

REQUEST FOR PROPOSALS

FOR

ENGINEERING CONSULTANT SERVICES

For Ligonier Township, Westmoreland County

PROPOSALS MUST BE RECEIVED

NO LATER THAN MONDAY September 30, 2019

OVERVIEW OF THE REQUEST FOR PROPOSAL (RFP) PROCESS

Ligonier Township, Westmoreland County invites interested engineering firms and individuals with municipal engineering experience to submit written proposals for engineering services to Ligonier Township. The selected firm is expected to furnish general engineering services, including engineering design, subdivision and land development review, construction inspection and supervision, traffic/transportation engineering, storm water management services, community planning, funding coordination, attend public meetings, and other engineering consulting services on an as-needed basis.

This Request for Proposal (RFP) is a component of the competitive procurement process, aids in servicing Ligonier's best interests and provides those interested engineering firms a fair opportunity to have their services considered. The process of competitive negotiation is not to be confused with competitive sealed bidding. Competitive sealed bidding is normally used when goods or services are precisely described and price is generally the deciding factor. Competitive negotiation does not use price as the determining factor. Competitive negotiation allows Ligonier Township to be flexible in negotiating to arrive at a mutually agreeable pricing structure. For reference purposes, each firm receiving this RFP is referred to as a "firm". The firm selected to provide services to Ligonier Township is referred to as the "selected firm". This RFP states the specific instructions for the submission of proposals, the procedure and criteria used to select a Firm and the contractual terms governing the relationship between the Township and the selected Firm.

GENERAL INFORMATION

ISSUING OFFICE

Ligonier Township is the sole point of contact for this RFP. Direct any and all questions regarding this RFP or the procedural requirements to Terry Carcella, Manager, at 724-238-2725, tcarcella@ligoniertownship .com

MINIMUM REQUIREMENTS

The Selected Firm must provide personnel who meet the following minimum criteria:

1. Expertise in the areas of engineering design, storm water management design and inspection, road construction, traffic/transportation engineering, community planning, funding coordination, grant writing, subdivision and land development review,
2. All aspects of general municipal engineering that may, from time to time, arise in township operations;
3. A list of references in other municipalities where services have been or are being provided.

Any firm that meets the conditions of this RFP may submit a proposal for consideration. Ligonier Township does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or familial status in employment or the provision of services.

TERMS OF CONTRACT

The Township Engineer is an “at will” employee of the Township. As an “at will” employee, the firm will serve at the pleasure of the Township Board of Supervisors.

DEADLINE FOR PROPOSALS

All proposals are to be received on or before 12:00 pm on Monday, September 30, 2019. Ligonier Township is not liable for any costs incurred by any firm in the preparation and/or negotiation of any proposal submitted in response to this RFP.

SUBMISSION OF PROPOSAL

Proposals submitted in response to this RFP must conform to the following specifications:

1. The responding firm must identify their point of contact as well as the name of the person performing the primary services;
2. Proposals must provide a straightforward and concise description of the firm’s ability to meet the requirements of this RFP;
3. A staffing plan listing those persons who will be assigned to the engagement if the respondent is selected, including the designation of the person who would be the respondent's principal professional engineer responsible for managing all services required under the engagement. This portion of the proposal should include the relevant resume information for the individual who will be assigned. The information should include, at a minimum, a description of the principal's relevant professional experience, years and type of experience, and number of years with the respondent. Also provide evidence of all applicable licenses to perform engineering in Ligonier.

4. A description of the respondent's experience in performing services of the type described in the RFP. The respondent shall have at least six (6) years of experience as a consulting engineer for a municipality/township in the state of Pennsylvania. Provide specific examples of work within the scope of services require under this RFP in similarly sized municipalities. It is imperative to show experience in similarly sized municipalities in southwestern Pennsylvania. Also, provide a detailed description of experience working with PA DOT traffic analysis and highway occupancy permitting process in District 12.
5. Three (3) copies of the proposal, all containing original signatures, and electronic copy of the entire proposal are to be submitted;
6. Proposals are to be placed in a sealed envelope marked "**RFP FOR TOWNSHIP ENGINEER**";
7. Proposals may be submitted by U.S. Mail or may be hand-delivered to the Township. Hand- Delivered proposals will be accepted between the hours of 7:30 am and 3:00 pm;
8. Proposals are to be addressed to: Ligonier Township Terry Carcella, Manager
1 Municipal Park Drive, Ligonier, PA. 15658.

