

**REQUEST FOR QUOTES
FOR
PROFESSIONAL
ENGINEERING SERVICES**

**ENGINEERING, DESIGN & BIDDING
AMERICAN RESCUE PLAN FUNDS
EMERGENCY COMMUNICATIONS TOWER
PROJECT**

SULLIVAN COUNTY, PENNSYLVANIA



Quotes Solicited by:

Sullivan County
245 Muncy Street,
Laporte, Pennsylvania 18626

Dates of Publication: June 21, 2022 through July 29, 2022
Contact: Tyler Dombroski, (570) 524-4491

REQUEST FOR QUOTES

Sullivan County is requesting quotes for the purchase of Professional Engineering Services. These services include all necessary design and specifications for the bidding of and contracting for its Emergency Communications Tower Project. Complete quote details, including the required quote format, may be obtained by contacting:

Tyler Dombroski, Director
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Quote details are also available at www.seda-cog.org – News, Notices, Publications.

Quotes will be accepted until 3:00 pm prevailing time, July 29, 2022. Quotes will be opened during the regularly scheduled August 2, 2022, Sullivan County Commissioners 10:00 am meeting, at which time they will be publicly opened in the Commissioner's Meeting Room of the Sullivan County Courthouse, 245 Muncy Street, Laporte, Pennsylvania 18626. Quotes shall be on the forms required, sealed and clearly marked on the outside, **Emergency Communications Tower Project Quote**", and submitted to:

Hope Verelst, Chief Clerk
Sullivan County
245 Muncy Street,
Laporte, Pennsylvania 18626

Quotes that are faxed or e-mailed to SEDA-COG cannot be accepted.

**REQUEST FOR QUOTES
FOR
PROFESSIONAL ENGINEERING SERVICES**

**ENGINEERING, DESIGN, & BIDDING
AMERICAN RESCUE PLAN FUNDS**

**EMERGENCY COMMUNICATIONS TOWER
SULLIVAN COUNTY, PENNSYLVANIA**

Sullivan County, proposes to use the recently allocated American Rescue Plan funds for the completion of an emergency communications tower project.

The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project from design to final 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.

Quotes shall include the attached "Standard Engineering Estimate" and be submitted to:

Hope Verelst, Chief Clerk
Sullivan County
245 Muncy Street,
Laporte, Pennsylvania 18626

All quotes shall be sealed and clearly marked on the outside, "**Emergency Communications Tower Project Quote**", and must be received by 3:00 pm prevailing time, July 29, 2022. Quotes will be opened during the regularly scheduled August 2, 2022, Sullivan County Commissioners 10:00 am meeting, at which time they will be publicly opened in the Commissioner's Meeting Room of the Sullivan County Courthouse, 245 Muncy Street, Laporte, Pennsylvania 18626.

Questions regarding this quote should be directed to:

Tyler Dombroski, Director
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
tdombroski@seda-cog.org

PROJECT DESCRIPTION

Sullivan County has earmarked American Rescue Plan Act funds to provide expanded emergency communication capabilities in areas within the northeastern portion of its jurisdiction. The county has begun negotiations with a private property owner to execute a perpetual easement necessary to establish the infrastructure to improve emergency communication capabilities. The county does not intend to utilize its eminent domain power if the perpetual easement is unable to be executed. In the event that a perpetual easement for the identified property cannot be secured, the county will identify another private property in an area east of Dushore Borough and pursue perpetual easement acquisition negotiations. Sullivan County Emergency Services has led this location identification effort.

In conjunction with obtaining a perpetual easement, Sullivan County wishes to retain the services of an engineer to provide all services outlined in this request for quotes for the successful completion of its project. Sullivan County Emergency Services envisions that the infrastructure necessary to expand its emergency communication capabilities in northeastern Sullivan County includes construction of a freestanding tower with a height of approximately 160-180 feet. Site clearing, preparation, and access development work will be necessary to prepare the site for the tower's construction. The project's scope of work also includes construction of a shelter for communications equipment and a generator utilizing existing county VHF and UHF frequencies. Any other equipment, utilities, or improvements necessary for the operation and maintenance of the completed project are included within the project's scope of work.

Any licenses or permits necessary for the operation and maintenance of the completed project following construction shall be the responsibility of the engineer to obtain on behalf of Sullivan County. All improvements associated with this project must be successfully integrated into Sullivan County Emergency Services existing communications network prior to completion of the engineer's contract.

PRE-BID MEETING

Due to the nature of this project, Sullivan County will hold a pre-bid meeting at 1:00 pm on July 11, 2022 for engineering firms interested in submitting a quote. The pre-bid meeting will occur at the Sullivan County Courthouse with an initial a question and answer session. Following this discussion, Sullivan County Emergency Services will provide a guided tour of the proposed project site. Attendance at this meeting is not mandatory but is highly encouraged.

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.

The Engineer shall investigate any existing systems affected by the proposed project, identifying options, and advising Sullivan County 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.

1. All permits, plans, or surveys which may be necessary to define the scope of the work or for the performance of the project shall be the responsibility of the Engineer. The quote 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 quote. Survey work required for easements/rights-of-way is not a part of this quote. Federal Environmental Reviews, State Historic Preservation Office Review, and Archaeological Reviews are not a part of this quote.

