

# 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

CITY OF WILLIAMSPORT  
SOJOURNER TRUTH MINISTRIES FACILITIES IMPROVEMENTS  
501 HIGH STREET, WILLIAMSPORT  
LYCOMING COUNTY, PENNSYLVANIA



Quotations Solicited by:

SEDA-COG  
City of Williamsport  
100 W. Third Street  
Williamsport, PA 17701

Dates of Publication: January 22, 2026  
Contact: Jamie Shrawder, (570)524-4491

**REQUEST FOR QUOTATIONS  
SOJOURNER TRUTH MINISTRIES FACILITY IMPROVEMENTS  
501 HIGH STREET  
WILLIAMSPORT, PA 17701  
LYCOMING COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT**

The City of Williamsport, proposes to use a recently approved Community Development Block Grant to fund facility improvements at Sojourner Truth Ministries. 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:

Jamie Shrawder, Program Manager  
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 10:00 AM , prevailing time, February 6, 2026, at which time they will be publicly opened at the SEDA-COG offices.

Questions regarding this quotation should be directed to:

Jamie Shrawder, Program Manager  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837  
570-524-4491  
[jshrawder@seda-cog.org](mailto:jshrawder@seda-cog.org)

## **PROJECT DESCRIPTION**

***Sojourner Truth Ministries (STM), located at 501 High Street in Williamsport, Pennsylvania, is a vibrant and inclusive Christian mission dedicated to serving the marginalized, homeless, food-insecure, and lonely members of the community. Founded in 1998 by a group of Methodist clergy and laity, STM was envisioned as a central hub connecting various churches and community efforts to address the needs of Williamsport's most vulnerable residents. STM offers a wide range of services aimed at meeting both immediate and long-term needs.***

***The facility needs many facility improvements to continue to operate. Work needs may include but are not limited to: The building's electrical system is at end of useful life. There are sparking outlets, electrical shorts and outdated outlets both upstairs and downstairs. The current system will not support a central air system although STM has raised the funds for a split system. They also used grant funds for an ice maker but cannot connect it. The Community Room is not insulated, and cold air is coming in as well as heat going out, and vice versa in the warm months. There are also safety concerns. The state police did assessment which prioritized electronic access control, door replacement and installation of an emergency generator. The first step will be to hire an architect/engineer to evaluate the building and determine priorities for improvements.***

## **PROJECT DESIGN**

The Engineer shall first evaluate the facility, investigate structures and systems, and determine priorities for improvements. It is understood that there are needs that exceed the available funding, and therefore initial evaluation and prioritization is of utmost importance.

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 owner 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 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 owner 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 the owner, 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. The owner 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 the owner. In addition, the Engineer must provide a list of subconsultants, if applicable, for approval by the owner. It is the intention of the owner to advertise construction bids on or before August 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 owner 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 the city. 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 owner 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 owner 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 owner'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 owner.

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 a 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 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 City of Williamsport, 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 the City of Williamsport 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 City of Williamsport 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 the City of Williamsport'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:

Jamie Shrawder, Program Manager  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

Quotations must be received no later than February 6, 2026. **Quotations that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Quotations will be reviewed and evaluated by the City of Williamsport, SEDA-COG, and the owner. 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.
- 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 city'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 quotations. According 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 firm's 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.

The City of Williamsport 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. Facility Evaluation, investigation and prioritization of improvements \_\_\_\_\_
- II. Project design, specification, required meeting attendance, bidding, and other engineering services \_\_\_\_\_
- III. 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: Sojourner Truth Ministries Facility Improvements
Address:	Bid Opening Date: February 6, 2026
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.

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Company Name

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Signature

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Date