

# **REQUEST FOR PROPOSAL/QUALIFICATIONS FOR MUNICIPAL ENGINEER**

**Issued by the Borough of Fountain Hill**

**Date Issued: October 31, 2017**

**Responses Due by: November 30, 2017**



# REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP) FOR MUNICIPAL PROFESSIONALS

## I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP), the Borough of Fountain Hill (hereinafter the "Borough") seeks to engage a firm as Engineer for the 2018 year commencing upon appointment. This contract will be awarded through a fair and open process.

## II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL" and one (1) electronic copy of each proposal shall be submitted in sealed envelopes and must be marked with "ENGINEERING PROPOSAL" and addressed to:

Borough of Fountain Hill  
Attn: Anthony Branco, Executive Administrator  
941 Long St.  
Fountain Hill, Pennsylvania 18015

The proposal must be received no later than November 30, 2017 at 1:00 p.m.

**Faxed proposals will NOT be accepted. Any inquiry concerning this RFP should be directed in writing to:**

Anthony Branco, Executive Administrator  
941 Long St.  
Fountain Hill, Pennsylvania 18015  
[abranco@fhboro.org](mailto:abranco@fhboro.org)

All documents/information submitted in response to this solicitation may be available to the general public. The Borough will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The Borough reserves the right to re-solicit proposals.

### **III. GENERAL INFORMATION ON THE BOROUGH OF FOUNTAIN HILL**

The Borough of Fountain Hill is located in Lehigh County, Pennsylvania and operates under the Borough Code form of government, with a seven (7) member Council and an Executive Administrator. The Borough is approximately .7 square miles, has a 2010 Census population of 4,597, an annual General Fund budget of \$3.3 million, approximately 10 employees and 3 part-time employees. The Borough owns a large recreation area with a community pool, as well as a passive park. The Borough Council meets the first Monday, and the third Wednesday of each month as well as special meetings on an as needed basis.

### **IV. MINIMUM QUALIFICATIONS**

See Exhibit A

### **V. MANDATORY CONTENTS OF PROPOSAL**

#### **Definitions**

While a firm does not have to match each item exactly, the following is what is generally meant when used in this RFP.

- **Scope:** magnitude of the project, and value of the contract.
- **Size:** when used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation areas, size of municipal bonds, population, number of homes.
- **Similar:** refers to such things as municipalities that have areas of dense suburban, commercial, and retail development, have areas of non-dense woodlands, contain streams and wetlands, and have a transportation network including State Highways.

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

- 1) **Contact Information:** Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal and the principal professional assigned to the Borough.
- 2) **The location of firm's office,** if other than the firm's main office, at which the firm proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with the Lehigh County area. Provide a list of all current and past municipal and authority clients your firm has represented including the duration.
- 3) **A fee proposal for the 2018 Borough year including:** a detailed listing of your firm's method of charging for professional and administrative services; a listing of billable rates for all personnel of your firm; a description of multipliers, overhead charges and other applicable fee information (i.e.: mileage, copying/printing, project supplies, photographs, etc.); and, a description of minimum billings, if any. A proposal showing minimum and maximum ranges is not acceptable. Please include the anticipated annual increase in your rate schedule and the percentage change in your rates, if any, over the last five

(5) years.

4) An executive summary of not more than two (2) pages, identifying and substantiating why the firm is best qualified to provide the requested services.

5) A staffing plan listing those employees who will be assigned to the engagement if the firm is selected, including the designation of the person who would be the firm's principal professional responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned, including the specific tasks or services they will provide. This information should include, at a minimum, a description of the individual's relevant professional experience, years and type of experience, and number of years with the firm.

6) A description of the firm's experience, both within Lehigh County and the Commonwealth, in performing services of the type described in this RFP as well as the duration of the same. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly sized municipalities. **It is imperative to show experience in similarly sized municipalities.**

7) Identify what experience your firm has with Wastewater Collection Facilities. Include design experience within the last ten (10) years. Provide a list of clients for which the firm has, or currently provide these services and the duration of the same.

8) Five (5) references, including at least three (3) municipal clients, including three (3) current clients for whom services have been provided for at least three (3) years and two (2) former clients for whom services have been provided within the past seven (7) years. Provide the contact names, titles and phone numbers.

9) If the firm or any principal therein has been subject to any professional disciplinary action over the last three (3) years, provide a description of the event and the disciplinary action.

10) A description of any ongoing investigations and/or litigation matters involving the firm, its directors, officers and principals and any individuals employed by the firm that relate to the performance of the firm in the proposed field of expertise.

11) Identify the municipal organizations to which your firm is a member and what municipal publications your firm currently receives.

12) The Borough prefers a firm with a minimum of 80% municipal representation; and, a majority of the public-sector work located within Lehigh County. In its proposal, the firm must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough. Identify what percentage, if any, of your practice is dedicated to providing services to local developers and businesses. Provide a list of the Pennsylvania Developers you serve.

## **VI. SUBCONTRACTORS**

If the Firm intends to subcontract out any part of the work contained in the scope of this RFP, the Firm shall provide a complete description of the services to be subcontracted, an estimate of the overall amount of work to be subcontracted, the rationale behind the need to subcontract, and a comprehensive description of the qualifications and experience of the proposed subcontractor. The Borough reserves the right to disapprove any proposed subcontractor and to revoke previous approval of a subcontractor should the need arise.

