

REQUEST FOR QUOTATIONS FOR PROFESSIONAL ENGINEERING SERVICES

**Sullivan County
Stream Stabilization Program**



Quotations Solicited by:

Sullivan County Commissioners
245 Muncy Street
Laporte, PA 18626
(570) 946-5201

Dates of Publication: December 8, 2021 through January 7, 2022
Contact: Tyler Dombroski, Community Development Director
570-524-4491

REQUEST FOR QUOTATIONS

Sullivan County Commissioners are requesting quotations for the purchase of Professional Engineering Services. These services include all necessary technical assistance necessary for the development of the county's Stream Stabilization Program. Project design and specifications services for the bidding of and contracting for projects developed as a result of the county's Stream Stabilization Program are also included. Complete quotation details, including the required quotation format, may be obtained by contacting:

Tyler Dombroski, Community Development Director
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Quotation details are also available at www.seda-cog.org – News, Notices, Publications.

Quotations will be accepted until 3pm, prevailing time, January 7th, 2022. Quotations will be publicly opened at the Sullivan County Commissioners Meeting on January 11th, 2022, at 10 AM. Quotations shall be on the forms required, sealed and clearly marked on the outside, "Engineering Services Quotation," and submitted to:

Hope Verelst, Chief Clerk
Sullivan County
P.O. Box 157
245 Muncy Street
Laporte, PA 18626

Quotations that are faxed or e-mailed to Sullivan County or SEDA-COG cannot be accepted.

REQUEST FOR QUOTATIONS

SULLIVAN COUNTY STREAM STABILIZATION PROGRAM

Sullivan County Commissioners propose to use American Rescue Plan Act funds for a Stream Stabilization Program. The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project from program technical assistance to project design through 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:

Hope Verelst, Chief Clerk
Sullivan County
P.O. Box 157
245 Muncy Street
Laporte, PA 18626

All quotations shall be sealed and clearly marked on the outside, "Engineering Services Quotation", and must be received by 3pm, prevailing time, January 7th, 2022, They will be publicly opened at the Sullivan County Commissioners' meeting on January 11th, 2022, at 10 AM.

Questions regarding this quotation should be directed to:

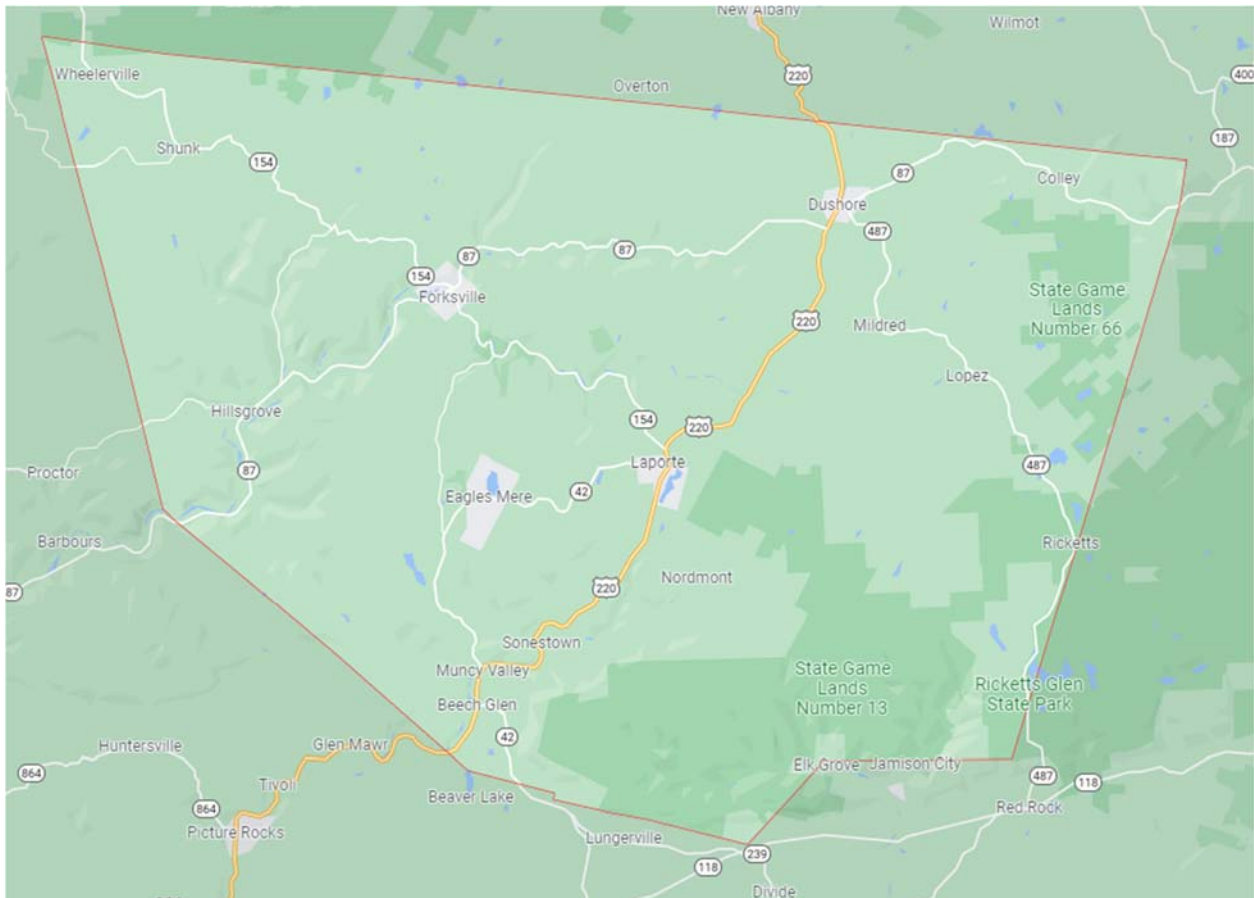
Tyler Dombroski, Community Development Director
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
tdombroski@seda-cog.org

