

RFQ – Engineering Services for LPDM 2023 Levee Project (City of Williamsport)

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **Engineering Services for the LPDM 2023 Levee Project**

**Issued by:** City of Williamsport, Pennsylvania

**Administered by:** SEDA-Council of Governments (SEDA-COG)

**Funding Source:** FEMA Legislative Pre-Disaster Mitigation (LPDM) Program

**RFQ Release Date:** Friday January 16, 2026

**SOQ Due Date:** Wednesday February 18, 2026 @ 4:00PM (EST)

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### **1. Purpose of Request**

The City of Williamsport, in coordination with SEDA-Council of Governments (SEDA-COG), is soliciting Statements of Qualifications (SOQs) from qualified engineering firms to provide professional engineering services for the LPDM 2023 Levee Project.

Engineering services will be procured using Qualifications-Based Selection (QBS) in accordance with 2 CFR 200, FEMA procurement requirements, and applicable Pennsylvania laws. Fee proposals shall not be submitted at this stage.

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### **2. Project Background**

The LPDM 2023 Levee Project includes multiple flood mitigation components, which are anticipated to advance on differing schedules and may be procured under separate contracts. These include:

#### **Design-Focused Projects:**

- Relief well underseepage mitigation design
- Dewey Avenue floodwall (I-wall) design
- Northwest cross-pipe rehabilitation design
- Electrical upgrades at McClures Run Pump Station and Hepburn Street Pump Station Substation

**Construction-Ready Projects (Design Complete or Design-Build)** - Shovel-ready construction components, including pump station construction and roof replacements, are excluded from this Engineering RFQ and will be procured separately.:

- Construction of three pump stations (Arch Street, Spring Run, and Mill Race), previously designed

- Roof replacements at eight (8) levee pump stations

The City reserves the right to advance project components independently based on readiness, funding authorization, and regulatory approvals.

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### **3. Scope of Engineering Services**

The scope outlined below represents the anticipated engineering services for the LPDM 2023 Levee Project. The three primary project components requiring engineering design under this RFQ are:

1. Relief Wells
2. Dewey Avenue Floodwall (I-Wall)
3. Northwest (NW) Cross Pipe
4. Electrical Upgrades at McClures Run Pump Station and Hepburn Street Pump Station Substation

Responding firms shall submit Statements of Qualifications demonstrating their experience and capacity to perform engineering services for one, multiple, or all of the project components identified above.

This RFQ is issued for qualifications-based selection only. Firms shall not submit cost or fee information at this stage.

Authorization to proceed with specific phases or individual project components will be issued separately and is contingent upon funding availability, regulatory approvals, and execution of a professional services agreement.

The City reserves the right to select one firm for all engineering services or multiple firms based on qualifications, project needs, capacity, and project sequencing.

#### **Phase 1 – Engineering & Design**

*(Estimated Duration: 12–18 Months)*

For the project components identified above, services may include:

- Engineering analysis and development of preliminary and final design documents
- Geotechnical investigations and coordination
- Coordination with SEDA-COG, PEMA, FEMA, and applicable regulatory agencies

- Preparation of technical documentation to support FEMA Environmental & Historic Preservation (EHP) review, acknowledging that FEMA retains approval authority

## **Phase 2 – Surveying & Permitting**

- Topographic and boundary surveys, as required
- Preparation of permit applications and regulatory coordination

## **Phase 3 – Bid Document Preparation & Procurement Support**

- Preparation of construction plans, specifications, and bid documents
- Participation in pre-bid meetings
- Responses to technical questions during procurement

## **Phase 4 – Construction Phase Engineering Support**

- Participation in the preconstruction meeting, including coordination with the City, contractor(s), and regulatory agencies, as applicable
- Construction inspection and construction management support, if authorized
- Review of contractor submittals, change requests, and pay applications

## **Phase 5 – Project Close-Out**

- Final inspections and acceptance support
- Review of as-built documentation and project close-out materials

Engineering services may span multiple phases over several years depending on project sequencing, funding availability, and regulatory approvals.

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## **4. Project Structure & Proposal Options**

Firms may submit qualifications for:

- All project components, or
- One or more individual project components

The City reserves the right to award contracts for all components to a single firm or to multiple firms based on qualifications, capacity, and project needs.