## **VII. INDEMNIFICATION**

The selected firm shall defend, indemnify and hold harmless the Borough, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the Engineer's negligent acts or omissions under this agreement.

## **VIII. INSURANCE**

Detail your insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services detailed herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage.

## **IX. OTHER INFORMATION**

Please discuss any other factors not mentioned above which you believe are relevant to the Borough's selection of your firm.

## **X. INTERVIEW**

The Executive Administrator and/or the Borough Council reserve the right to interview any or all of the firms submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete as submitted. The Borough reserves the right to request clarifying information subsequent to submission of the proposal.

## **XI. SELECTION PROCESS**

All proposals will be reviewed by the Executive Administrator or his designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For firms that satisfy IV "Minimum Requirements" and V "Mandatory Contents of Proposal" the Borough's evaluation will include but will not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- (a) The firm's general approach to providing the services required under this RFP.
- (b) The firm's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- (c) The qualifications and experience of the firm's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.

(d) The overall ability of the firm to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the firm to perform the services required by this RFP; the availability and commitment to the engagement of the firm's management, supervisory and other staff proposed.

(e) Costs and fee schedules.

## **XII. SELECTION AND CONTRACT**

**The Borough will select the firm deemed most advantageous to the Borough, price and other factors considered.** The resulting contract will include this RFP, any clarifications or addenda thereto, the selected firm's proposal, and any changes negotiated by the parties.

# Exhibit A

## Borough of Fountain Hill

### Request for Proposal & Qualifications for Municipal Professionals

#### Minimum Qualifications

Firms **must** establish that they meet the following minimum qualifications:

## Borough of Fountain Hill Minimum Requirements

### **Borough Engineer: (Board Appointment)**

A. The firm shall comply with and be subject to all provisions of Act 43 of 2012 Borough Code. Sections 1005 are set forth herein as follows:

#### **Section 1005 (1). Powers of Council**

To, by motion, ordinance or resolution, create the offices of and appoint a treasurer, a secretary, a solicitor, an engineer, a street commissioner and other officers as it deems necessary. The treasurer and the secretary shall not be members of council. A bank or bank and trust company may be appointed as treasurer. All officers and employees appointed by the council, with the exception of those who under this part or any other act are under civil service or have a definite term of office, shall serve for an indefinite term at the pleasure of the council.

B. All applicable licenses to perform general engineering in Pennsylvania. Firm must have at least five (5) years' experience as a municipal engineer in a **similarly sized municipality**. Firm must be multi-disciplined with expertise in road construction, construction management, with engineers who hold licenses in these areas, planners & landscape engineers on staff, experience in environmental assessments (wetlands, archaeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, drainage, building codes, lighting, and extensive knowledge of stormwater management issues. Firm should be capable of providing architectural/building services, including a staff member who is a certified UCC Inspector and licensed Architect to provide technical support to the Borough on an as-needed basis. List all Certifications under the Uniform Construction Code.

#### ***The firm must demonstrate the ability to:***

- Correspond in electronic format. Provide technical and engineering advice and assistance to

Borough Boards and Borough staff on a same day basis or, at a minimum, within 24 hours.

- Review of Subdivision and Land Development Plans in accordance with the Borough Subdivision and Land Development Ordinance, Zoning Ordinance, Act 167 Stormwater Ordinance, and other applicable Ordinances,
- Review lighting plans, fire prevention, timber harvesting, traffic impact studies and stormwater management plans for individual residential dwellings.
- Attend Council meetings, Planning Commission, Zoning Hearing Board and Special meetings as requested by the Executive Administrator.
- Prepare feasibility studies, cost estimates, funding plans, and other written materials regarding ongoing or contemplated public works projects.
- Prepare, or cause to be prepared, surveys, maps, plans, designs and specifications for public works projects and improvements. Demonstrate experience with engineering design, inspection and contract administration of annual municipal projects (public works, parks, etc.).
- Perform stormwater inspections for existing developments in accordance with the Act 167 Stormwater Ordinance and Stormwater Agreements.
- Demonstrate familiarity with the MS4 Requirements and be capable of providing technical support to the Borough staff for permit submittal/renewal and other related services.
- Respond to resident concerns (upon request of Borough) when an engineering project impacts their property.
- Conduct engineering inspections of both residential developments and large commercial/industrial projects.
- Develop Public Improvements Cost Estimates. Perform inspections of public improvements and review escrow releases as requested by the Borough.
- Prepare Legal descriptions as needed.
- Demonstrate working relationships with outside agencies (DEP, L&I, Penn DOT, BCCD, DCNR, Penn VEST and other local, State and Federal agencies)
- Perform ADA plan reviews and conduct inspections of the same.

C. All applicable licenses to perform traffic engineering in Pennsylvania. Firm must have at least five (5) years' experience in a similarly sized municipality. Must have experience with doing traffic studies and recommendations on a variety of issues, including but not limited to:

- Traffic Signal Design; including flashing warning devices and other electronic warning or regulatory traffic control devices.
- Prepare Traffic Studies in accordance with Penn DOT Design Criteria.
- Impact of Penn DOT projects
- Providing recommendations on failing intersections and traffic signalization projects.
- Providing recommendations to relieve traffic congestion
- Speed surveys
- Must be familiar with Closed Loop Traffic Signal Systems and Pre-emption and battery back-up devices.
- Accident history
- Right of Way acquisitions