PROJECT EVALUATION DESCRIPTION

A Stream Stabilization Program is proposed for Sullivan County. The Sullivan County Commissioners in cooperation with the Sullivan County Conservation District created this program to document, assess, and mitigate stream issues negatively impacting Sullivan County. Accompanying this request for quotes (Appendix A) is an outline which documents the intentions and timelines for this program's implementation.

It is the intention of the Sullivan County Commissioners to solicit public input concerning negative stream impacts (See Appendix B Application Form). The program is intended to provide property owners with a uniform process to report stream issues and to understand what technical and financial options, if any, may be available to them. Through this process, potential construction projects will be prioritized by the Sullivan County Commissioners, the Sullivan County Conservation District, SEDA-COG, the selected Engineering firm, and other local stakeholders to identify with conservation, hazard mitigation, land planning and regulatory requirements taken into consideration (See Appendix C Ranking Form).

Upon evaluation of the potential projects, the Sullivan County Commissioners will formally select projects at a public meeting based on available funds, maximum impact to citizens, and other identified criteria. It is anticipated that the selected construction projects will be financed through American Rescue Plan Act funds. Future application rounds, as well as construction projects, may be undertaken based on available grant sources.



Sullivan County, PA (source: Google maps)

CONSTRUCTION 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 Sullivan County Commissioners 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 Sullivan County Commissioners to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this quotation shall include a per meeting attendance fee. Design and bidding coordination meetings are anticipated for each implemented construction project.

2. Upon selection of projects, the Engineer must provide project design schedules indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by Sullivan County Commissioners. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by the Sullivan County Commissioners. It is understood that changes in the project scope or nature may affect this schedule.
3. Upon completion of the preliminary design, and again when requesting approval of the final design, the Engineer shall prepare and provide to Sullivan County Commissioners 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 Sullivan County Commissioners. Insofar as federal CDBG monies are being used in the project, forms and procedures meeting American Rescue Plan Act requirements 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 Sullivan County Commissioners 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 Sullivan County Commissioners 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 Sullivan County Commissioners' 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 Sullivan County Commissioners.

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 on a weekly basis 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 Sullivan County Commissioners, 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.

MBE/WBE GOALS

The Engineer must comply with **CFR § 200.321** regulations regarding with small and minority businesses, women's business enterprises, and labor surplus area firms.

Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section. “

QUOTATION SUBMISSION AND EVALUATION

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

Hope Verelst, Chief Clerk
Sullivan County
P.O. Box 157
245 Muncy Street
Laporte, PA 18626

Quotations must be received no later than 3pm, prevailing time, January 7th, 2022. **Quotations that are faxed or e-mailed to Sullivan County or SEDA-COG cannot be accepted.**

Quotations will be reviewed and evaluated by the Sullivan County Commissioners. 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 Minority Owned Business Enterprises and Women Owned Business participation.

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 proposal will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of two references where similar engineering services have been performed during the past three years. These projects should be similar in design and scope. If the proposer is an MBE/WBE 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.

