

North Strabane Township
Request for Alternate Engineering Proposals



**REQUEST FOR PROPOSALS (RFP)
ALTERNATE TOWNSHIP CONSULTING ENGINEER
NORTH STRABANE TOWNSHIP**

1. PURPOSE AND INTENT

Through this Request for Proposals (RFP), North Strabane Township (hereinafter the “Township”) seeks to engage a respondent as an alternate Township Engineer for the Township commencing January 2, 2019.

2. PROPOSAL SUBMISSION

The respondent must submit an original hardcopy proposal, clearly marked as the “ORIGINAL”, eight (8) full, complete and exact copies, and an electronic copy of each proposal in a sealed envelope and must be marked as “Township Alternate Consulting Engineer” and addressed to:

**Andrew L. Walz, Township Manager
North Strabane Township
1929 Route 519
Canonsburg, PA 15317**

The proposals must be received no later than December 7, 2018, at 12:00 pm. (noon)

All documents/information submitted in response to the solicitation shall be available to the general public. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. North Strabane also reserves the right to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP when the Township determines that such action is in its best interest.

The Township further reserves the right to make such investigation as it deems necessary as to the qualifications of any and all respondents submitting proposals.

3. GENERAL INFORMATION ON NORTH STRABANE TOWNSHIP

North Strabane Township is located in Washington County, Pennsylvania and operates under the 2nd Class Township form of government, with a five (5) member Board of Supervisors and an appointed Manager. The Township is approximately 27 square miles, has a 2010 Census population of 13,408, and annual General Fund budget of \$6,601,856.00 million. The Board of Supervisors meets the third and fourth Tuesdays of each month as well as special meetings on an as needed basis.

4. MINIMUM QUALIFICATIONS AND SCOPE OF SERVICES

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The Township requires the services of a firm or individual (“respondent”) that is able to provide engineering consultant services primarily related to land use matters. See Exhibit A for details on needed services.

5. MANDATORY CONTENTS OF PROPOSAL

In addition to demonstrating an ability to perform all services described in Exhibit A, the respondent must also include and address the following:

- a. **Contact Information:** Provide the name and address of the respondent; the name, telephone number, and e-mail address of the individual responsible for the preparation of the proposal, and the principal professional engineer assigned to the Township.
- b. A three-year rate proposal for the period beginning January 1, 2019 and ending December 31, 2021. The proposal shall include a rate schedule detailing Personnel Classifications, rates per hour, direct expenses such as auto travel, copies etc. and any other costs that may be applicable.
- c. An executive summary of not more than one (1) pages, identifying and substantiating why the respondent is best qualified to provide the requested services.
- d. A staffing plan listing those persons who will be assigned to the engagement if the respondent is selected, including the designation of the person who would be the respondent’s principal professional engineer responsible for managing all services required under the engagement. This portion of the proposal should include the relevant resume information for the individual who will be assigned. The information should include, at a minimum, a description of the principal’s relevant professional experience, years and type of experience, and number of years with the respondent. Also provide evidence of all applicable licenses to perform engineering in Pennsylvania.
- e. A description of the respondent’s experience in performing services of the type described in the RFP. The respondent shall have at least six (6) years of experience as a consulting engineer for a municipality/township in the state of Pennsylvania. Provide specific examples of work within the scope of services require under this RFP in similarly sized municipalities.
- f. A description of the systems that will be established for monthly reporting of the status of assigned tasks, costs billed, and schedule.
- g. The location of respondent’s office, if other than the respondent’s main office, at which the respondent proposes to perform services required under this RFP.
- h. References of similar-sized municipal clients, current clients for whom services have been provided. Provide the contact names, titles and phone numbers.
- i. A description of any ongoing investigations and/or litigation matters involving the respondent, its directors, officers and principals and any individuals employed by the respondent that relate to the performance of the respondent in the proposed field of expertise.
- j. Identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to the engagement.

6. INTERVIEW

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The Township Manager and/or the Board of Supervisors reserve the right to interview any or all of the respondents submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to the submission of the proposal.

7. SELECTION PROCESS

All proposals will be reviewed by the Township Manager or his designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For respondents that satisfy the “Minimum Qualifications” and “Mandatory Contents of Proposal” the Township’s evaluation will include but will not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a. The respondent’s general approach to providing the services required under this RFP.
- b. The respondent’s documentation experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- c. The qualifications and experience of the respondent’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFP.
- d. The overall ability of the respondent to mobilize, undertake and successfully complete the scope of work in a timely fashion. The criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the respondent to perform the services required by this RFP; the availability and commitment to the engagement of the respondent’s management, supervisory and other staff proposed, the location of the principal office that will serve the Township.
- e. Costs and fee schedules.
- f. Other criteria as deemed appropriate by the Supervisors

8. SELECTION AND CONTRACT

The Township will select the respondent deemed most advantageous to the Township, with price and other factors considered. The resulting contract will include the RFP, and all clarifications and addenda thereto, the selected respondent’s proposal, and any changes negotiated by the parties. The Township shall not be required to appoint the lowest cost respondent.

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Exhibit A

**North Strabane Township
Minimum Requirements and Scope of Services
Township Alternate Consulting Engineer**

North Strabane Township is seeking proposals for an alternate professional engineer or firm to provide technical support and expertise for the Township when a conflict exists with the Township's primary engineer. Services will primarily be in the area of land development. The Township Alternate Consulting Engineer will work closely with the Township Manager and Planning Coordinator. This work is to be performed on an as-needed flexible service basis. Engineering services will include, but are not limited to:

- Complete surveying, planning, specification, engineering renderings, costing/estimating for assigned tasks.
- Provide design engineering.
- Provide general inspection of construction, on-site inspection services during construction.
- Prepare special studies and reports.
- Review subdivision or new development projects for compliance with the Township Code.
- Prepare engineering reviews and approvals for soil and erosion control applications, stormwater management applications, grading applications, rights of way and easements, environmental and pollution control issues, geo-technical evaluations, utility infrastructure, and related tasks;
- Make and maintain all records, reports, and documents in designated areas; track records both in hardcopy and electronically.
- Provide technical and staff review assistance to the Board of Supervisors and Planning Commission, as needed.
- Assist with required documentation, inspections, and permitting for stormwater management requirements.
- Present professional recommendations to Township Manager and Board of Supervisors.