

# REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES

**JUNIATA BUSINESS AND INDUSTRY, INC.  
JUNIATA COUNTY INDUSTRIAL PARK EXPANSION  
FERMANAGH TOWNSHIP, PENNSYLVANIA**



Proposals Solicited by:

Juniata Business and Industry, Inc.  
c/o Seda-Council of Governments  
201 Furnace Road  
Lewisburg, PA. 17837

Dates of Publication: November 20 and November 27, 2019  
December 4 and December 11, 2019  
Contact: Mitzi Gallagher-Long, Seda-COG

## **REQUEST FOR PROPOSALS**

Juniata Business and Industry 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 an expansion to the Juniata County Industrial Park. Complete proposal details, including the required proposal format, may be obtained by contacting:

Mitzi Gallagher-Long, Project Coordinator  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

Proposal details are also available at [www.seda-cog.org](http://www.seda-cog.org) – News, Notices, Publications.

Proposals will be accepted until 2:00 pm prevailing time, December 20, 2019, at which time they will be publicly opened at SEDA-COG. Proposals shall be on the forms required, sealed and clearly marked on the outside, "JBI Engineering Services Proposal," and submitted to:

Mitzi Gallagher-Long, 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  
ENGINEERING PROFESSIONAL SERVICES  
JUNIATA COUNTY INDUSTRIAL PARK EXPANSION**

Juniata Business and Industry, Inc. ("JBI, Inc.") proposes to use a recently approved Pennsylvania Office of Budget, Redevelopment Assistance Capital Program (RACP) grant and U.S. Department of Commerce, Economic Development Administration (EDA), Economic Adjustment Assistance Program grant to expand the Juniata County Industrial Park. 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:

Mitzi Gallagher-Long, Project Coordinator  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

All proposals shall be sealed and clearly marked on the outside, "JBI Engineering Services Proposal," and must be received by 2:00 pm, prevailing time, December 20, 2019, at which time they will be publicly opened at SEDA-COG.

Questions regarding this proposal should be directed to:

Mitzi Gallagher-Long, Project Coordinator  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837  
570-524-4491  
mgallagherlong@seda-cog.org

## **PROJECT DESCRIPTION**

Juniata Business and Industry, Inc. recently purchased approximately 59 acres adjacent to the existing Juniata County Industrial Park and proposes to develop approximately 29 acres in this phase of the project. Expansion work includes development of all necessary infrastructure, including earthwork, creation of an access road, paving, storm water containment, a sanitary sewer system with a pump station, potable water system, and highspeed data (fiber) and conduit lines. Also to be included in this proposal is a Township required Land Development Plan and Traffic Improvement Study, to determine what types of traffic may trigger the need for a "turning lane" into the Industrial Park off of Township Road 392 in the future. A turning lane is NOT required, nor planned for this project and is not fundable with the current funding sources. This study is to discover if a future turning lane may be needed.

## **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 Juniata Business and Industry, Inc. 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 are not expected to be necessary, however, they may be deemed necessary as the project is developed. The Engineer shall provide an hourly rate for the survey work required for easements, which will not be considered as component of the submitted lump sum price. 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 Juniata Business and Industry, Inc. to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this proposal shall include up to four (4) design phase meetings, up to four (4) development meetings, up to four (4) job conference meetings, and up to eight (8) other meetings as detailed below, at which the Engineer is expected to be in

attendance. These meetings shall be conducted during the design and construction phase at the convenience of Juniata Business and Industry, Inc., and shall include the following:

- A kick-off meeting
  - Design phase meetings (4)
  - Development meetings (4)
  - A meeting to present the final design and receive approval to advertise
  - Pre-bid meeting
  - Bid Opening (Engineer will prepare bid tabulation form)
  - Award – (Engineer will make formal recommendation to award)
  - Preconstruction meeting(s) – (Engineer will coordinate and prepare meeting agenda w/ minutes.)
  - Job Conference Meetings (4)
  - Final Walkthrough/Wrap Up Meeting
2. Juniata Business and Industry, Inc. 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 Engineer’s 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 Juniata Business and Industry, Inc. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by Juniata Business and Industry, Inc. It is the intention of Juniata Business and Industry, Inc. to advertise for construction bids on or before March 2, 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 Juniata Business and Industry, Inc. an opinion of probable construction costs by line item.

#### **PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING**

The Engineer shall prepare a land development plan and traffic improvement study as well as 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 Juniata Business and Industry, Inc. Insofar as federal EDA monies are being used in the project, forms and procedures meeting the requirements of the U.S. Department of Commerce, Economic Development Administration (EDA), shall be used in the contracting documents. Insofar as state RACP monies are being used in the project, forms and procedures meeting the requirements of

the Pennsylvania Office of Budget 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.

