



Partners For Quality, Inc.
Request for Proposal (RFP) for Architectural Services
September 25, 2025

1. Project Overview

Partners For Quality is a nonprofit organization comprised of five subsidiary agencies that support individuals with intellectual & developmental disabilities and behavioral health challenges. Our family of agencies provide programs and services ranging from community living residences and supported employment to mental health and substance use counseling. In all, our nonprofit organizations proudly support more than 4,000 people in Western Pennsylvania. Partners For Quality administrative services include finance, human resources, information technology, development, communications and staff training. By consolidating and overseeing these services, our subsidiaries can focus on their top priority: the people they support.

Partners For Quality and its subsidiaries occupy an administrative building located in Robinson Township, Allegheny County. With continued expansion of services and support for people with intellectual & developmental disabilities and behavioral health there is a need to build out three sections of the building and modernize the current meeting room.

Partners For Quality is requesting proposals from qualified architectural firms to provide comprehensive design for the renovation of three (3) floors and the modernization of a meeting room within its existing building located at 250 Clever Road, McKees Rocks, PA 15136, which is owned by Partners For Quality.

This renovation project will modernize 3,000 square feet in a current meeting room and build out 12,000 square feet of interior space to support office operations and a commercial kitchen. The selected architect will be responsible for assessing current building conditions and delivering design solutions that maximize functionality, meet applicable codes, and align with the organization's vision and budget.

2. Project Scope

The scope of services will include, but is not limited to:

- Site and building evaluation
- Programming and space planning
- Schematic and design development
- Code compliance analysis (ADA, fire, life safety, etc.)
- Preparation of construction documents
- Permitting coordination
- Bidding and contractor selection assistance
- Project closeout and as-built documentation

The renovation will involve:

- Mechanical, electrical, and plumbing (MEP) upgrades
- Fire protection and life safety improvements
- Accessibility and energy efficiency enhancements

3. Project Details

- Location: 250 Clever Road, McKees Rocks, PA 15136
- Spaces to be renovated:
 - *Project A - 1st Floor Meeting Room*
 - 3,000 sq ft, modernization of a meeting room that needs to accommodate 50 people for in-person meetings, with better acoustics
 - *Project B - 2nd Floor North Office Space*
 - 4,000 sq ft to be used as office space
 - 8 – 10 offices
 - A meeting room to accommodate 10 people
 - *Project C - 3rd Floor West Office Space*
 - 4,000 sq ft to be used as office space
 - 8 -10 offices
 - A meeting room to accommodate 10 people
 - *Project D - 3rd Floor East Commercial Kitchen*
 - 4,000 sq ft open area kitchen to train people we support in our intellectual & development disabilities program the skills needed to work in the food service industry
- Building type: office building
- Desired construction start date: **January 2026**
- Target project completion date: **July 2026**

4. Proposal Requirements

Interested firms should submit a proposal that includes the following:

- **Cover Letter**
- **Firm Overview**
 - Company background, size, and location(s)
 - Relevant licenses and certifications
- **Project Team**
 - Resumes and roles of key team members
- **Relevant Experience**
 - Descriptions of similar projects (include client, scope, size, and year)
 - References (minimum of 3)
- **Approach and Methodology**
 - Understanding of project goals
 - How will you engage Partners For Quality employees for input into the design

- Proposed design process and timeline
- **Fee Proposal**
 - Estimated fees for all phases of work should be detailed for each Project
 - Hourly rates for additional services
- **Legal and Insurance Requirements**
 - Proof of professional liability insurance
 - Any relevant legal disclosures

5. Proposal Submission

Proposals must be submitted by **October 24, 2025, at 5:00 PM** via email.

Bobbi Reidenbach
 Chief Operating Officer
 Partners For Quality
Email: breidenbach@PFQ.org
Phone: 412-446-0730

Late proposals will not be considered.

6. Selection Criteria

Proposals will be evaluated based on the following:

- Qualifications and experience
- Relevant past work
- Proposed approach and understanding of the project
- Fee structure and value
- References and reputation
- Interview

7. Timeline

Milestone	Date
RFP Issued	September 24, 2025
Deadline for Questions / Site Visits	October 10, 2025
Proposals Due	October 24, 2025
Interviews (if applicable)	November 3 – 5, 2025
Selection / Notification	November 10, 2025
Project Start	November 17, 2025

8. Additional Information

Site visits are available by scheduling with Bobbi Reidenbach, Chief Operating Officer, at 412-446-0730.

9. Attachments

Attached are pictures of the locations within the administrative building that Partners For Quality is requesting build-out and modernization.

10. Rights Reserved

Partners For Quality reserves the right to reject any or all proposals, to waive irregularities, and to accept the proposal deemed to be in the best interest of the organization.



Project A: First Floor Meeting Room

3,000 sq ft, modernization of a meeting room that needs to accommodate 50 people for in-person meetings, with better acoustics.



Project B: Second Floor North Office Space

- 4,000 sq ft to be used as office space
- 8 – 10 offices
- A meeting room to accommodate 10 people



Project C: Third Floor West Office Space

- 4,000 sq ft to be used as office space
- 8 -10 offices
- A meeting room to accommodate 10 people



Project D: Third Floor East Commercial Kitchen

4,000 sq ft open area kitchen to train people we support in our intellectual & development disabilities program with the skills needed to work in the food service industry.