



REQUEST FOR QUOTATIONS

To be used for Professional Services less than \$250,000.
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SEDA-Council of Governments

REQUEST FOR QUOTATIONS FOR PROFESSIONAL ENGINEERING SERVICES

ENGINEERING, DESIGN & BIDDING
HAZARD MITIGATION GRANT PROGRAM
DEMOLITION PROJECT

Montour County 'obo' Anthony Township



RFQ Solicited by:

SEDA-Council of Governments
On behalf of Montour County
201 Furnace Road
Lewisburg, PA 17837
Contact: Geralee Zeigler, 570-524-4491

REQUEST FOR QUOTATIONS

Montour County, on behalf of Anthony Township is requesting **quotations** for the purchase of Professional Engineering Services. These services include all necessary design and specifications for the bidding and contracting of the demolition of structures located at 598 Preserve Road, 1277 White Hall Road, 4947 Muncy Exchange Road, and 4949 Muncy Exchange Road in Anthony Township, Montour County. It is possible that one or more structures may not be acquired and demolished. The standard engineering estimate form must be completed by addressable structure. This project is to be funded utilizing the County's Hazard Mitigation Grant Program allocations. Required proposal format details may be obtained by contacting:

Geralee Zeigler, Program Analyst
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Proposal details are also available at <https://seda-cog.org/request-for-proposals/>

Proposals will be accepted until 11 a.m. prevailing time, June 29, 2022, at which time they will be publicly opened at SEDA-Council of Governments, 201 Furnace Road, Lewisburg, PA 17837. Proposals shall be on the forms required, sealed and clearly marked on the outside, "**Demolition Engineering Services Proposal**," and submitted to:

Geralee Zeigler, Program Analyst
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

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

**REQUEST FOR QUOTATIONS
FOR
PROFESSIONAL ENGINEERING SERVICES**

**ENGINEERING, DESIGN, AND BIDDING
HAZARD MITIGATION GRANT PROGRAM**

**DEMOLITION PROJECT
MONTOUR COUNTY ON BEHALF OF ANTHONY TOWNSHIP**

Montour County, on behalf of Anthony Township proposes to use a recently approved Hazard Mitigation Grant Program for the demolition of structures located at 598 Preserve Road, 1277 White Hall Road, 4947 Muncy Exchange Road, and 4949 Muncy Exchange Road in Anthony Township, Montour County. It is possible that one or more of the structures listed above may not be acquired by the County and may not be part of the contract with a professional services provider. The standard engineering estimate form must be completed by addressable structure.

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.

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

Geralee Zeigler, Program Analyst
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

All proposals shall be sealed and clearly marked on the outside, "**Demolition Engineering Services Proposal**," and must be received by 11 a.m., prevailing time, June 29, 2022, at which time they will be publicly opened at SEDA-Council of Governments, 201 Furnace Road, Lewisburg, PA 17837.

Questions regarding this request for quotations should be directed to:

Geralee Zeigler, Program Assistant
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
gzeigler@seda-cog.org

PROJECT DESCRIPTION

The project involves the demolition of the structures located at 598 Preserve Road, 1277 White Hall Road, 4947 Muncy Exchange Road, and 4949 Muncy Exchange Road, Anthony Township, and the restoration of the lot per County specifications. The demolition will remove all structures (out buildings, etc.) from the acquired parcel after the completion of this activity. Contracting is dependent upon the homes that are successfully acquired by the County. The selected engineering firm will be responsible for all property investigations, including hazardous materials, permitting, demolition plans and specifications, contract documents and bidding, contract administration, site supervision, and close out.

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, 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 Montour 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, inspections (asbestos), 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 RFQ proposal shall include a list of those permits currently anticipated as necessary (with special attention given to Chapter 106 – Floodplain Management, as it is the Engineers responsibility to address why we do or do not need a joint permit), 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 request. 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 Montour County 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 Montour County, 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 (optional)
 - Bid Opening (Engineer will prepare bid tabulation form)
 - Award (Engineer will make formal recommendation to award)
2. Montour County may request, and the Engineer may suggest, additional meetings. Accordingly, proposers should indicate their intention to do so in the narrative of their RFQ 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 Montour County or its agent, SEDA-COG. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by Montour County or its agent, SEDA-COG. It is the intention of Montour County to advertise for construction bids on or before September 1, 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 Montour County an opinion of probable construction costs by addressable structure, 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 five (5) 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 Montour County. Insofar as federal HMGP monies are being used in the project, forms and procedures meeting the requirements of the Federal Emergency Management Agency 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 County, it's Agent and 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.