Due to the merit of the project, meeting attendance is of high importance. Accordingly, this quote shall include four (4) design phase meetings, as well as four (4) preconstruction meetings (as noted below), at which the Engineer is expected to be in attendance. These meetings shall be conducted during the design and construction specifications phase at the convenience of Sullivan County, and shall include the following:

- Design phase meetings
 - o A kick-off meeting
 - o Two (2) development meetings
 - o A meeting to present the final design and receive approval to advertise
 - Preconstruction meeting(s) – (Engineer will coordinate and prepare meeting agenda w/ minutes.)
 - o Pre-bid meeting (Engineer will hold and attend)
 - o Bid Opening (Engineer will prepare bid tabulation form)
 - o Award – (Engineer will make formal recommendation to award)
 - o Preconstruction Conference
2. Sullivan County may request, and the Engineer may suggest, additional meetings. Accordingly, proposers should indicate their intention to do so in the narrative of their quote. Any cost associated with additional meetings shall be included on the standard Engineers Estimate form.
 3. A project design schedule must be included as part of this quote indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by Sullivan County. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by Sullivan County. It is the intention of Sullivan County to advertise for construction bids on or before Month Day, 2022. It is understood that changes in the project scope or nature may affect this schedule.

4. Upon completion of the preliminary design, and again when requesting approval of the final design, the Engineer shall prepare and provide to Sullivan County an opinion of probable construction costs, utilizing an itemized bid schedule.

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 and agreements, compliance forms, etc. The Engineer shall be responsible for coordinating the bidding process, including holding a pre-bid meeting for prospective contractors, printing and distributing up to ten (10) sets of bid documents, publishing the required advertisements, attending of a pre-bid meeting 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 Sullivan County. Insofar as federal ARPA monies are being used in the project, forms and procedures meeting the requirements of the US Treasury shall be used in the contracting documents. SEDA-COG shall facilitate this process by providing model bidding documents for use by the Engineer.

In addition, the Engineer will assist the solicitor throughout the 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 is expected to furnish customary engineering advice and assistance necessary to enable Sullivan County and SEDA-COG to readily understand the project. The Engineer shall 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 Sullivan County 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 Sullivan County representative at the project site, issuing all instructions to the contractors and preparing any change orders.

The Engineer will check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which 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 contractors' 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 Sullivan County.

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, not less than once every two weeks 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 oversee job conference with the construction contractor, Sullivan County, and SEDA-COG not less than once a month. As a part of this quote, it is the Engineer's responsibility to estimate the project duration in order to calculate the number of construction supervision site visits. 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 Services Agreement with Sullivan County, which will incorporate the information contained in this Request for Quotes. The Engineer will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this quote. Payment shall be made to the Engineer on a monthly basis.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts. Payment shall be expressly contingent upon receipt of funds from the US Treasury.

MBE/WBE/SBE GOALS

The Engineer must comply with **2 CFR § 200.321** regulations regarding with small and minority businesses, women's business enterprises, and labor surplus area firms.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists.

- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section. "

QUOTE SUBMISSION AND EVALUATION

Three (3) copies of the quote must be submitted to:

Hope Verelst, Chief Clerk
Sullivan County
245 Muncy Street,
Laporte, Pennsylvania 18626

Quotes must be received no later than 3 pm on **July 29, 2022**. **Quotes that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Quotes will be reviewed and evaluated by SEDA-COG and **Sullivan County**. The evaluation will include the following areas in order of relative importance:

- Adequacy of quote in the terms of addressing the needs that are set forth in the Request for Quotes.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Small and minority businesses, women's business enterprises, and labor surplus area solicitation/participation.

Note: Cost is only one of several criteria to be considered in evaluating quotes. According SEDA-COG will not publish quote cost summaries. Proposers are, however, invited to attend the opening.

REQUIRED INFORMATION

Each proposer shall provide all information herein requested. Further, no quote 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/SBE 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/SBE business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE/SBE'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/SBE requirements are not triggered.

Sullivan County reserves the right to accept or reject any and all quotes 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: _____

TELEPHONE: _____

REPRESENTATIVE: _____

I. Project design, specification, required meeting attendance, bidding, and other engineering services _____

II. Project construction supervision
Indicate project duration and frequency of visits below. _____

TOTAL LUMP SUM: \$ _____

Additional Meetings:

Lump sum cost for additional meetings if requested by _____ \$ _____

I, _____, a licensed professional Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the _____ Request for Quotes, and I/we am/are prepared to provide the required services for the above costs.

(SEAL) _____

ATTACH A MINIMUM OF TWO (2) PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE.
ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.

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

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.

Company Name & Telephone Number	MBE* (enter code from below)	WBE (X)	SBE (X)	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received (Please mark NR if no response was received)	Total Dollar Amount Awarded (If not awarded indicate reason)

		Prepared By:	Title:
--	--	--------------	--------

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

SMALL, 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/SBE 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/SBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs/SBEs 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/SBEs.

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

Company Name

Signature

Date