

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL  
CIVIL ENGINEERING SERVICES**

**Clinton County Elderly Housing Complex**

Proposals Solicited By:

SEDA-COG Housing Development Corporation

201 Furnace Road

Lewisburg, Pa. 17837

The Seda-COG Housing Development Corporation needs professional Engineering Services to undertake the necessary civil work to develop a 46-unit elderly housing complex to be located in Flemington Borough, Clinton County Pa. The following narrative outlines the major responsibilities for the proposers. The responsibilities include project feasibility, surveying /subdivision, and final design and approvals.

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

J. Michael Fisher

Project Development & Consulting Group

2733, Milton Pa 17847

All Proposal shall be sealed and clearly marked on the outside "Engineering Services Proposal for Clinton County Elderly Housing Complex" and must be received by 1:00 PM, July 15, 2024, at which time they will be publicly open at the Project Development & Consulting Group office.

Questions regarding this proposal should be directed to:

J. Michael Fisher

570 989-2570

michaelf@trossbrothers.com

The Request for Proposal for Professional Civic Engineering Services.

For

SEDA- COG Housing Development Corporation.

For an Elderly Housing Project

The SEDA-COG Housing Development Corporation (HDC) wishes to develop a 46-unit elderly housing project to be located in the Borough of Flemington, Clinton County, Pennsylvania. The new construction shall be located adjacent to the existing Susquehannock Heights, a 32 unit housing development which was also developed by HDC.

The HDC, with the assistance of their consultant, Project Development & Consulting Group, will be requesting Low Income Housing Tax Credits and other financing from the Pennsylvania Housing Finance Agency (PHFA) to develop this project.

This Request for Proposal will consist of three separate services. The first service will address the Pre-feasibility elements of the project which will be necessary to submit a viable application to PHFA while the second and third components will consist of Surveying/Subdivision Services and Final Engineering/Plan Design which is anticipated after all the project financing is approved.

The engineer shall perform the following professional civil services as described herein.

I Scope of services.

A. PREFEASIBILITY

Based on the Sketch Plan prepared by Architectural Concept PC the Engineer shall provide the following:

1. Provide a preliminary Sketch Plan illustrating the necessary extensions of sewer, water, gas and conceptually lay out the lot boundary lines taking into consideration zoning and SALDO requirements.
2. Provide the necessary calculations for the required excavation to prepare the site and building and provide cost estimates for same.
3. On the Sketch Plan provide the location for all utility extensions and a corresponding cost estimate.
4. Provide cost estimates for all parking, sidewalks as well as storm water system(s) and utility extensions. The estimates will be used for planning purposes only.

B. SURVEYING/SUBDIVISION

1. Perform a current and complete property survey, existing utilities and topographic survey of the HDC planned parcel necessary to design and subdivide the site.
2. Prepare legal description.
3. Prepare a pre-development ALTA/ACSM Land Title Survey.

4. Prepare a PHFA and HUD Surveyor's report for the pre-development condition and connected with the ALTA/ACSM Land Survey above
- C. FINAL ENGINEERING SERVICES
1. Prepare soil and sediment control plan for the design of the site.
  2. Prepare a General NPDES permit.
  3. If applicable prepare a GP-4 for stormwater release. The storm water from the project may discharge into the unnamed tributary.
  4. Prepare and submit a Preliminary/Final Land Development Plan in accordance with the Flemington Borough's Ordinances. This plan will include a layout and earth moving/storm water construction quality details of the entire project to allow for bulk excavation, storm water and other development at the site. The Project's detailed Design and Plans will include:
    - a. Sanitary sewer plan and profiles. Prepare necessary Sewage Facilities Planning Modules along with narrative that the existing sewage use is adequate/ample for the building sewage flows.
    - b. Water line layout to connect the building for service by the water authority.
    - c. Driveway design and detailing to connect to adjacent property.
    - d. Parking facility layout.
    - e. Prepare Geometry Plan detailing the proposed layout; and depicting site traffic flow.
    - f. Prepare site lighting Plan
    - g. Retainage wall design and layout.
    - h. Prepare a Landscaping Plan for the project in accordance with borough's regulations and meeting PHFA standards.
  5. Prepare Storm water Management Plan
  6. Coordinate with Architect for utility connections, sizes and location as it relates to the building surrounding site for services of electric, gas, telephone and cable television and their design for services in the development.
  7. Attend Borough and Clinton County Planning meetings as required for Preliminary/Final Plan approvals.
  8. Present the Plans to the Borough and County regulatory boards for approval.
  9. After approval of the Land Development Plans record the plans with Clinton County Recorder of Deeds.
  10. During construction the Engineer will attend Two (2) Construction Progress meetings and will also approve shop drawings of the civil engineering materials and provide As Built Drawings.

### **TERMS OF PAYMENT**

The Engineer will be required to enter into a written Agreement with the SEDA-COG Housing Development Corporation, which will incorporate the information contained in this Request for Proposal by way of reference. The Engineer will agree to their lump sum fee for A.) PREFEASIBILITY, B.) SURVEYING/SUBDIVISION, and C.) FINAL ENGINEER SERVICES, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable cost shall be declared and included in the lump sum amount of this proposal. Payment shall be made to the Engineer monthly.

Invoices shall be provided setting the percentage and description of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts.

### **MBE/WBE GOALS**

The Engineer must attempt to comply with CFR 200.321 regulations regarding small and minority businesses and women's business enterprise.

Affirmative steps must include:

- (1) Placing qualified small and minority business enterprise on solicitation lists.
- (2) Assuring that small and minority businesses, and women's business enterprise 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 business enterprise.
- (4) Establishing delivery schedules, where the requirements permit, which encourage participation by small and minority businesses, and women business enterprise.
- (5) Using 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 subcontractors are to be let, to take the affirmative steps listed in (1) through (5) of this section.

## **PROPOSAL SUBMISSION AND EVALUATION**

Three copies of the proposal must be submitted to:

J, Michael Fisher, Project Development & Consulting Group

2733 State Route 45, Milton, Pa. 17847

Proposals must be received no later than 1:00pm, July 15, 2024. Proposals that are faxed or e-mailed cannot be accepted.

Proposals will be reviewed by the SEDA-COG Housing Development Corporation and Project Development & Consulting Group and will be evaluated based on the following areas in order of relevant importance:

- Adequacy of proposal in 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 obligations of obtaining MBE/WBE enterprise.

Note: Cost is only one of several criteria to be considered in evaluating proposals. The SEDA-COG Housing Development Corporation 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 firm's status as such. Firms may be requested to sit for an interview and/or negotiation of contract terms and fees prior to contract award.

If any of the project is subcontracted, requires purchases of services, or requires hiring of additional employees, the proposer must submit documentation 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, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract work, then MBE/WBE requirements are not triggered.

The SEDA-COG Housing Development Corporation reserves the right to accept or reject all proposals or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

The selected Engineering firm is expected to start the A.) PREFEASIBILITY work after a contract for services have been executed. Please indicate how soon work can start and be completed under this phase and provide timeline in completing B.) SURVEYING/SUBDIVISION and C.) FINAL ENGINEERING SERVICES.

NOTE: B.) and C.) will start after the SEDA-COG Housing Development Corporation receives funding approval from PHFA.

**STANDARD ENGINEERING ESTIMATES**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

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

A. Prefeasibility \$ \_\_\_\_\_

B. Surveying/Subdivision \$ \_\_\_\_\_

C. Final Engineering Services \$ \_\_\_\_\_

TOTAL LUMP SUM \$ \_\_\_\_\_

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 Proposal, and I am 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.