PRESENTATIONS

Firms responding to this RFP may be required to make oral presentations of their proposals to Township Supervisors and/or staff. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to the submission of the proposal.

REJECTION OF PROPOSALS

The Township reserves the right to accept or reject any and all proposals and to accept or reject any part of any proposal submitted in response to this RFP. The Township also reserves the right to waive any part of this proposal. Only proposals containing firm and qualified costs will be considered. In order to be considered, proposals must be submitted independently and without collusion with any other firm.

CONFIDENTIALITY

Sensitive information may clearly be considered "trade or corporate secrets" (i.e. information protected by copyright or patent) and may be labeled as such by the firm. To the extent possible and permissibly by law, the Township will make its best efforts to maintain the confidentiality of this information. However, the Township accepts no liability for any adverse action resulting from the release of any information contained in any proposal submitted, including that information labeled as confidential.

REQUIRED INSURANCE

Firms responding to this RFP are required to produce proof of adequate insurance and bonding.

REGULATORY AGENCY COMPLIANCE

All activities under this RFP are bound by applicable State and Federal regulations and policies, as well as the policies and procedures of the Township.

SCOPE OF SERVICES TO BE PROVIDED

The selected firm shall include, but is not limited to, the following engineering services as generally understood within the field of municipal Engineering:

1. Perform such duties as the board of Supervisors shall prescribe as to the construction, reconstruction, maintenance, and repair of all streets, bridges and culverts.
2. Prepare (or cause to be prepared) plans, cost estimates, designs and specifications for projects and improvements on an “as needed basis”;
3. Provide technical and engineering advice and assist Township Supervisors and/or Staff;
4. Review subdivision and land development plan submissions for conformance to Township, County, and State codes and plans;
5. Review storm water management plans for compliance with the Township’s Stormwater Ordinance, and review and inspect existing Stormwater facilities as needed, and provide technical support for flood related issues;
6. Assist with required documentation, inspections, and permitting for stormwater management requirements.
7. Review Traffic Impact Statements submitted with subdivision and land development plans and provide traffic/transportation consulting services on an “as needed basis”;
8. Provide community Planning services for ordinance updates, planning and other services needed;
9. Provide funding assistance and coordination on planned projects within the Township. Assist the Township in identifying and securing funding, and assist with the administration of those funding sources throughout the life of a project;
10. Attend meetings as directed by Township Supervisors and/or the Township Manager.
11. Perform engineering inspections for construction of subdivisions and/or construction of smaller land development projects. Such inspections shall include, but are not limited to: conformance with approved plans, earthwork, drainage, road improvements, curb, sidewalk and erosion control;
12. Provide GIS and Mapping services for Township staff.

During this agreement, the selected Engineering firm will not be able to consult with private developers on projects within the Township of Ligonier, except to the extent that the selected Engineering firm has an on-going contractual relationship with a developer at the time of selection.

COST OF SERVICES

1. Provide the engineering firm's pricing schedule for providing services. The rate schedule shall identify rates for all applicable personnel (i.e. professionals, technicians, and support staff);
2. Identify rates for various types of services as they would apply to the requirements of the Township. For example: Rates for meetings, research time and/or design services. If the engineering firm does not differentiate between types of services, the proposal must clearly identify its services and rates;
3. Identify the minimum period of time billed for services (i.e. telephone calls, conferences, correspondence, etc.);
4. Provide the Township with detailed monthly activity reports and detailed invoices;
5. Identify the type of service and reimbursement rates for expenses such as mileage, copying of documents, faxes, and word processing charges;
6. Provide the Township with an out-of-pocket expense rate schedule, if applicable.

BASIS OF SELECTION BY TOWNSHIP

The Township will evaluate proposals and select the Township Engineer using the following criteria:

1. The firm's plan to provide services to the Township as described above;
2. The firm's qualifications, experience, and success in providing the services set forth in this RFP;
3. References from existing clients of the firm;
4. The quality and adequacy of the proposals, specifically, the firm's responsiveness to the requirements of the Township;
5. The resumes of key personnel that will provide services to the Township;
6. The designation of a single point for the coordination of services to be provided;
7. Any other factors relevant to the firm as deemed appropriate by the Supervisors