

**REQUEST FOR PROPOSALS  
FOR PROFESSIONAL  
ENGINEERING SERVICES  
ASSOCIATED WITH COMMUNITY  
DEVELOPMENT BLOCK GRANT  
ACTIVITIES DURING CALENDAR YEARS  
2022, 2023, 2024**



Proposals Solicited by:

Town of Bloomsburg  
301 E. 2<sup>nd</sup> Street  
Bloomsburg, PA 17815

Contact: Jamie Shrawder, SEDA-COG  
(570) 524-4491  
jshrawder@seda-cog.org

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The Town of Bloomsburg proposes to use an estimated \$1,000,000 in Community Development Entitlement Block Grants to undertake infrastructure projects during calendar years 2022, 2023, and 2024. Other funding sources may be sought for selected projects. The Town is hereby requesting proposals for professional Engineering services for design, bidding, and supervision of these projects.

The following narrative outlines the major responsibilities of the proposers. These responsibilities will include the entire project from design to construction management and may include grant writing assistance and residential inspection. It should be recognized by all proposers that the Scope of Services included herewith might exclude some minor, incidental Engineering responsibilities not currently identifiable.

Proposals shall include the attached "Standard Engineering Estimate" and be submitted to Jamie Shrawder, Project Coordinator, SEDA-COG, 201 Furnace Road, Lewisburg, PA 17801. All proposals shall be sealed and clearly marked on the outside, "2022, 2023, 2024 Engineering Services Proposal," and must be received by 10:00 AM, prevailing time, March 4, 2022, at which time they will be publicly opened at SEDA-COG.

Questions regarding this proposal should be directed to:

Jamie Shrawder, Project Coordinator  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17801  
570-524-4491  
jshrawder@seda-cog.org

Proposals that are e-mailed or faxed cannot be accepted.



## **PROJECT DESCRIPTION**

The Town of Bloomsburg is a federal Community Development Block Grant Entitlement community under the Department of Housing and Urban Development (HUD). As such, it anticipates receiving \$1,000,000 in CDBG funding during the next three years for community development projects. The town may also apply for other grant sources during this time period to undertake several pending projects in the Town. As projects are selected and funded by the Town, the Engineer will be expected to furnish the services herein specified.

It is anticipated that the Town will fund Parking Lot Reconstruction over the next several years with their CDBG funds. Other projects may also be funded during that time. Other funding sources may be sought to fully fund these projects.

The provision of these services by the Engineer shall be based on the rates provided on the Standard Engineering Estimate form, attached.

## **PROJECT DESIGN**

The Engineer shall prepare all necessary design plans, drawings, and specifications to be used for the construction of the improvements and should therefore be complete in detail and contain all necessary information. Drawings shall conform with standard professional practice and consist of all architectural and engineering drawings, including profiles and sections, plot, and site plans, and all else necessary to illustrate the interest and scope of the work. Working drawings shall be prepared for structural, hydraulic, mechanical, electrical, and all other branches of the construction work.

Survey work and/or mapping necessary to define the scope of work or required for easements/rights-of-way may also be required and shall be provided by the Engineer.

The Engineer shall provide Opinions of Probable Cost for each project.

The Engineer shall investigate any existing systems affected by each proposed project, identifying options, and advising the Town in the most appropriate method of modifying the systems as part of the design of this project. Plans and specifications shall be developed in such a manner to delete and add segments should the project costs be over or under budget.

All permits, plans, or surveys which may be necessary to define the scope of the work or for the performance of each project shall be the responsibility of the Engineer. The proposal shall include a list of those permits currently anticipated as necessary, identifying actual permit fees which shall be paid by the Engineer as a component of their project proposal. Federal Environmental Reviews, State Historic Preservation Office Review, and Archaeological Reviews are not a part of this proposal.

Assistance from the Engineer is necessary for the Town of Bloomsburg and SEDA-COG to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this proposal shall specify a cost for the Engineer's attendance at design phase meetings, a preconstruction meeting, and an optional pre-bid meeting for each project. These meetings shall be conducted during the design and construction specifications phase at the convenience of the Town and SEDA-COG. The Engineer will attend the bid opening, prepare a certified bid tabulation form, and make the formal recommendation to award. The Town may request, and the Engineer may suggest, additional meetings.

