



REQUEST FOR QUOTATIONS

To be used for Professional Services less than \$250,000.
Advertisement is not required

REQUEST FOR QUOTATIONS FOR PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES

**Engineering/Architectural, Design and Bidding
Honeysuckle Lane Stormwater Mitigation project
Community and Economic Development Block Grant
Disaster Recovery funding**

**Town of Bloomsburg
Columbia County, Pennsylvania**



Quotations Solicited by:

SEDA-Council of Governments
On behalf of the Town of Bloomsburg
201 Furnace Road, Lewisburg, PA 17837

REQUEST FOR QUOTATIONS

The Town of Bloomsburg is requesting **quotations** for the purchase of Professional Engineering/Architectural services. These services include all necessary design and specifications for the bidding of and contracting for the Honeysuckle Lane Stormwater Mitigation project. Complete proposal details, including the required proposal format, may be obtained by contacting:

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

Proposal details are also available at [Request for Proposals / Quotes – SEDA Council of Governments \(seda-cog.org\)](http://Request for Proposals / Quotes – SEDA Council of Governments (seda-cog.org))

Proposals will be accepted until 11 a.m. prevailing time, December 14, 2021, 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, "**Honeysuckle Lane Stormwater Mitigation – 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
PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES
ENGINEERING/ARCHITECTURAL, DESIGN AND BIDDING
HONEYSUCKLE LANE STORMWATER MITIGATION PROJECT
COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY
TOWN OF BLOOMSBURG, COLUMBIA COUNTY, PENNSYLVANIA**

The Town of Bloomsburg, proposes to use a recently approved Community Development Block Grant – Disaster Recovery funds to undertake a new outlet structure with staged orifice designed to maximize the attenuation capacity of this area with the primary location of work to be conducted near Honeysuckle Lane. 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.

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, "**Honeysuckle Lane Stormwater Mitigation – Engineering Services Proposal**", and must be received by 11 a.m., prevailing time, December 14, 2021, at which time they will be publicly opened at SEDA-Council of Governments, 201 Furnace Road, Lewisburg, PA 17837.

Questions regarding this proposal should be directed to:

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

PROJECT DESCRIPTION

The Snyder Run headwaters begin from the 205-acre drainage area on the northern side of the Town of Bloomsburg where multiple drainage areas converge at this location prior to being conveyed underground and routed entirely through Town. The existing headwaters are collected at this point through an existing outlet structure that routinely becomes obstructed with debris and is inaccessible by large equipment. This situation has the potential for catastrophic impacts throughout the entire Town. This project will provide a new outlet structure with staged orifice designed to maximize the attenuation capacity of this area with the primary location of work to be conducted near Honeysuckle Lane. The project area needs to be secured for a temporary construction easement and a small permanent easement. A PADEP/USCOE Joint Permit will be required.

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 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. The Engineer is obligated to assist with the preparation (exhibits) of the necessary easement documentation, as the Uniform Relocation Act (URA) must be followed in conjunction with the Town and SEDA-COG.

1. Permits*

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. At minimum an E&S and Chapter 105/106 permit shall be thoroughly addressed by each proposer. 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 Town 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 Town, and shall include the following:

- A kick-off meeting/easement discussion
 - Two (2) development meetings
 - A meeting to present the final design and receive approval to advertise
 - Preconstruction meeting – (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. The Town of Bloomsburg 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 – time is of the essence. The construction activity/project must be completed no later than March 15, 2023 (final completion must be on or before this date), due to grant funding requirements. All final plans and specifications must be submitted for approval by the Town of Bloomsburg. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by the Town of Bloomsburg.
 4. It is the intention of the Town to advertise for construction bids on or before May 2022 to allow permitting to be obtained as required. It is understood that changes in the project scope or nature may affect this schedule.
 5. Upon completion of the preliminary design, and again when requesting approval of the final design, the Engineer shall prepare and provide to the Town of Bloomsburg 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.
 - Special attention shall be given to project area to ensure the least amount of disturbance/disruption to parking lot surroundings.

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 three (3) 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 Town of Bloomsburg. Insofar as federal CDBG-DR monies are being used in the project, forms and procedures meeting the requirements of the PA Department of Community and Economic 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 Town of Bloomsburg 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 Town of Bloomsburg 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 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 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, not less than monthly 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 Town of Bloomsburg, which will incorporate the information contained in this Request for Quotations. 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 within 60 days of council's approval of an invoice.

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 the Town of Bloomsburg, to promote the opportunity for full participation by Minority and Women's Business Enterprises ("MBE's" and "WBE's") business concerns in all projects receiving federal funds from the United States Department of Housing and Urban Development which are administered by the Pennsylvania Department of Community and Economic Development.

The Town of Bloomsburg 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 GRANTEE'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.

QUOTATION SUBMISSION AND EVALUATION

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

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

Proposals must be received no later than December 14, 2021. **Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Proposals will be reviewed and evaluated by the Town of Bloomsburg and SEDA-COG. 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 of Bloomsburg'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 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 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: _____

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 The Town. \$ _____

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: Honeysuckle Lane Stormwater Mitigation
Address:	Bid Opening Date: December 14, 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.

