assigned the key management / client contract for this project. As a minimum, the Developer shall be represented by the Developer principal officer and any key consultants or development team members that are deemed vital to the proposed development. The job functions of the persons attending the presentation will be an indication of the Developers assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

5.4 TABBED PROPOSAL FORMAT:

To evaluate the offers received, all proposals submitted in response to this RFQ/RFP must be formatted in accordance with the sequence noted. Each category must be separated by numbered index dividers or tabs (which number extends to the WNPFC can identify each tab without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement published herein or issued by addendum.

Proposals shall be submitted with indexed tab sections based on the requested components of the RFP. If the proposers elect to submit additional tabbed sections those shall be identified and added to the end of the submission. As a minimum the following tabbed sections shall be provided:

TAB 1	Proposal Transmittal Letter
TAB 2	Executive Summary
TAB 3	Forms: <ul style="list-style-type: none"> ▪ Statement of non-collusion ▪ Equal Employment Opportunity Certification
TAB 4	Organizational Chart for the Proposal Developer/Builder with sub-consultants identified if known.
TAB 5	Organizational Chart for individual Developer/Builder Members <ul style="list-style-type: none"> • Key Personnel – Resumes Included
TAB 6	Summary of Legal Issues - Liabilities – Proceedings (2021-2025)
TAB 7	Team Qualifications and Experience (Collectively and/or individually) Note: Detailed representative project information shall include but need not be limited to: Client, Project Development Type, Location, Development Budget, Financing, Public – Private Financing Involved, Contractors ...
TAB 8	References related to representative projects identified within TAB 7
TAB 9	FCB-PNC Banks Project: Development Concept Proposal(s) Development Approach Development–Concept Plans i.e. (Building Exhibits, Elevation Concepts & Floor Plan Concepts) Site Conceptual Design Development Budget Financing Matrix

6.0 PROPOSAL SUBMISSION REQUIREMENTS:

6.1 Submission Conditions:

All proposals must be submitted and time-stamped received in the designated WNPHC office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 3 original signature copies of the proposal shall be placed in a sealed package and addressed to:

MR. ERIK SPIEGEL, COO/DIRECTOR OF A&E SERVICES
WESTMORELAND COUNTY HOUSING AUTHORITY
167 SOUTH GREENGATE ROAD
GREENSBURG, PA. 15601

The package exterior must clearly denote the above noted RFQ-RFP number and must have the Developer name and return address. Proposals received after the published deadline will not be considered.

The proposal shall comply with the following requirements:

- Submittals shall be in a 3-Ring Binder or a manufactured edge binder system.
- Proposals shall be signed by all principal(s) of the Developer Team.

In addition to the submission requirements identified within this section, the proposal shall address the submission content requirements of Section 6.0.

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! DEVELOPER/BUILDER are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents.

7.0 DEVELOPER/BUILDER RESPONSIBILITIES:

7.1 Contact with the WNPHC:

It is the responsibility of the Developer/Builder to address all communication and correspondence pertaining to this RFQ-RFP process to the COO/Director of A&E only. Developer/Builder must not make inquiries or communicate with any other WNPHC staff member or official (including members of the Board of Commissioners) pertaining to this RFQ-RFP. Failure to follow this requirement may be the cause for the WNPHC not to consider a proposal received from any Developer/Builder who may not have followed this directive.

7.2 Addendums:

All questions and requests for information must be addressed in writing to the COO/Director of A&E via email. The COO- Director of A&E may respond to all such inquiries in writing by addendum to all prospective Developers. During the RFQ-RFP solicitation process, WNPHC will not conduct any *ex parte* (a substantive conversation— “substantive” meaning, when decisions pertaining to the RFQ-RFP are made—between the WCHA/WNPHC) and a prospective Developer when other prospective Developers are not present) conversations may give one prospective Developer an advantage over other prospective Developers.

7.3 Pre-proposal Meeting:

The scheduled non-mandatory pre-proposal meeting will occur on site at the time and date identified within this request for proposals. The purpose of this meeting is to assist prospective Developers with WNPHC’s full understanding of the RFQ-RFP documents and development purpose. At this meeting, the WNPHC will conduct a brief overview of the RFQ-RFP documents, including the attachments. Additional information pertaining to development requirements and expectations will be presented. Prospective Developers may also ask questions, however WNPHC may ask questions to be formally delivered in writing prior to a response being delivered. Whereas the purpose of this conference is to review: the RFQ-RFP documents, present the WCHA-WNPHC vision for development, review, and tour both buildings. WCHA-WNPHC Architect Consultant will be on hand to discuss their potential services to Developers looking to make a proposal. Attendees should bring a copy of the RFQ-RFP documents to this conference. WNPHC **will not** distribute at this conference any copies of the RFQ documents.