

**REQUEST FOR PROPOSAL / QUALIFICATIONS
FOR MUNICIPAL ENGINEERING SERVICES
RFP 2021-004**

**Issued by the Borough of Bath
Northampton County**

Date Issued: Monday, July 12, 2021

Responses Due by: Friday, September 19, 2021



OVERVIEW OF THE REQUEST FOR PROPOSALS PROCESS

The Borough of Bath, Northampton County, invites interested engineering firms and individuals with Municipal Engineering experience to submit written proposals for engineering services to the Borough of Bath. As the Borough Engineer, the selected firm will be expected to provide general engineering services, including engineering design, subdivision and land development reviews, construction inspections, storm water management, structural engineering, attendance at public meetings, construction supervision, and other engineering consulting services as needed.

The Request for Proposal & Qualifications (RFP) is part of a competitive procurement process, which helps to service the Borough's best interests. It also provides Engineering firms with a fair opportunity for their services to be considered. The process of competitive negotiating being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determining factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the Borough has the flexibility it needs to negotiate with engineering firms to arrive at a mutually agreeable relationship.

PROPOSAL SUBMISSION

An original, clearly marked as "ORIGINAL", 10 copies, and one (1) electronic copy of each proposal shall be submitted in sealed envelopes and must be marked with "ENGINEERING PROPOSAL" and addressed to:

Bradford T. Flynn
Borough Manager
121 S. Walnut Street
Bath, PA 18014

The proposal must be received no later than Friday, September 19, 2021, at 4:00 PM.

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

Bradford T. Flynn
manager@boroughofbath.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 resolicit proposals.

GENERAL INFORMATION ON THE BOROUGH OF BATH

The Borough of Bath is located in the central part of Northampton County, Pennsylvania, and operates under the Pennsylvania Borough Code form of government with a seven (7) member Borough Council, one (1) mayor and a Borough Manager. The Borough recognizes a strong manager-council form of government. The Borough is just under 1 square mile with a street system of approximately 10 miles: 4 state miles and 6 local miles. The street system consists of 63 named streets and alleys. The Borough maintains a storm sewer system of approximately 6 miles with all associated inlets, outfalls, basins, and two retaining ponds. The Borough has approximately 35 acres of park systems and municipally owned buildings. The Borough provides its citizens Pennsylvania State Police coverage, local volunteer fire and ambulance services, public works, contracted municipal solid waste service, codes and parking enforcement, zoning, planning, parks and recreation and other municipal services. More than 75% of the Borough is developed. The Borough has 3 full-time office and 4 full-time public works non-union employees. The Borough Council meets the first Monday of each month for its regular public meeting, and the second Wednesday of an each odd-numbered month. The Borough has an approximate residential population of 2,700, and an annual budget across multiple funds of approximately \$2.5 million.

MINIMUM QUALIFICATIONS

The selected firm must provide personnel who meet the following minimum criteria:

1. A minimum of seven (7) years of experience as a municipal engineer;
2. Expertise in the areas of engineering design, storm water management design and inspection, road construction, traffic / transportation engineering, community planning, funding coordination, grant writing, budgeting for projects, subdivision and land development review, municipal water systems, municipal sewer collector and transportation systems, and regional planning;
3. All aspects of general municipal engineering that may, from time to time, arise in Borough operations;

4. A clean criminal background for all employees working for and on behalf of the Borough of Bath;

The selected firm must either provide personnel who meet the following minimum criteria or be able to subcontract (and provide the name and qualifications of the subcontractor) who meet the following minimum criteria:

1. Mechanical engineering services;
2. Electrical engineering services;
3. Structural engineering services;
4. Environmental engineering services;
5. Other specialty engineering services not otherwise listed herein.

SCOPE OF SERVICES TO BOROUGH OF BATH

The services may include, but are not limited to:

- Attendance at Borough Council meetings, Borough Committee meetings, Northampton County Authority sewer meetings, Planning Commission meetings, and other miscellaneous meetings as needed.
- SALDO reviews per Borough Code requirements
- Zoning reviews per Borough Code requirement – as requested
- Stormwater reviews for Act 167 Plan
- Stormwater Permit and Inspection Services
- MS4 compliance and annual report preparation as requested
- Sewer design and inspection as well as assisting Borough in meeting requirements of EPA Administrative Order / PA DEP requirements
- Inspection services for civil projects
- Review and approve developers' improvement agreement calculations
- Review and recommend Escrow releases
- Respond to all manner of general engineering requests
- Capital projects planning and budgeting
- Coordination with state and federal agencies (Penn Dot, DEP, DCED, EPA, Army Corps of Engineers, FEMA / PEMA, etc.)
- Grant identification and assistance in writing
- In-house survey services
- PA One Call Management (mark out, response, etc.) as requested

- Capital project design
- Capital project management and surveillance
- Conduct semifinal and final inspections of public improvements, and subdivision & land development projects
- On-site construction inspection
- Prepare construction documents suitable for competitive bidding
- Design, prepare specifications, and manage street construction work, surveying, sewer work, water utility infrastructure work, and facility project work.
- Either have on staff or be able to subcontract structural engineers, electrical engineers, environmental engineers, and other specialty engineers often needed for specialized work not typically in the scale of municipal services.
- Prepare current and final estimates for payment to contractors
- Project scheduling
- Liaison with affected utilities (PPL, UGI, Verizon, Service Electric, etc.) and other communities
- Serve as consultant with all departments within the Borough
- 24 / 7 availability to Council, residents, and other departments

TERM

The term for all municipal appointments, by requirement of the Pennsylvania Borough Code, shall last no longer than the 1st day of every even numbered year, however, the term may be extended by majority vote of Borough Council at its biannual reorganization meeting. Moreover, the Borough has the right to dismiss the Consultant at any time, and the Consultant serves at-will, at the discretion of the Borough.

