



REQUEST FOR QUOTATIONS

To be used for Professional Services less than \$350,000.
Advertisement is not required

REQUEST FOR QUOTATIONS FOR PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES

**HAINES-WOODWARD MUNICIPAL AUTHORITY
MOUNTAIN AVENUE WATER LINE REPLACEMENT
VILLAGE OF WOODWARD
CENTRE COUNTY, PENNSYLVANIA**



Quotations Solicited by:

SEDA-COG on behalf of
Haines-Woodward Municipal Authority
201 Furnace Road
Lewisburg, PA 17837

Dates of Publication: September 17 – October 1, 2026
Contact: Leslie Hosterman, lhosterman@seda-cog.org

REQUEST FOR QUOTATIONS
Haines-Woodward Municipal Authority
Mountain Avenue Water Line Replacement
Village of Woodward
Centre County, PA

Haines-Woodward Municipal Authority, proposes to use a recently approved Community Development Block Grant to replace approximately 700 linear feet of water line along Mountain Avenue. 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.

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

Leslie Hosterman, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

All quotations shall be sealed and clearly marked on the outside, "Engineering Services Quotation," and must be received by 1:00 pm, prevailing time, October 1, 2026, at which time they will be publicly opened at the SEDA-COG offices, 201 Furnace Road, Lewisburg, PA, 17837.

Questions regarding this quotation should be directed to:

Leslie Hosterman, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
lhosterman@seda-cog.org

PROJECT DESCRIPTION

The Mountain Avenue portion of service area of the Haines-Woodward Municipal Authority, is serviced by an outdated steel waterline, identified as prone to breakage and leaks. This area of the system has also been identified as a source of supply shortage as it has not been able to keep up with the demand. Water use advisories have been issued and, at times, water had to be trucked in to meet the supply demand. In some instances, boil water notices have been issued because of the low water supply and water quality of the system.

DEP issued an order to Haines-Woodward Municipal Authority to add a second source of water supply, which was addressed with previous CDBG funding and a project to bring the second well online, as this was the most critical piece. Remaining work that needs addressed to ensure proper supply of water in the system, is to replace approximately 700 linear feet of waterline along Mountain Avenue.

The project will replace approximately 700 linear feet of waterline along Mountain Avenue, serving 15 families. In addition, a fire hydrant will be installed at the termination of the line. All ancillary work such as any reseeding or restoration of sidewalk or roadway would be included in the project scope. CDBG funding will be used to pay for professional engineering services. No work will be performed or solicited until all funding is in place. All work will be completed within the Haines-Woodward Municipal Authority right of way.

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 Haines-Woodward Municipal Authority 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. As necessary, the Engineer shall consider the potential for hazardous materials in existing buildings and facilities and shall advise the Haines-Woodward Municipal Authority of any known or suspected conditions that may necessitate further investigation. Recommendations for additional investigation or specialty consulting services shall be provided as appropriate.

The quotation 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 quotation. Survey work required for easements/rights-of-way is not a part of this quotation. Federal Environmental Reviews, State Historic Preservation Office Review, and Archaeological Reviews are not a part of this quotation.

Assistance from the Engineer is necessary for SEDA-COG and the Haines-Woodward Municipal Authority to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this quotation 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 Haines-Woodward Municipal Authority, and shall include the following:

- Design phase meetings
 - o A kick-off meeting
 - o Two (2) development meetings
 - o A meeting to present the final design and receive approval to advertise
 - Preconstruction meeting(s) – (Engineer will coordinate and prepare meeting agenda w/ minutes.)
 - o Pre-bid meeting (optional)
 - Note: Required if using an electronic bidding service such as PennBid
 - o Bid Opening (Engineer will prepare bid tabulation form)
 - o Award – (Engineer will make formal recommendation to award)
 - Preconstruction Conference
2. Haines-Woodward Municipal Authority may request, and the Engineer may suggest, additional meetings. Accordingly, proposers should indicate their intention to do so in the narrative of their quotation. 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 quotation indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by Haines-Woodward Municipal Authority. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by Haines-Woodward Municipal Authority. It is the intention of the Haines-Woodward Municipal Authority to advertise for construction bids on or before December 30, 2026. 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 Haines-Woodward Municipal Authority 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, fulfilling all requirements outlined in the Engineer's Memo, which will be provided prior to bidding, 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 Haines-Woodward Municipal Authority. 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 for managing 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 Haines-Woodward Municipal Authority 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 Haines-Woodward Municipal Authority 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 Haines-Woodward Municipal Authority'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 the Haines-Woodward Municipal Authority.