All final plans and specifications must be submitted for approval by the Town. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by the Town.

### **PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING**

The Engineer shall prepare all construction contract documents, including but not limited to bid schedule, bond forms (bid, performance, payment), construction specifications, notices and agreements and compliance forms. The Engineer shall be responsible for coordinating the bidding process, including printing, and distributing up to ten (10) sets of bid documents, publishing the required advertisements, issuing notices, and management of any required deposits or payments. Costs for this portion of the work shall be borne by the Engineer except that the actual costs for legal advertisements will be reimbursed by the Town. Insofar as federal CDBG monies are being used in the project, forms and procedures meeting the requirements of HUD shall be used in the contracting documents. The Town shall facilitate this process by providing model bidding documents for use by the Engineer.

In addition, the Engineer will assist the solicitor throughout each project including, but not limited to, the preparation of documents involving engineering matters and preparation of contract documents for the solicitor's opinion, a review of the bid documents, conformity with the specifications, and requirements, as well as a formal recommendation of bid award. The Engineer is also responsible to manage the construction contract award process, including issuance of the Notice of Intent to Award, execution of the agreements, Award, Notice of Start of Construction, Substantial Completion, Final Inspection, and Completion.

### **CONSTRUCTION SUPERVISION**

The Engineer shall provide Construction Management and Supervision and inspection services to ensure compliance with the contract documents, technical specifications, and regulations. The Engineer shall furnish necessary plans and specifications, assist the Town in securing proposals or bids from contractors and generally assist with the review and awarding of the construction contracts, as detailed above. The Engineer shall also visit the construction site to observe progress and quality of work, to determine if work is proceeding in accordance with contract documents, to keep the Town informed of progress, to guard against defects and deficiencies and to disapprove work not in conformance with contract documents. The Engineer shall serve as the Town's representative at the project site, issue all instructions to the contractors and prepare any change orders. The Engineer shall conduct job site visits and job conferences at a level of frequency agreeable to the Town and in line with the nature and duration of the project.

The Engineer will also check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which the contractors are required to submit to ensure conformity with project design concept and requirements. The Engineer, in accordance with accepted professional standards and practice, shall review contractor's payment requests and approve, in writing, payment to the contractors in such amounts. The Engineer will also conduct, in the company of the owner and the contractor, a final inspection of the project for conformity with design, concept, and contract documents. When the project is complete, the Engineer will correct all drawings to show construction and installation as actually accomplished and will furnish one set of full size "As Built" prints and one electronic copy to the Town.

These services, to be provided by the Engineer, do not infer resident inspection services. The Engineer is expected to visit the project site during construction and conduct a final inspection at project completion. Comprehensive design, inspection of work, and compliance with specifications is of utmost importance to a successful and timely project completion. Accordingly, the Engineer shall indicate with what frequency field visits will be provided. Should the project take less or more time than anticipated, no adjustment to the costs for project supervision will be considered.

### **ADDITIONAL SERVICES OF ENGINEER**

Where participating state and/or federal agencies require reports relating to construction, the Engineer shall prepare and submit such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

### **TERMS OF PAYMENT**

The Engineer will be required to enter into a written Professional Engineering Services Agreement with the Town which will incorporate much of the information contained in this RFP. Through this RFP process, the Engineer will agree to hourly rates as reflected by the Standard Engineering Estimate, which shall include all costs associated with the services outlined herein. Before the start of each project, the Engineer shall prepare and issue to the Town an estimate of the cost for engineering services for the project. The Town will then authorize the work. Costs sometimes separately billed as reimbursable costs shall be declared in this proposal. Payment shall be made to the Engineer on a monthly basis.

Invoices shall be provided setting forth the project, hours worked, date and establishing the amount due based on the hourly rate as of the date of the invoice. Payment shall be expressly contingent upon receipt of funds from HUD.

### **MBE/WBE GOALS**

It is the public policy of the Town of Bloomsburg to promote the opportunity for full participation by minority and women's business enterprises ("MBE's" and "WBE's") and Section 3 business concerns in all projects receiving federal funds from the United States Department of Housing and Urban Development.

