

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL  
ENGINEERING SERVICES**

**BERWICK BOROUGH  
HAND WASHING/SANITIZING RESTROOMS PROJECT  
COLUMBIA COUNTY, PENNSYLVANIA**



Proposals Solicited by:

Berwick Borough  
1800 North Market Street  
Berwick, PA 18603

Dates of Publication: January 19, 2021  
Contact: Tyler Dombroski, 570-220-0596

## **REQUEST FOR PROPOSALS**

Berwick Borough is requesting proposals for the purchase of professional Engineering services. These services include all necessary design and specifications for the bidding of and contracting of bathroom upgrades at two community parks. Complete proposal details, including the required proposal format, may be obtained by contacting:

Tyler Dombroski, Senior Program Analyst  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

Proposal details are also available at [www.seda-cog.org](http://www.seda-cog.org) – News, Notices, Publications.

Proposals will be accepted until 3:00 PM prevailing time, February 19, 2021, at which time they will be publicly opened at the Berwick City Hall. Proposals shall be on the forms required, sealed and clearly marked on the outside, "Engineering Services Proposal," and submitted to:

Damien Scoblink, Borough Manager  
Berwick Borough  
1800 North Market Street  
Berwick, PA 18603

**Proposals that are faxed or e-mailed to Berwick Borough or SEDA-COG cannot be accepted.**

## **REQUEST FOR PROPOSALS**

Berwick Borough proposes to use recently approved Community Development Block Grant Coronavirus Response funding to do bathroom upgrades at two community parks. 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 include some minor, incidental Engineering responsibilities not currently identifiable.

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

Damien Scoblink, Borough Manager  
Berwick Borough  
1800 North Market Street  
Berwick, PA 18603

All proposals shall be sealed and clearly marked on the outside, "Engineering Services Proposal," and must be received until 3:00 PM prevailing time, February 19, 2021, at which time they will be publicly opened at the Berwick City Hall.

Questions regarding this proposal should be directed to:

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

## **PROJECT DESCRIPTION**

**TEST TRACK PARK:** Berwick Borough owns and operates this park facility along its western border with Briar Creek Borough. The primary users of this park are residents of both boroughs.

Test Track Park offers a beautiful walking trail for residents as well as a boat launch facility along the Susquehanna River. Despite these amenities, Berwick Borough has only had a porta-potty available on-site for bathroom and sanitation needs.

Berwick Borough desires to have a handicap accessible, prefabricated restroom facility installed on site which would include two separate rooms, including a family station. Connections to public water, sewer, and electrical utilities would be necessary for this installation work. Touchless bathroom amenities to prevent the spread of COVID-19 will be required. The goal of this installation work is to improve sanitation at the park, given the contagious nature of COVID-19.

A final site location at Test Track Park has not been determined. However, a location which minimizes distance for public utility connections, while still being convenient to the public, would be of preference to Berwick Borough.

**BER-VAUGHN PARK:** Berwick Borough owns and operates this park facility along its western border with Briar Creek Borough. The primary users of this park are residents of both boroughs.

Ber-Vaughn Park offers baseball fields, pavilions, and playground facilities for its visitors. A bathroom facility is currently on site however its interior does not offer optimal sanitation to prevent the spread of COVID-19. As such, improvements such as touchless bathroom amenities will be a necessary component of this project. The goal of this improvement work is to improve sanitation at the park, given the contagious nature of COVID-19.

Family facilities are also lacking on site and are desired to be added to the existing bathrooms to prevent future spread of COVID-19. Other design improvements to prevent the spread of COVID-19 are encouraged during the design and development of this project. Such design improvements could concern ventilation or ease of cleaning the facility.

## **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 Berwick Borough 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 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. Survey work required for easements/rights-of-way is not a part of this 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 SEDA-COG and the Berwick Borough Council and Staff to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this proposal shall include three (3) 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 SEDA-COG and the Berwick Borough Staff, and shall include the following:

- Design phase meetings
    - A kick-off meeting
    - One (1) development meeting
    - A meeting to present the final design and receive approval to advertise
  - Preconstruction meeting(s) – (Engineer will coordinate and prepare meeting agenda w/ minutes.)
    - Pre-bid meeting (optional)
    - Bid Opening (Engineer will prepare bid tabulation form)
    - Award – (Engineer will make formal recommendation to award)
    - Preconstruction Conference
2. Berwick Borough may request, and the Engineer may suggest, additional meetings. Accordingly, proposers should indicate their intention to do so in the narrative of their proposal. 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 proposal indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by Berwick Borough. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by Berwick Borough. It is the intention of the Berwick Borough to advertise for construction bids on or before June 7, 2021. 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 Berwick Borough an opinion of probable construction costs for each park's bathroom work.