Sullivan County reserves the right to accept or reject any and all proposals 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: _____

PROJECT EVALUATION:

I. Technical assistance \$ _____ /hr

II. Lump sum cost for additional meetings
if requested by Sullivan County Commissioners_ \$ _____

CONSTRUCTION:

III. Project design, specification,
bidding, and other engineering services \$ _____ /hr

IV. Project construction supervision \$ _____ /hr

V. Lump sum cost for additional meetings
if requested by Sullivan County Commissioners_ \$ _____

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**

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

APPENDIX A

Sullivan County Stream Stabilization Program

1. Overview

The Sullivan County Government, in cooperation with the Sullivan County Conservation District (SCCD), created this formal program to document, assess, and mitigate stream issues negatively impacting Sullivan County.

This program is intended to provide property owners with a uniform and understandable process to report stream issues. Further, it will help property owners understand what technical and financial options, if any, are available to assist with their issue.

Reported stream issues will be evaluated based on objective factors. Potential projects will be prioritized with conservation, hazard mitigation, land planning, and regulatory requirements taken into consideration.

Emergency permitting and stream work after severe weather events does not fall under this program. Reactive emergency work happens independently and outside of this plan's scope.

2. Property Owner Consent Requirements

Property owner consents will be required to allow SCCD personnel and other relevant agencies to properly access reported areas. Appropriate access to the property is mandatory in order to conduct an accurate damage assessment. Further, should an area be selected as a project, consents and acknowledgements will be required of the property owner to allow Sullivan County to administer a stabilization project. A consents and acknowledgements form is attached to this program plan (Attachment 1).

3. Application

Submitting a properly completed project application is the property owner's first step. An application is attached to this program plan (Attachment 2). Application forms can be found electronically at the SCCD website (<https://www.sullcon.com>) or the Sullivan County Government website (<https://sullivancountypa.gov>) under the Planning Office tab. Additionally, property owners may obtain paper application forms from the Sullivan County Planning Office, located in the Sullivan County Courthouse, or SCCD Office located at 9219 Route 487, Dushore.

The Sullivan County Stream Stabilization Program is an annually recurring program. For projects to be considered in a calendar year an application must be submitted to SCCD no later than **February 28** (or the last business day of the month) **by 4:00 PM**. Applications can be submitted in-person or mailed to Sullivan County Conservation District, 9219 Route 487, Suite B, Dushore, PA 18614.

4. Area Assessment

After receiving a properly completed application SCCD personnel, relevant partner agencies, and municipal officials will coordinate a visit to the applicant's property. A joint assessment of the impacted

area will be conducted by this group. Information gathered from the visit will be used to evaluate the damage based on objective standards such as scope of erosion, proximity to structures, land use, and other factors.

5. Project Prioritization

No later than **April 17** (or the last business day prior) a committee will meet to prioritize applications based on objective standards. The committee will be comprised of the following personnel, each possessing technical knowledge necessary to evaluate potential stream stabilization projects:

- SCCD Erosion and Sedimentation / Agricultural Conservation Technician
- SCCD Watershed Specialist / Chesapeake Bay Technician
- Sullivan County Planning Office
- Sullivan County Department of Emergency Services
- Municipal Elected Official *(if municipality is cost sharing a project)
- Engineer *(if feasible and required)
- Funding Administer *(if feasible and required)

After compiling a list of prioritized applications, the committee will submit the list to the Sullivan County Chief Clerk. Preferably this occurs no later than **April 24** (or the last business day prior).

6. Project Selection

Projects will be selected based on available funds and maximum impact for citizens. If funding is not available in that calendar year projects may not be selected.

Property owner and municipal cost sharing *may* be an option or requirement. This will be situational based on available funding sources. The ability to cost share, even if it is a “contribution in kind,” could affect the project selection.

The Sullivan County Board of Commissioners will formally select projects at a public meeting.

7. Project Completion Process

Selected projects could range from small to large. An example of a small-scale project is tree and storm debris removal from a stream without any motorized equipment entering the stream. A large-scale project could include stream bank reconstruction requiring permits and motorized equipment entering the stream. Each project will be unique to its location and scope of work. All selected projects will be accomplished according to applicable funding and regulatory requirements. All or some of the below phases may be required to complete a project.

- a. Purchase engineering services (which may include requesting bids and awarding a contract).
- b. Define scope of work and approximate cost.
- c. Apply for and secure necessary permits.
- d. Hire a contractor (which may include requesting bids and awarding a contract).

e. Monitor, inspect, and approve contractor's work for payment in accordance with funding requirements.

8. Post Project Considerations

A project may require a property owner to agree and adhere to a maintenance agreement. The intent of the maintenance agreement is to prolong the life of the stabilization project. Periodic visits by SCCD and other relevant agency personnel may occur to ensure compliance with the maintenance agreement.

