

REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES

**City of Sunbury
North Front Street and Susquehanna Avenue Traffic Signal
Northumberland County, PA**



Proposals Solicited by:

City of Sunbury
225 Market Street
Sunbury, PA 17801

Dates of Publication: May 10, 2022-May 27, 2022

Contact: Jamie Shrawder, Project Coordinator, 570-524-4491

REQUEST FOR PROPOSALS

The City of Sunbury is requesting proposals for the purchase of professional Engineering services. These services include all necessary design and specifications for the bidding of and contracting for the North Front Street and Susquehanna Avenue Traffic Signal Project. Complete proposal details, including the required proposal format, may be obtained by contacting:

Jamie Shrawder, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

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

Proposals will be accepted until 1:00PM prevailing time, May 27, 2022, at which time they will be publicly opened at the SEDA-COG Offices. Proposals shall be on the forms required, sealed, and clearly marked on the outside, "**Engineering Services Proposal for North Front Street and Susquehanna Avenue Traffic Signal Project**," and submitted to:

Jamie Shrawder, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

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

REQUEST FOR PROPOSALS
City of Sunbury
North Front Street and Susquehanna Avenue Traffic Signal Project
Sunbury, PA
17801

The City of Sunbury, proposes to use a recently approved American Rescue Plan Funds for the professional engineering services for the North Front Street and Susquehanna Avenue Traffic Signal project . The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project 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.

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

Jamie Shrawder, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

All proposals shall be sealed and clearly marked on the outside, "**Engineering Services Proposal for North Front Street and Susquehanna Avenue Traffic Signal Project**," and must be received by 1:00pm, prevailing time, May 27, 2022, at which time they will be publicly opened at the SEDA-COG Offices.

Questions regarding this proposal should be directed to:

Jamie Shrawder, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
jshrawder@seda-cog.org

PROJECT DESCRIPTION

The project will include a Land Development Plan, Traffic Signal Plan/Permit and construction administration to create a new signalized intersection for the Celotex Property and Susquehanna and Front Street. The following scope of services shall be included in the proposal:

1. Traffic Signal Warrant Study for the intersection of North Front Street and Susquehanna Avenue. Study to include data collection to determine Average Weekday Traffic 6 am to 6 pm, Traffic Signal Analyses and Final Letter Report
2. Traffic Signal Design: prepare traffic signal permit plans for approval by PennDOT, and traffic signal construction plans and specifications for use by the contractor to install the traffic signal at the intersection of North Front Street and Relocated Susquehanna Avenue
3. Utilities for new intersection with Sunbury Municipal Authority and modification of the existing retaining walls for street widening with the Flood Authority
4. Land Development and Construction Plans
5. Construction Administration and Bidding

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 the city 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 city to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this proposal 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 the city and SEDACOG, and shall include the following:

- Design phase meetings
 - A kick-off meeting
 - Two (2) development meetings
 - 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 (mandatory)
 - Bid Opening (Engineer will prepare bid tabulation form)
 - Award – (Engineer will make formal recommendation to award)
2. The city 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 the city. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by the city. It is the intention of the city to advertise for construction bids on or before January 31, 2024. 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 the city an opinion of probable construction costs, either as a lump sum or utilizing the itemized bid schedule if a line-item construction bid is proposed.

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 the city. Insofar as federal ARPA monies are being used in the project, forms and procedures meeting the requirements of 2 CFR 200 shall be used in the contracting documents. SEDACOG 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 city 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 city and SEDA-COG 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 city's 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 city and SEDA-COG.

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 four times 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 the City of Sunbury, 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 American Rescue Plan Act.

MBE/WBE GOALS

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

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. "

PROPOSAL SUBMISSION AND EVALUATION

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

Jamie Shrawder, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Proposals must be received no later than 1:00 PM May 27, 2022. **Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Proposals will be reviewed and evaluated by the SEDA-COG and the City of Sunbury. 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 City'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. According 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, 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 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 MBE/WBE requirements are not triggered.

The City of Sunbury 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. Traffic Signal Warrant Study \$ _____

II. Traffic Signal Design, Land Development
and Construction Plans, Construction
Administration and Bidding,
required meeting attendance,
other engineering services and
Project construction supervision
\$ _____

TOTAL LUMP SUM: \$ _____

Additional Meetings:

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

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 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**

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

Company Name & Telephone Number	MBE* (Enter code from below)	WBE (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:		

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