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## **5. Qualifications-Based Selection Process**

This procurement will follow a **QBS process**:

1. Firms submit Statements of Qualifications (SOQs)
2. SOQs are evaluated and ranked based on qualifications
3. The City authorizes negotiation with the highest-ranked firm
4. Fee negotiation occurs after selection
5. If negotiations are unsuccessful, the City may negotiate with the next-ranked firm

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## **6. Submission Requirements**

Firms shall submit one (1) electronic PDF copy of their Statement of Qualifications, not to exceed **20 pages**, excluding cover and resumes.

SOQs shall include:

1. Firm overview and contact information
2. Relevant experience with FEMA-funded mitigation or levee projects
3. Proposed project team and roles
4. Demonstrated familiarity with FEMA, PEMA, and EHP requirements
5. Capacity and availability to meet project schedule
6. References for similar projects

**Cost information shall not be included.**

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## **7. Evaluation Criteria**

SOQs will be evaluated based on the following criteria:

- Relevant experience with similar flood mitigation and FEMA-funded projects

- Qualifications and experience of proposed project team
- Understanding of regulatory and compliance requirements
- Project approach and ability to meet schedule
- Past performance and references

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## **8. Federal and State Requirements**

This procurement is conducted in a manner that provides full and open competition in accordance with 2 CFR Part 200.326. No firm shall be excluded from consideration due to prior involvement in planning, studies, or preliminary project activities, except where such involvement creates a real or apparent conflict of interest prohibited under federal regulations.

The selected firm shall comply with all applicable federal, state, and local laws, regulations, and requirements, including but not limited to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and all applicable FEMA procurement and grant administration requirements.

Required federal contract provisions shall be incorporated into the professional services agreement, including, but not limited to, those set forth in 2 CFR 200 Appendix II.

In accordance with 2 CFR 200.318(c), no employee, officer, or agent of the City of Williamsport or SEDA-Council of Governments shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest exists.

The selected firm must not be suspended or debarred from participation in federally funded contracts and shall be required to certify compliance with federal debarment and suspension requirements prior to contract execution.

The selected firm shall comply with federal record retention requirements as set forth in 2 CFR 200.334 and all applicable non-discrimination, equal opportunity, and termination for convenience provisions required under federal and state law.

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## **9. Schedule (Anticipated)**

- RFQ Issued: Wednesday January 16, 2026
- Questions Due: Wednesday February 4, 2026 @ 4:00PM (EST)
- SOQs Due: Wednesday February 18, 2026 @ 4:00PM (EST)

- Firm Ranking Completed: Week of February 23, 2026
- City Authorization to Negotiate: Week of February 23, 2026
- Contract Execution: Anticipated March 2026

Final project schedules, including design and construction timelines, will be established during contract negotiation and may vary by project component. Engineering services will commence only after contract execution and issuance of a Notice to Proceed.

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## **10. Submission Instructions**

SOQs shall be submitted electronically by email to:

**Betsy Kramer, Program Manager**

SEDA-COG

[bkramer@seda-cog.org](mailto:bkramer@seda-cog.org)

Email subject line shall read:

**“RFQ - Engineering Services - LPDM 2023 Levee Project”**

Proposals are due: Wednesday, February 18, 2026 at 4:00 PM (EST).

Proposals submitted by any other means (including hard copy, fax, or file-sharing platforms) or received after the stated deadline will not be accepted.

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## **11. QUESTIONS**

All questions regarding this RFQ shall be submitted electronically by email to:

**Betsy Kramer, Program Manager**

SEDA-COG

[bkramer@seda-cog.org](mailto:bkramer@seda-cog.org)

Email subject line shall read:

**“RFQ - Engineering Services - LPDM 2023 Levee Project - QUESTION”**

Questions due Wednesday February 4, 2026 @ 4:00PM EST. Responses will be issued via written addendum only. Proposers shall not contact other City staff or consultants regarding this RFQ.

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## **12. Reservation of Rights**

The City of Williamsport and SEDA-COG reserve the right to:

- Reject any or all submissions
- Request clarification or additional information
- Waive minor irregularities
- Cancel or reissue this RFQ if deemed in the best interest of the City

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*This RFQ does not commit the City to award a contract or pay any costs incurred in the preparation of a response.*