

REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES

**Mount Carmel Borough Demolitions
137 and 141 South Locust Street
Mount Carmel, Northumberland County, Pennsylvania**



Proposals Solicited by:

Mount Carmel Borough
137 West Fourth Street
Mount Carmel, PA 17851

Contact: Linda Sterling, 570-238-2878, lsterling@seda-cog.org

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING SERVICES
MOUNT CARMEL BOROUGH DEMOLITIONS**

Mount Carmel Borough proposes to use Community Development Block Grant funds to procure engineer services for design and construction supervision of the demolition of 137 S. Locust Street, which is privately owned, and 141 S. Locust Street, which is owned by the Borough. The following narrative outlines the major responsibilities and project needs.

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

Linda Sterling, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

All Proposals shall be sealed and clearly marked on the outside "Engineering Services Proposals," and must be received by 10 a.m., prevailing time, **August 18, 2020**, at which time they will be publicly opened at SEDA-COG. Proposals that are faxed or emailed cannot be accepted.

Questions regarding this Request for Proposals should be directed to:

Linda Sterling, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
Lsterling@seda-cog.org

PROJECT DESCRIPTION

The project involves the demolition of houses and ancillary structures located at 137 S. Locust Street, which is privately owned, and 141 S. Locust Street, which is owned by the Borough and the restoration of the lots per Borough instructions. Each demolition is a separate and distinct project. Separate construction contracts will be issued for each demolition. The identified properties present serious health and safety hazards due to their vacant and deteriorated condition. 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 project close out. PA Prevailing Wage Rates may apply.

PROJECT DESIGN

The Engineer shall prepare all necessary hazardous materials investigation report, including but not limited to asbestos. The Engineer shall also provide all necessary design plans, drawings and specifications to be used for the demolition 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 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 reports, 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 Proposals 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 Proposals. Survey work required for easements/rights-of-way is not a part of this quote. Federal Environmental Reviews, State Historic Preservation Office Review, and Archaeological Reviews are not a part of this quote. All required testing for asbestos and lead-based paint or other similar hazardous materials must also be conducted during the design phase, and shall be responsibility of the Engineer.

Assistance from the Engineer is necessary for the Borough and SEDA-COG to fully understand the project, and therefore, meeting attendance is of high importance. These meetings shall include the following:

- Pre-bid meeting (optional, and will be determined if necessary through coordination between the Borough and the Engineer)

- Bid Opening - Engineer will prepare bid tabulation form
 - Preconstruction meeting – Engineer will coordinate and prepare meeting agenda with minutes.
2. The Borough may request, and the Engineer may suggest, additional meetings. Accordingly, Proposals should indicate the intention to do so in the narrative of the quote. Any cost associated with additional meetings shall be included on the standard Engineering Estimate form.
 3. A project design schedule must be included as part of this quote indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by Mount Carmel Borough. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by the Borough. It is the intention of the Borough to advertise for construction bids on or before September 15, 2020. The demolitions are expected to be completed by the December 15, 2020. 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 Mount Carmel Borough 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 Mount Carmel Borough. Insofar as federal CDBG 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 Borough 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 Borough 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 Borough'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.

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 once per week 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 quote, 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 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 quote. Payment of invoices may require sixty (60) days from the date of approval by the Mount Carmel Borough Council.

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 Mount Carmel 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 which are administered by the Pennsylvania Department of Community and Economic Development.

Mount Carmel 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

The 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.

QUOTE SUBMISSION AND EVALUATION

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

Linda Sterling, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

All Proposals shall be sealed and clearly marked on the outside, "Mount Carmel Engineering Services Proposal" must be received no later than 10:00 a.m., prevailing time Wednesday, August 18, 2020. Proposals that are faxed or e-mailed to cannot be accepted.

Proposals will be reviewed and evaluated by the Borough and SEDA-COG. The evaluation will include the following areas in order of relative importance:

- Adequacy of Proposals 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 Borough's Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.
- Proposer's commitment to the obligations of Borough's Section 3 Business Action Plan.

REQUIRED INFORMATION

Please include the following information in your response to this Request for Proposals:

- All information herein requested. Not quote will be considered unless the attached Standard Engineering/Architectural Estimate form is completed in its entirety.
- A minimum of two references where similar services have been performed during the past three years. These projects should similar in design and scope.
- If the Engineer is an MBE/WBE or Section 3 business concern, a certification form shall be submitted with the quote attesting to the firm's status as such.
- Liability Insurance is required for this project. Please indicate the level of coverage provided.
- If any part of the project is subcontracted, requires the purchase or procurement of services, or requires hiring addition employees, documentary evidence must be submitted 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/WBEs or Section 3 business concerns or residents places 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.

Firms may be requested to site for interviews and/or negotiation of contract terms and fees prior to contract award.

Mount Carmel Borough reserves the right to accept or reject any and all Proposals or to waive any irregularities.

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 _____ \$ _____

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)

**MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT
TO BE SUBMITTED WITH THE QUOTE**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

Name of Bidder:	Project Name: Forksville Borough Demolition
Address:	Quote Opening Date: June 2, 2020
Email Address:	
Telephone Number:	Contact Person:

List those minority/women owned businesses from which you solicited Proposals and/or received Proposals 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

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

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

Name of Bidder:	Project Name: Forksville Borough Demolition
Address:	Quote Opening Date: June 2, 2020
Email Address:	
Telephone Number:	Contact Person:

List those Section 3 business concerns from which you solicited Proposals or which contacted you and gave you Proposals 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 (Please mark NR if no response was received)	Total Dollar Amount Awarded (If not awarded indicate the reason)	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 _____ Project in the amount of \$_____.

Date

Signature/Title