CURRENT, EXISTING, AND ON-GOING WORK

The selected Engineer will assume all engineering duties for the Borough immediately upon appointment. However, the current contracted municipal engineering firm shall complete any projects in which it is currently involved. A complete list of those projects shall be determined at a later date and is at the complete discretion of the Borough.

MANDATORY CONTENT OF PROPOSAL

A. Contact Information

- Provide the name and address of the firm; the name, telephone number, fax number, and email address of the individual responsible for the preparation of the proposal.
- List the names of the firm's partners / principles and all local offices of the firm.

- Identify the location of the firm's main office that will be working with the Borough of Bath.
- List of all projects or contracts in which the firm is currently involved with in the Borough of Bath.

B. Level of Service

- Provide a staffing plan listing those employees who will be assigned to the engagement should your firm be selected, including the designation of the principle professional Engineer responsible for all services under the engagement. Include the relevant resume information of the individuals who will be assigned, including the specific tasks or services for which they will be responsible. This information should include a description of each individual's relevant professional experience, years and type of experience and number of years with the firm.

C. References

- List of all Pennsylvania local government jurisdictions where your firm presently serves as municipal Engineer or provides similar services. Identify the duration and scope of service at each community.
- Identify up to three non-municipal clients you wish to include as references.
- Identify ten (10) of the most significant projects in which your firm has been involved with over the past five (5) years. Please describe your firm's involvement in each of the projects, including a brief description of the project, the role of the firm, the anticipated budget, the actual final cost of the project, and if the project has been successfully completed.

D. Disciplinary Actions

- Identify if the firm or any principle therein has been subject to any professional disciplinary action over the past ten (10) years. Provide a description of the event and the disciplinary action.
- Provide a description of any ongoing investigation and / or litigation matters involving the firm, its partners, principles, officers, or other individuals employed by the firm. Please give a history of the same over the past ten (10) years.

E. 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 and experience of the proposed subcontractor. The Borough reserves the right to disapprove any proposed subcontractor and to revoke previous approval of any subcontractor should the need arise.

F. Insurance

- Detail your insurance coverage applicable to the services described herein. Such coverage must include, at a minimum, Workers Compensation, Employer's Liability, Commercial General Liability, Comprehensive Automobile Liability, Umbrella Liability, and Professional Liability coverage. Include insurance certificates summarizing such insurance coverage.

G. Fees

- The Borough understands that firms bill differently. The Borough is willing to consider paying a fixed monthly fee, a retainer, and / or an hourly fee for services rendered.
- Firms shall itemize their fee schedule to include all costs, with an explanation of how costs are calculated and the methodology used to do the same. Itemized costs shall include ALL costs passed onto the Borough, including but not limited to professional consulting and engineering costs, and all ancillary expenses such as travel, copying, phone, postage, etc.
- Identify any increase in rates for your municipal clients over the past five (5) years.

H. Please discuss any other factors not monitoring above which you believe relevant to the solution of your firm.

INTERVIEW

The Council of the Borough of Bath reserves 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. However, while there is no specified page limit to a response to this RFP, applicants are advised to only provide material related to the request and qualifications for service. Please avoid providing extensive boilerplate, corporate marketing, or filler material.

SELECTION PROCESS

All proposals will be reviewed by the Borough Manager and Borough Council to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the Minimum Qualifications and the Mandatory Proposal Content portions of the application, the Borough's evaluation will include but not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

A. The vendor's general approach to providing the services required under this RFP.

- B. The vendor's documented experience in successfully completing contractors of a similar size and scope of the engagement addressed by this RFP.
- C. The qualification and experience of the vendor'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 vendor 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 vendor to perform the services required by this RFP, the availability and commitment to the engagement of the vendor's management, supervisory, and other staff proposed.
- E. The vendor's oral presentation and interview, if selected by the Borough, shall assist with affirming or supplementing information contained within the RFP.
- F. The Borough may reject any and all proposals, whole or in part, for any reason.
- G. The Borough has the right to waive any irregularities in the proposal.
- H. Costs and fee schedules.
- I. The final selection shall be made using criteria judged to be the maximum benefit to the Borough as a whole.

SELECTION AND CONTRACT

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

ACCEPTANCE BY BOROUGH FOR BOROUGH ENGINEERING

The Borough hereby accepts the proposal for Soliciting Services and awards this contract for Soliciting Services per the firm’s proposal for Soliciting Services and RFP documents of Borough of Bath RFP 2021-004.

Firm:

By (signature): _____

Printed Name: _____

Title: _____

Borough Representative:

Signature of Borough: _____

Printed Name: _____

Title: _____

Date of Bid Award: _____