The need for communication to ensure grant and agency compliance is of the utmost importance on this project. Therefore, it will be the responsibility of the Engineer to create a document sharing electronic system in which all pertinent forms and information including but not limited to, drawings, permits, compliance information and regulations are to be uploaded to and access given to JBI, Inc., SEDA-COG and the Resident Project Representative.

### **CONSTRUCTION SUPERVISION**

The Engineer is expected to furnish customary engineering advice and assistance necessary to enable Juniata Business and Industry, Inc. 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 Juniata Business and Industry, Inc. informed of progress, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents. The Engineer shall serve as Juniata Business and Industry, Inc. 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 Juniata Business and Industry, Inc.

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, frequently, 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.

JBI, Inc. will solicit competitive proposals for a full time Resident Project Representative. The Resident Project Representative will act independently of the Engineer and will provide full time inspection services for construction in compliance with grant and agency requirements.

### **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 Juniata Business and Industry, Inc., 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.

### **PROPOSAL SUBMISSION AND EVALUATION**

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

Mitzi Gallagher-Long, Project Coordinator  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

Proposals must be received no later than 2:00 pm, prevailing time, December 20, 2019.

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

Proposals will be reviewed and evaluated by Juniata Business and Industry, Inc. 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.
- Knowledge of RACP and EDA grant programs and compliance requirements.

- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Proposer's commitment to Minority Owned Business Enterprises and Women Owned Business Enterprises (MBE/WBE).
- Proposers Commitment to Equal Employment Opportunity (EEO)

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. Proposals that fail to demonstrate the ability to furnish the necessary experience, personnel and equipment required for the project will be considered non-responsive. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award. Further, no proposal will be considered unless the attached Standard Form is completed in its entirety.

**Qualifications and Experience:** 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 has completed projects with EDA and/or RACP funding, please provide references of those completed projects.

This project proposes to use funds from the RACP and EDA grant programs. Experience and knowledge regarding the requirements of both grants, including Davis-Bacon Act, Contract Work Hours and Safety Standards Act, Clean Air Act, Federal Water Pollution Control Act, Equal Employment Opportunity, Civil Rights Act, Debarment and Suspension Regulations, Byrd Anti-Lobbying Amendment, Pennsylvania Steel Procurements Act, the Public Work's Contractors' Bond Law, PA Prevailing Wage Act, Americans with Disability Act and the Trade Practices Act of July 23, 1968 is preferred. A full listing of RACP key compliance guidelines can be found on the PA Office of Budget website ([budget.pa.gov](http://budget.pa.gov)) and a full listing of EDA compliance guidelines can be found on the EDA website ([eda.gov](http://eda.gov)).

**Availability and Commitment Statement:** The proposal shall include a statement concerning the proposer's availability to perform the requested services within the project schedule, including identified key personnel. Any potential availability conflicts for the key personnel identified in the organization chart shall be identified. The statement shall also describe the proposer's level of commitment to this project.



**Project Understanding Statement:** The proposal shall include a statement to generally describe the proposer's understanding of the project in terms of its nature, complexity and critical stages. The statement shall describe the proposers understanding, approach and abilities to assist with achieving the following goals:

- Quality and value in the completed project;
- Full regulatory compliance throughout all construction phases;
- Budgetary control and schedule management through the completion of the project.

The statement shall indicate that the proposer understands the complexity of the project and what means and methods will be utilized to ensure meeting or exceeding the above goals.

**Project Organization and Staffing Approach:** A project organizational chart shall be included in the proposal identifying specific personnel and their roles. The staffing approach should describe the proposer's approach to staffing the project and include a breakdown of estimated man-hours for the duration of the project. Estimation of the duration of the project is the responsibility of the Engineer and should be included in the proposal.

**Resumes:** Resumes of the identified key personnel listed in the organizational chart shall be included in the proposal. The assignment of the appropriately qualified and experienced individuals is essential. Resumes that do not demonstrate the required experience and qualifications for the assignment and function may cause the proposal to be considered non-responsive.

The resumes of identified personnel shall include the role in which they will serve, their training, expertise, and availability for this project. The resumes shall list their specific project experience, identifying the projects, a brief description of the project, and their function on the projects.

Provide at least two references of previous project owners and two references of contractors with contact information (names and telephone numbers) that can verify the identified experience of the identified key personnel.

**Insurance Requirements:** Professional Liability Insurance and Bonding are required for this project. Insurance and Bonding must be from a company listed on the US Treasury Circular 570, as required by EDA. Please indicate the level of coverage provided and if the provider meets the requirement.

**Juniata Business and Industry, Inc., reserves the right to accept or reject any and all proposals or to waive any irregularities.**

### **Compliance Requirements:**

The following are compliance requirements that each proposer must comply with. The list is not a complete listing of all compliance requirements. Further details and additional compliance requirements will be contained in the awarded contract.