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:				

*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

Appendix

Important Documentation from Application

1. Activity Description
2. Project Completion Timetable
3. Project Area Map
4. Opinion of Probable Cost

ACTIVITY DESCRIPTION

D. ACTIVITY DESCRIPTION

Describe the activity sufficiently to demonstrate that it is an eligible activity, and that its scope is adequate to meet the identified needs of intended beneficiaries. Particular attention must be focused on the impact the proposed solution will have upon low and moderate income people, e.g. user fees, benefit assessments, etc. (For activities with user fees, complete "Local Effort/User Fee Analysis".)

For Competitive Applicants - Due to the competitive review process, the activity should be described comprehensively to substantiate the cause and magnitude of the need, and "third party" support (reports, newspaper articles, letters from affected residents, businesses, etc.), should be provided. Focus as specifically as possible on the impact of the problem on the residents of the affected area.

Please provide a satellite image or photography of the project area.

1. Identify what is the problem and location of the problem. Identify the location of the project by street name(s) if applicable.

2. This project has been reviewed to determine if any of the project is within the designated FLOODWAY using the best available data, and it has been determined that it is or is not located in the FLOODWAY.

Identify FIRM MAP or other source used for this determination. _____

3. How will the problem be corrected: Specify type and quantity of materials to be used to correct the problem.

4. Who are the primary beneficiaries; who will receive the daily benefits of the proposed project. Grantee must confirm that the project serves a primarily residential area. The project and service area must be identified on the map and may be different. (Include photos)



PROJECT COMPLETION TIMETABLE

APPLICANT NAME:

Beginning with the application submission date, outline below a reasonable timetable for project completion. Include all significant milestones, emphasizing those related to environmental clearance, procurement of third party services, plans, permits, bids, contracts, financing, acquisition of property, construction, and completion.

Task	Date Completed or Projected Completion
Environmental Clearance for Activity	
Executing Sub-recipient Agreement (if applicable)	
Request for Professional Services	
Income Eligibility Verification (Direct Benefit Only)	
Bid Specification Preparation	
Bid Project	
Bid Opening/Tabulation	
Contract Award	
Notice to Proceed	
Contracting/Project Implementation	
Activity Completion	



**Town of Bloomsburg
Honeysuckle Lane Stormwater Mitigation
Honeysuckle Lane, Bloomsburg, PA 17815
LMI Area Benefit – ACS Data – 59.14%**



OPINION OF PROBABLE COST

PROJECT INFORMATION

Name:	Bloomsburg Constructed Wetland	Date:	7/29/2020
Number:	1004-00	Prepared By:	RCW
Location:	Town of Bloomsburg, Columbia County, PA	Reviewed By:	AJB
Contact:	Drew Barton		

PROJECT DESCRIPTION

Design, Permitting, and Construction of flood attenuation area with environmental improvements. Project will improve existing flooding, maintenance, and erosion issues at ongoing conflict area.

Item Number	Description	Quantity	Unit	Total Unit Cost	Total Cost
1 - EARTHWORK					
101	Mobilization	1	LS	\$10,000.00	\$10,000.00
102	Bulk Earthwork	1	LS	\$25,000.00	\$25,000.00
103	Clearing & Grubbing	1	LS	\$15,000.00	\$15,000.00
104	Channel Excavation	1	LS	\$25,000.00	\$25,000.00
105	Ponding/Flood Attenuation	1	LS	\$25,000.00	\$25,000.00
2-GENERAL					
201	Access Road	1	LS	\$65,000.00	\$65,000.00
202	Vegetation	1	LS	\$35,000.00	\$35,000.00
3 - STORMWATER / EROSION CONTROL					
301	Pre-Treatment	1	LS	\$15,000.00	\$15,000.00
302	Rock Lining Swales	1	LS	\$25,000.00	\$25,000.00
303	J-Hook	5	EA	\$5,000.00	\$25,000.00
304	Vanes	7	EA	\$7,500.00	\$52,500.00
305	Outlet Structure	1	LS	\$8,000.00	\$8,000.00
305	Debris Collection	1	LS	\$8,000.00	\$8,000.00
CONSTRUCTION SUBTOTAL					\$336,000.00
CONTINGENCY - 10%					\$33,600.00
4 - Design					
401	Survey	1	LS	\$7,500.00	\$7,500.00
402	Wetlands Evaluation	1	LS	\$2,500.00	\$2,500.00
403	Base/Peak Flow Calcs	1	LS	\$3,000.00	\$3,000.00
404	Preliminary Design/Grading	1	LS	\$10,000.00	\$10,000.00
405	Joint Permit	1	LS	\$6,500.00	\$6,500.00
406	NPDES Permit	1	LS	\$5,500.00	\$5,500.00
407	Highway Occupancy Permit	1	LS	\$3,500.00	\$3,500.00
408	Final Design/Construction Plans	1	LS	\$6,000.00	\$6,000.00
409	Construction Manual	1	LS	\$4,000.00	\$4,000.00
410	Bidding	1	LS	\$2,500.00	\$2,500.00
411	Construction Admin	1	LS	\$10,000.00	\$10,000.00
412	Grant Support	1	LS	\$3,500.00	\$3,500.00
DESIGN SUBTOTAL					\$64,500.00
TOTAL OPINION OF PROBABLE COST					\$434,100.00