ENVIRONMENTAL PROVISIONS

The Subgrantee and its subcontractors agree that in the performance of their obligations under this Grant Agreement they shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations.

CONTRACTOR RESPONSIBILITY PROVISIONS

For the purpose of these provisions, the term Subgrantee is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, Subgrantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement in connection with funding from the Commonwealth of Pennsylvania (Commonwealth). The term Subgrantee includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

- A. The Subgrantee certifies, in writing, for itself and its contractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract/Grant Agreement, that neither the Subgrantee, nor any such contractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Subgrantee cannot so certify, then it agrees to submit, along with its Bid/Contract/Grant Agreement, a explanation of why such certification cannot be made.
- B. The Subgrantee also certifies, in writing, that as of the date of its execution of this Bid/Contract/Grant Agreement it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.
- C. The Subgrantee's obligations pursuant to these provisions are ongoing from and after the effective date of the Grant Agreement through the termination date thereof. Accordingly, the Subgrantee shall have an obligation to inform the Commonwealth if, at any time during the term of the Grant Agreement, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Subgrantee, any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within fifteen (15) days of the date of suspension or debarment.
- D. The failure of the Subgrantee to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Grant Agreement with the Commonwealth.
- E. The Subgrantee agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of

the Subgrantee's compliance with the terms of this or any other agreement between the Subgrantee and the Commonwealth that results in the suspension or debarment of the Subgrantee. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Subgrantee shall not be responsible for investigative costs for investigations that do not result in the Subgrantee's suspension or debarment.

- F. The Contractor may search the current list of suspended and debarred Commonwealth contractors by visiting the eMarketplace website at <http://www.emarketplace.state.pa.us> and clicking the Debarment List tab.

CONSTRUCTION SUPERVISION

The Engineer is expected to furnish customary engineering advice and assistance necessary to enable Montour County and its agent, 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 Montour County and its agent, 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 County'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 Montour County and its agent, 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 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 Montour County, which will incorporate the information contained in this Request for Quotations. The Engineer will agree to a lump sum fee by addressable structure, 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 RFQ 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 by addressable structure, establishing the amount due based on the percentage completed, less any previous amounts. Payment shall be expressly contingent upon receipt of funds from the grant funding agency, the Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA).

MBE/WBE GOALS

It is the public policy of Montour County, to promote the opportunity for full participation by Minority and Women's Business Enterprises ("MBE's" and "WBE's") in all projects receiving federal funds from the Federal Emergency Management Agency which are administered by the Pennsylvania Emergency Management Agency.

Montour County 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 federally funded activities.

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

Montour County and any contractor or subcontractor must abide by the following:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws, against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual

orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.

3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.

4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relations Act or National Labor Relations Act, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.

5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.

6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.

7. The Grantee and each subgrantee, contractor and subcontractor represent that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to Title VII of the Civil Rights Act of 1964, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

9. The Grantee's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

10. The commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

REQUEST FOR QUOTATIONS SUBMISSION AND EVALUATION

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

Geralee Zeigler, Program Analyst
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

RFQ proposals must be received no later than 11 a.m. on June 29, 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 Montour County. The evaluation will include the following areas in order of relative importance:

- Adequacy of RFQ proposal in the terms of addressing the needs that are set forth in the Request for Quotations.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time (listing of current, ongoing, and completed projects with original, projected, and actual dates).
- Cost.
- Proposer's commitment to the obligations of Montour County'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 RFQ 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 Engineering Estimate 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 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 concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's 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.

Montour County 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. Project design, specification, required meeting attendance, bidding, and other engineering services:

_____ 598 Preserve Road

_____ 1277 White Hall Road

_____ 4947 Muncy Exchange Road

_____ 4949 Muncy Exchange Road

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 Montour County \$ _____

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 Quotations, 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: HMGP – Montour County ‘obo’ Anthony Township
Address:	Bid Opening Date: June 29, 2022
Email Address:	Contact Person: Geralee Zeigler, 570-524-4491
Telephone Number:	

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* <small>(enter code from below)</small>	WBE <small>(X)</small>	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 reason)</small>
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