**MBE/WBE Requirements:** If the proposer is an MBE/WBE business, a certification form shall be submitted with the bid attesting to the firms' status as such.

If subcontracting opportunities exist, the proposer shall make a good faith effort to promote the opportunity for full participation of qualified MBE/WBE firms.

**Equal Employment Opportunity:** Each proposer shall agree to comply with the Equal Employment Opportunity regulations and ensure against discrimination of any employee or applicant for employment because of race, religion, sex, color, national origin or gender identity.

**Davis-Bacon Act:** Each proposer shall ensure compliance with the Davis-Bacon Act to ensure contractors pay wages to laborers and mechanics at a rate not less than the prevailing federal wage specified in the wage determination issued by the Department of Labor, and ensure contractors are paying wages not less than once a week.

**Copeland Anti-Kickback Act:** Each proposer shall agree to comply with the Copeland Anti-Kickback Act, which prohibits any recipient, contractor or subrecipient from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. All suspected or found violations must be reported to the EDA.

**Contract Work Hours and Safety Standards Act:** Each proposer shall ensure compliance to the Contract Work Hours and Safety Standards Act to ensure contractors compute the wages of mechanics and laborers on the basis of a 40 hour work week. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Further no mechanic or laborer must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

**Clean Air Act and Federal Water Pollution Control Act:** Each proposer shall ensure compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and Federal Water Pollution Control Act. Violations must be reported to the EDA and the Regional Office of the Environmental Protection Agency.

**Debarment and Suspension:** Each proposer shall ensure that contract awards are not made to parties listed on the government exclusions in the System for Award Management (SAM). SAM exclusions contain the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.

**Byrd Anti-Lobbying Amendment:** Each proposer shall ensure compliance with the Byrd Anti-Lobbying Amendment ensuring that contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by the Byrd Amendment.

**Energy Conservation Provisions:** Each proposer shall ensure compliance to the mandatory standards and policies relating to energy efficiency contained in the Cost Effective Energy Conservation Measures.

**Freedom of Information Act (FOIA):** Each proposer shall ensure compliance with the Freedom of Information Act. This project is subject to the FOIA requirements. As such, federal agencies are required to disclose any information requested under the FOIA.

**Termination of Contract:** JBI, Inc. may terminate the awarded contract at any time by giving at least ten (10) days' notice in writing to the Contractor. If the contract is terminated by JBI, Inc., the contractor will be paid for the time provided and expenses incurred up to the termination date. If the contract is terminated due to the fault of the contractor, termination of contract for cause language contained herein shall apply.

**Termination of Contract for Cause:** If, through any cause, the contractor shall fail to fulfill in timely and proper manner their obligations under the awarded contract, or if the contractor shall violate any of the covenants, agreements or stipulations in the contract, JBI, Inc. shall thereupon have the right to terminate the contract by giving written notice to the contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the contractor shall, at the option of JBI, Inc., become the property of JBI, Inc. and the contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed.

Notwithstanding the above, the contractor shall not be relieved of liability to JBI, Inc. for damages sustained by the contractor by virtue of any breach of the contract by the contractor, and JBI, Inc. may withhold any payments to the contractor for the purpose of set-off until such time as the exact amount of damages due JBI, Inc. from the contractor is determined.

**Non Discrimination/Sexual Harassment Clause:** Each proposer shall agree to the terms listed on Attachment A of this RFP, Non Discrimination/Sexual Harassment Clause, and ensure compliance to those terms.

**STANDARD ENGINEERING ESTIMATE**

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

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

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

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

I. Project design, specification, land development plan,  
traffic improvement study, 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 Juniata Business and Industry, Inc. \$ \_\_\_\_\_

Survey Work:

Hourly rate, if deemed necessary by the JBI, Inc. \$ \_\_\_\_\_

I, \_\_\_\_\_, a licensed professional Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the Juniata County Industrial Park Expansion 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**

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

|                   |                   |
|-------------------|-------------------|
| Name of Bidder:   | Project Name:     |
| Address:          | Bid Opening Date: |
| 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.

| <b>Company Name &amp; Telephone Number</b> | <b>MBE*</b><br>(enter code from below) | <b>WBE</b><br>(X) | <b>Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project</b> | <b>Total Dollar Amount of Quote Received</b><br><br>(Please mark NR If no response was received) | <b>Total Dollar Amount Awarded</b><br><br>(If not awarded indicate reason) |
|--|--|-------------------|---|--|--|
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| Prepared By:                               |  |                   | Title:  |  |  |

\*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

**REQUIRED TO BE COMPLETED AND SUBMITTED WITH PROPOSAL**

## 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.

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Company Name

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Signature

---

Date

REQUIRED TO BE COMPLETED AND SUBMITTED WITH PROPOSAL