### **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 printing and distributing up to ten (10) sets of bid documents, publishing the required advertisements 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 Berwick Borough. Insofar as federal CDBG monies are being used in the project, forms and procedures meeting the requirements of the US Department of Housing and Development 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 the Berwick Borough Council and staff 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 Berwick Borough Council and staff 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 Berwick Borough Council and staff 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 the Berwick Borough Council and staff.

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 weekly 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. As a part of this proposal, 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 Berwick Borough, which will incorporate the information contained in this Request for Proposals. 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 proposal. 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 Department of Community and Economic Development.

### **MBE/WBE GOALS**

It is the public policy of Berwick Borough, 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.

Berwick Borough 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**

Berwick Borough has adopted a Section 3 Action Plan in accordance with Title 24 Part 135 Code of Federal Regulations. As such, at least three percent (3%) of the total dollar amount of all non-construction Section 3 covered contracts shall, to the greatest extent feasible, be awarded to Section 3 business concerns.

The purpose of Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing; and to business concerns which provide employment opportunities to low- and very low-income persons, as summarized in the "Section 3 Clause", herein incorporated. The "Section 3 Clause", in its entirety, can be located in the Federal Code of Regulations 24 CFR Part 135.

The parties, if awarded this contract, agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. The parties certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

If awarded the contract, the proposer, agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The proposer will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

The proposer will certify that any vacant employment positions, including training positions, that are filled were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.



## **PROPOSAL SUBMISSION AND EVALUATION**

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

Damien Scoblink, Borough Manager  
Berwick Borough  
1800 North Market Street  
Berwick, PA 18603

Proposals must be received no later than 3:00 PM on February 19, 2021.

**Proposals that are faxed or e-mailed to Berwick Borough or SEDA-COG cannot be accepted.**

Proposals will be reviewed and evaluated by the Berwick Borough Council and Staff. 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 Berwick Borough Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.
- Proposer's commitment to the obligations of Berwick Borough Section 3 Business Action Plan.

Note: Cost is only one of several criteria to be considered in evaluating proposals. Accordingly, SEDA-COG 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 or Section 3 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 and Section 3 business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's or Section 3 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 Section 3 and MBE/WBE requirements are not triggered.

Berwick Borough 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: \_\_\_\_\_

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

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

I. Anticipated Visits: \_\_\_\_\_

II. Project design, specification, bidding, and other engineering services \$\_\_\_\_\_

III. Project construction supervision \$\_\_\_\_\_

Additional Meetings:

Lump sum cost for additional meetings  
if requested by Berwick Borough \$\_\_\_\_\_

I, \_\_\_\_\_, a licensed professional Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the HAND WASHING/SANITIZING RESTROOMS PROJECT Request for Proposals, 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 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: HAND WASHING/SANITIZING RESTROOMS PROJECT
Address:	Bid Opening Date: February 19, 2021
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> (enter code from below)	<b>WBE</b> (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>  (Please mark NR If no response was received)	<b>Total Dollar Amount Awarded</b>  (If not awarded indicate reason)
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.

---

Company Name

---

Signature

---

Date

**SECTION 3 CONTRACT SOLICITATION AND COMMITMENT STATEMENT  
TO BE SUBMITTED WITH THE BID**

Minimum Participation Levels (MPL): Section 3 - 10% construction & 3% non-construction  
Section 3 - 30% aggregate new hires

Name of Bidder:	Project Name: HAND WASHING/SANITIZING RESTROOMS PROJECT
Address:	Bid Opening Date: February 19, 2021
Email Address:	
Telephone Number:	Contact Person:

List those Section 3 business concerns from which you solicited quotes or which contacted you and gave you quotes in regard to this invitation for bid.

Company Name & Telephone Number	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received <small>(Please mark NR if no response was received)</small>	Total Dollar Amount Awarded <small>(If not awarded indicate the reason)</small>	IF NO COMMITMENT WAS MADE TO A SECTION 3 BUSINESS- EXPLAIN
Preparers Signature:			Title	

- (1) Indicate whether Section 3 Business Concerns were solicited for each type of work the bidder expects to subcontract for and for all materials which the bidder expects to procure and, if not, the reason(s) why no such solicitation was made;
- (2) Indicate the reason why a Section 3 Business Concern has not been committed to for a type of subcontract work or materials in any area where a quote was received from a Section 3 Business Concern, and;
- (3) In any case where no quotations are received or commitments made to a Section 3 Business Concern, indicate that no quotes were received, and if there is another reason for no commitments being made, the reason for the lack of commitments.

**SECTION 3 BUSINESS CERTIFICATION**

As principal owner of \_\_\_\_\_, I certify that this  
(Section 3 Business Concern Name)

firm is a bona fide Section 3 owned business.

I further certify that this firm was subcontracted by \_\_\_\_\_  
for work on the HAND WASHING/SANITIZING RESTROOMS PROJECT in the amount of \$\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Title