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 4 times 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 quotation, 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 Haines-Woodward Municipal Authority, 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 quotation. 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. 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 Centre County, 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.

Centre 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 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 \$300,000. Section 3 does not apply to professional services; however, you are still encouraged to follow Centre County'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 quotation must be submitted to:

Leslie Hosterman, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Quotations must be received no later than 1:00 pm, prevailing time, October 1, 2026. **Quotations that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Quotations will be reviewed and evaluated by the Haines-Woodward Municipal Authority and SEDA-COG. The evaluation will include the following areas in order of relative importance:

- Adequacy of quotation in the terms of addressing the needs that are set forth in the Request for Quotations. (5 points)
- Relevant experience and past performance. (5 points)
- Quality of previous work. (5 points)
- Adequacy of resources/record of completing projects on time. (5 points)
- Cost. (5 points)
- Proposer's commitment to the obligations of Centre County's Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan. (2 points)

Note: Cost is only one of several criteria to be considered in evaluating quotations. Accordingly, SEDA-COG will not publish quotation cost summaries. Proposers are, however, invited to attend the opening.

REQUIRED INFORMATION

Each proposer shall provide all information herein requested. Further, no quotation 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 business 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 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 for additional employees or trainees, or no need to contract for work, then the MBE/WBE requirements are not triggered.

Haines-Woodward Municipal Authority reserves the right to accept or reject any and all quotations 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: _____

REPRESENTATIVE E-MAIL: _____

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 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:
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.

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

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.

All activities for entitlement and competitive submissions are requested to upload a satellite image or photographs of the project area. Please label all photos.

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. You must answer the questions posed in the activity description instructions, as applicable.

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)

(Attach Additional sheets as necessary.)

Appendix B:

Public Facilities and Improvements:

1. Who owns the facility? Haines-Woodward Municipal Authority
2. Is the facility open to the general public? N/A
3. Who are the principal users of the facility? Customers and residents of Haines-Woodward Municipal Authority Water System
4. What are the hours of operation? N/A
5. What are the fees for membership or to rent the facility? N/A
6. Are the fees reasonable when compared to similar facilities in the general area so as not to preclude low and mod-income persons from using the facility? N/A
7. Provide a list of services/programs/amenities available. Water
8. Provide the website, if applicable, for the facility Hainestwp.org
9. Is there a signed cooperation agreement with the local water/sewer authority? If so, provide. One will be drafted before construction begins.
10. Are special assessments being levied? If so, identify. No



USDA, USGS The National Map: Orthomimagery: Data refreshed June, 2024. Powered by Esri

PIN Approximate location based on user input and does not represent an authoritative property location MAP PANELS Selected Floodmap Boundary Digital Data Available No Digital Data Available Unmapped Area of Minimal Flood Hazard Zone x Effective LOWRS Area of Undetermined Flood Hazard Zone D Otherwise Protected Area Coastal Barrier Resource System Area	SPECIAL FLOOD HAZARD AREAS Without Base Flood Elevation (BFE): Zone A & B Regulatory Floodway Zone AE, AH, AO, AR, AV, X 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone x Future Conditions 1% Annual Chance Flood Hazard Zone x Area with Reduced Flood Risk due to Levee, See Note, Zone T Area with Flood Risk due to Levee Zone D	OTHER AREAS OF FLOOD HAZARD Area of Minimal Flood Hazard Zone x Effective LOWRS Area of Undetermined Flood Hazard Zone D Otherwise Protected Area Coastal Barrier Resource System Area	OTHER FEATURES Cross Sections with 1% Annual Chance Water Surface Elevation Coastal Transect Base Flood Elevation Line (BFE) Limit of Study Jurisdiction Boundary Coastal Transect Baseline Profile Baseline Hydrographic Feature Channel, Culvert, or Storm Sewer Levee, Dike, or Floodwall
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Mountain Avenue Waterline Replacement Project
Haines-Woodward Township, Centre County, PA
81.48% LMI by Survey