The Town has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG, ESG, and/or HOME funding.

### **SECTION 3 GOALS**

Section 3 24 CFR Part 135 has been updated to the New Rule, 24 CFR Part 75. The New Rule for Section 3, 24 CFR Part 75, is applicable for projects for which the total amount of federal assistance is greater than \$200,000. Section 3 does not apply to professional services; however, you are still encouraged to follow the Town's Section 3 Action Plan for Section 3 and Targeted Section 3 Labor Hours. The new 24 CFR Part 75 rule does apply to construction contracts and the professional service provider is expected to assist with facilitation of these efforts for compliance. Professional Service firms who hire Section 3 or Targeted Section 3 workers can count those labor hours as Section 3, or Targeted Section 3, but should be excluded from the total number of labor hours. Benchmarks are only qualified as being met if Section 3 Laborer Hours = 25%, and Targeted Section 3 Labor Hours = 5% of the total number of labor hours.

## **PROPOSAL SUBMISSION AND EVALUATION**

**Two (2) bound copies and one (1) unbound copy** of the proposal must be submitted to:

Jamie Shrawder, Project Coordinator  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17801

Proposals must be received no later than 10:00 AM, March 4, 2022.

**Proposals that are faxed or e-mailed to The Town of Bloomsburg cannot be accepted.**

Proposals will be reviewed and evaluated by SEDA-COG and the Town of Bloomsburg. The evaluation will include the following areas in order of relative importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost
- Proposer's commitment to the obligations of the Town's Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.

Note: Cost is only one of several criteria to be considered in evaluating proposals. Accordingly, The Town of Bloomsburg will not publish proposal cost summaries. Proposers are, however, invited to attend the opening.

## **REQUIRED INFORMATION**

Each proposer shall provide all information herein requested. Further, no proposal will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of two references where similar engineering services have been performed during the past three years. These projects should be similar in design and scope. If the proposer is an MBE/WBE business concern, a certification form shall be submitted with the bid attesting to the firms' status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the proposers must submit documentary evidence of MBE/WBE business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the MBE/WBE requirements are not triggered.

The Town of Bloomsburg reserves the right to accept or reject any and all proposals or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

**STANDARD ENGINEERING ESTIMATE**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

The following rates shall be in effect beginning April 1, 2022, until March 31, 2024, for CDBG projects undertaken by the Town of Bloomsburg.

**PLEASE SUBMIT ONLY ONE HOURLY RATE.  
THAT RATE SHOULD APPLY TO ONLY ONE EMPLOYEE**

**ACTIVITIES**

Field Survey Work and Mapping..... \_\_\_\_\_ per hour

Engineering Advice and Guidance to Town Staff, including meeting attendance  
..... \_\_\_\_\_ per hour

Design, Development of Plans, Specifications, Bid Documents, Permit  
Applications, and other Written Documents ..... \_\_\_\_\_ per hour

Other Technical Engineering Services..... \_\_\_\_\_ per hour

Construction Management and Supervision, including inspection to ensure compliance with technical  
specifications and regulatory requirements..... \_\_\_\_\_ per hour

Resident Inspection Services ..... \_\_\_\_\_ per hour

I, \_\_\_\_\_, a licensed professional Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the Town of Bloomsburg Request for Proposals, and I/we am/are prepared to provide the required services for the above rates of reimbursement.

Signature

\_\_\_\_\_

**MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT  
TO BE SUBMITTED WITH THE BID**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

|                   |                   |
|-------------------|-------------------|
| Name of Bidder:   | Project Name:     |
| Address:          | Bid Opening Date: |
| Email Address:    |                   |
| Telephone Number: | Contact Person:   |

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

| <b>Company Name &amp; Telephone Number</b> | <b>MBE*</b><br>(Enter code from below) | <b>WBE</b><br>(X) | <b>Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project</b> | <b>Total Dollar Amount of Quote Received</b><br><br>(Please mark NR If no response was received) | <b>Total Dollar Amount Awarded</b><br><br>(If not awarded indicate reason) |
|--|--|-------------------|---|--|--|
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| Prepared By:                               |  |                   | Title:  |  |  |

\*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

## MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

*Where the goals are not met*, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

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Company Name

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Signature

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Date