

Crafton Borough

REQUEST FOR PROPOSAL

ENGINEER

DUE Friday, October 19th, 2018

I. PURPOSE AND INTENT

Crafton Borough, Allegheny County, is requesting proposals for the position of Borough Engineer. Applicants should submit written proposals to RJ Susko, Borough Manager, Borough of Crafton, 100 Stotz Avenue, Pittsburgh, PA 15205.

As 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, attendance at public meetings, and other engineering consulting services as needed.

II. PROPOSAL SUBMISSION

An original, (4) full complete and exact copy of each proposal, and an electronic version shall be submitted in sealed envelopes and must be marked "Borough Engineer" and addressed to:

RJ Susko, Borough Manager
Crafton Borough
100 Stotz Avenue
Pittsburgh, PA 15205

The proposal must be received no later than 4:00 p.m. on Friday, October 19th, 2018.

No email proposals will be accepted. Any inquiries concerning this RFP should be directed in writing to the above.

All information and documents submitted in response to this solicitation shall be available to the General Public. The Borough reserves the right to reject any or all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make investigations as it deems necessary to the qualifications of any and all applicants submitting proposals. The Borough reserves the right to re-solicit proposals.

III. SCOPE OF SERVICES

The services may include, but are not limited to:

1. Furnish Engineering advice to the Borough Council or other officers of the Borough under the direction of the Borough Manager
2. Project Management

3. Public Works Design, Specifications and Bidding Documents Development
4. Surveying
5. GIS and ArcMap relational database development and maintenance (include specific experience regarding application of asset management and facilities operation and maintenance history)
6. Geotechnical Engineering
7. Structural Engineering
8. Municipal Park Planning and Design
9. Landscape Architecture
10. ADA Improvements such as Handicapped Ramps, Building Access and Restroom Upgrades
11. Specialty Functions such as Sidewalks, Curbs, Parking Lots, Streetscapes and Lighting
12. Plan Reviews – Site and Subdivision
13. Permit Application Reviews – Grading, etc.
14. Grant and Funding Assistance Applications (Include Experience Working With and Preparing Applications to Government Agencies such as DEP, EPA, DCNR, PennVest, CITF and CDBG)
15. Traffic Engineering and Design Studies
16. Pavement Management Programs and Roadway Condition Reports, including Video Taping and Computer Assisted Street History Files
17. Wastewater and Stormwater Corrective Action Plans
18. MS4 compliance and annual report preparation
19. Sanitary and Stormwater Conveyance, Design and Management
20. Sanitary Sewer Rehabilitation Plans
21. Shall attend all stated meetings of Council and/or other meetings as requested by Council

IV. CONTENT OF PROPOSAL

1. Contact Information

- a. 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.
 - b. List the names of the firm's partners/principles and all local offices of the firm.
 - c. Identify the location of the firm's main office.
 - d. List of all projects or contracts in which the firm is currently involved with in Crafton Borough.
2. References
- a. List of all Pennsylvania local government jurisdictions where your firm presently serves as municipal Engineer or provides similar services. Identify the duration of service at each community.
 - b. Identify up to three (3) non-municipal clients you wish to include as references.
3. Insurance
- a. 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
4. Cost of Services
- a. 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).
 - b. Identify rates for various types of services as they would apply to the requirements of the Borough. 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.
 - c. Identify the minimum period of time billed for services (i.e. telephone calls, conferences, correspondence, etc.).
 - d. Provide the Borough with detailed monthly activity reports and detailed invoices
5. Miscellaneous
- a. Please discuss any other factors not included above, which you believe relevant to this proposal

V. INTERVIEW

The Borough Manager and/or the Borough Council reserve the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to submission of the proposal.

VI. SELECTION PROCESS

All proposals will be reviewed by the Borough Manager or their designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. The Borough will

evaluate the qualifications, experience, costs, fees in addition to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

1. The applicant's general approach to providing the services required under this RFP
2. The qualifications and experience of the applicant's staff
3. Costs and fee schedules

VII. SELECTION AND CONTRACT

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