A completed project in no way guarantees that flooding will be prevented in the future. Nor does a completed project infer any guarantees that a project will be done in the future, at the same location, to repair or replace the stream stabilization work.

APPENDIX B



Sullivan County Conservation District

9219 Route 487, Suite B Dushore, PA 18614
Phone: (570) 928-7057 Fax: (570) 928-8258

Potential Project Application Form

Property Owner Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Municipality: _____

Email: _____

Stream Name or Watershed: _____

District Use Only

Received Date: _____

Received By: _____

Site Includes (please check all that apply):

Business

- Agricultural
- Recreational
- Hospitality
- Manufacturing
- Commercial
- Public Emergency Service

Flooding Concerns

State/Municipal Roads and Structures*

Previously Applied Permits

- Type: _____
- Date: _____

Structure

- Primary Residence
- Secondary Residence
- Other: _____

Stream Maintenance

- Trees
- Sand or Gravel Bars
- Debris

Bank Erosion

- Distance from Structure: _____
- Length of Site: _____

Are you willing to provide a match % of the project (match % may change with funding source) Yes _____ No _____
Dirt and Gravel Road funds must be used (if applicable) before other funds will be issued

An Equal Opportunity/Affirmative Action/Nondiscriminatory Employer

Please Draw a Simple Sketch and Give a Brief Description of the Potential Problem

By this signature, I _____ do hereby grant Sullivan County Conservation District and its associated agencies the right to enter upon my property, without prior notification, for the purpose of conducting a preliminary evaluation of possible activities that may require environmental permits to complete this project.

Date: _____

Ranking Date:	Ranking Score:	District Use Only Staff Name:	Funding Source:
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APPENDIX C

Potential Project Ranking Form

Applicant Name: _____ Ranking Date: _____

Project Location: _____

Name of Evaluator: _____ Municipality: _____

A. Stream Projects

1. Imminent Threat to Life or Structural Impact 25%

Primary Residence / Private Business	Sole Access to Primary Residence	Cabin or nonprimary residence	Utilities (electric, phone, etc.)	Permanent Garage/Outbuilding	Temporary or Seasonal Structures
50 Points	40 Points	30 Points	20 Points	10 Points	5 Points

2. Distance from Stream 10%

0-15 ft	16-25ft	26-50 ft	>50 ft
20 Points	15 Points	10 Points	5 Points

3. Length of Project 5%

>500 ft	200-499 ft	50-199 ft	<50 ft
10 Points	7 Points	4 Points	0 Points

4. Working Agricultural Field 5%

Row Crops (Corn, Bean, Sm. Grains)	Pasture or Grass/Hay	Not Applicable
10 Points	5 Points	0 Points

*If applicable, has an Initial Inspection been done on the farm and are all required plans present and being executed? *

5. Type of Landowner 5%

Multiple Landowners	Business	Public or Communal Property	Single Landowner
15 Points	10 Points	10 Points	5 Points

6. Existing Buffer/Proposed 10%

100+ ft	50-99 ft	35-50 ft.	0-35 ft
20 Points	5 Points	3 Points	0 Points

7. Water Quality 20%

150 + tons	100-150 tons	75-100 tons	50-75 tons	25-50 tons	>25 tons
40 Points	30 Points	20 Points	10 Points	5 Points	0 Points

8. Impaired Watershed 10%

Yes	No
20 Points	0 Points

9. Previous Permits 5%

Yes	No
10 Points	0 Points

10. Proposed Stabilization:

Habitat/Log Structures	Buffer Plantings	Live Staking	Rip Rap
10 Points	7 Points	5 Points	3 Points

Existing Structures Present: _____

What is Downstream: _____

Latitude: _____ Longitude: _____

Parcel # _____

Additional Comments, Information or Drawings:

Stream Project Score: _____/200

60 point minimum score to continue with evaluation

B. Stream Maintenance

1. Vegetation in Sand/Gravel Bar:

No	Yes
10 Points	0 Points

2. Removal of:

Sand or Gravel Bars	Debris in Stream	Trees on Bank
10 Points	5 Points	3 Points

3. Size of Maintenance Area:

150 sq. ft +	100-150 sq. ft.	50-100 sq. ft.	0-50 sq. ft
15 Points	10 Points	7 Points	5 Points

4. Multiple Projects:

Yes	No
15 Points	10 Points

What is downstream and in the surrounding area? _____

Any Additional Information or Drawings:

Stream Maintenance Score _____/50