Project and service area

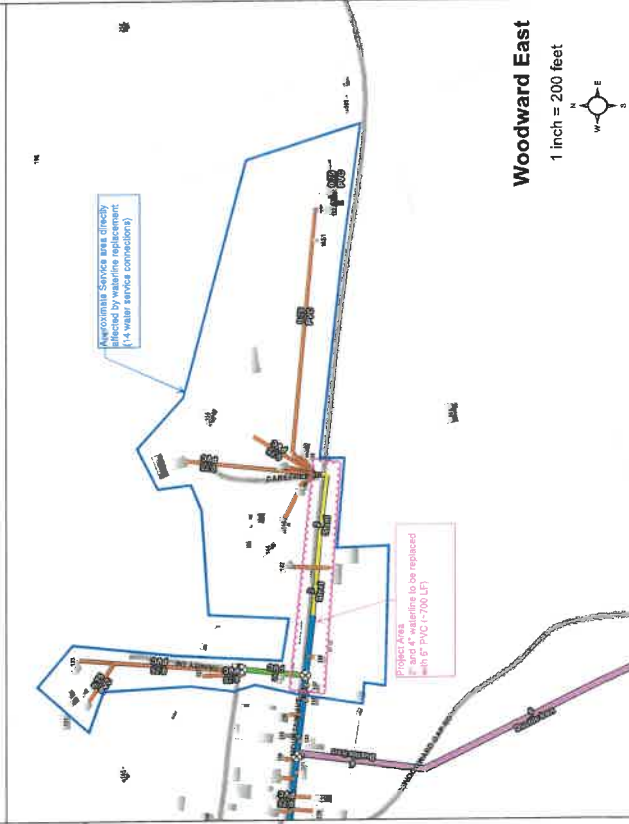
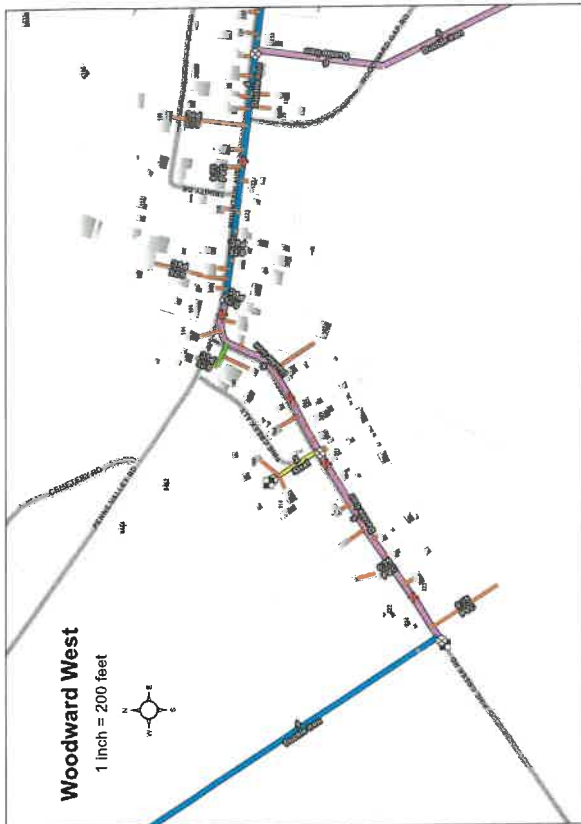


Haines-Woodward Municipal Authority
WATER SYSTEM MAP

This scale bar applies to the overall water system frame. Insets are at larger scales.

0 0.25 0.5 1 Miles

North arrow pointing up.



Water lines

- 0.75" PVC
- 2" Steel
- 2" PVC
- 4" Ductile Iron
- 6" Ductile Iron
- 8" Ductile Iron

System features

- Blow Off
- Hydrant
- Meter Pit
- Shut Off Valve

Prepared by the Centre County Planning and Community Development Office, 69412814.

This map is intended to be used for planning purposes only. Spatial locations of water lines and water system features are approximations.