

**WORCESTER TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

**REQUEST FOR PROPOSALS AND QUALIFICATIONS
FOR
MUNICIPAL ENGINEERING PROFESSIONALS**



PROPOSAL INFORMATION

Submittal Deadline:
June 19, 2023@ 4:00PM

Proposal Submittal:
Worcester Township
Attn: Township Manager
1721 Valley Forge Road
PO Box 767
Worcester, PA 19490-0767

Contact for Questions:
Sean Halbom, MPA
Township Manager
Email: shalbom@worcestertwp.com

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I. General Information

A. Purpose and Intent

Through this Request for Proposal & Qualifications (RFP), Worcester Township (hereinafter the “Township”) seeks to engage a vendor as Township Engineer commencing upon appointment. Please note, this RFP has both a base bid (all Engineering Services *except* Traffic Engineering and related tasks), and an alternative bid (Traffic Engineering services). The base bid includes services related to the Township’s sanitary sewer system, Wastewater Treatment Plants, plan and permit reviews related to land development, and related infrastructure. The Township may elect to award the base bid and keep the incumbent Traffic Engineer, award both the base and alternate bid to the same firm, award the base and alternate bids to separate firms, or reject all bids.

B. Background

Worcester is a Township of the Second Class located within Montgomery County, Pennsylvania that functions as a council-manager form of government, supervised by a three (3) member Board of Supervisors. The Township marks the geographic center of Montgomery County and is just over 16 square miles in area encompassing the villages of Center Point, Fairview Village, and Cedars. The current population is 11,800 residents served by fourteen full-time staff.

C. Credentialing and Insurance Required

The firm/s selected must consist of certified engineering professionals with degrees from accredited institutions that are registered and licensed to perform general engineering services in the Commonwealth of Pennsylvania; the selected firm/s must also carry adequate insurance coverage, both for liability and professional liability, as determined reasonably appropriate in the opinion of the Township.

D. Questions

The RFP will be posted on the Township’s website, (www.worcestertwp.com). Any questions regarding this Request for Proposal should be directed to the Township Manager in writing (preferably email) to:

Worcester Township
Attn: Sean Halbom, MPA
1721 Valley Forge Road, PO Box 767
Worcester, PA 19490-0767
Email: shalbom@worcestertwp.com

E. Addenda

To ensure consistent interpretation of certain items, answers to questions the Township deems to be in the interest of all will be made available to all other Respondents. Responses to questions will not be issued in the form of an Addendum to the Request for Qualifications.

The Township, at any time may, at its discretion and without explanation to the prospective proposer(s), choose to discontinue this RFQ without obligation to any proposer(s) who have submitted a proposal.

II. Proposal Contents

A. General Requirements

1. *Proposal Submission*

Six (6) print and one (1) electronic copy of the proposal shall be received in a sealed envelope and must be prominently marked on the outside with “**RFP/Q – Engineer Services (2023).**”

- a) Sealed qualifications must be submitted no later than June 19, 2023 at 4:00PM to:

Worcester Township
Attn: Township Manager
1721 Valley Forge Road
PO Box 767
Worcester, PA 19490-0767

- b) Qualifications must be mailed, or hand delivered. No faxed or emailed qualifications will be accepted. **Late qualifications will not be accepted.**
- c) All submitted qualifications will be the property of Worcester Township.
- d) This RFQ shall not, without the Township’s prior written consent, be disclosed to any Proposer, in any manner whatsoever, in whole or in part, or used for any purpose other than the submission of qualifications to the Township.

2. *Preparation Costs*

The Municipality will not be responsible for any costs associated with the preparation, submission or presentation of any proposal.

3. *Open Records Law/Public Information*

Under the Pennsylvania Right-to-Know (the “Law”), 65 P.S., §67.101, eq. seq., as amended, and other applicable laws, a record in the position of the Municipality is presumed to be a public record subject to disclosure to any legal resident of the United States upon request, unless protected by a statutory exception.

B. Format of Technical Proposal

1. Title Page and Table of Contents

- a) The title page should show the RFQ subject; the institution’s name; contact name, title, office address, telephone number and email address; and the date of the proposal.
- b) The table of contents should identify matters submitted by section and page number.

2. Contact Information

On a single cover sheet in your proposal, please provide:

- a) The name of firm, owner, address, and telephone number
- b) The name and contact information for the firm’s primary contact
- c) E-mail address for firm principals or individuals working with the Township
- d) The year the firm or individual practice was established

3. Personnel Qualifications

- a) Identify who will serve in the position/s (Township Engineer and/or Township Traffic Engineer).
- b) Provide a resume and summary of their experience for the individual/s who will serve in the position/s
- c) Provide the same for other professionals (if any) in the firm who may assist with the provision of services

4. Specialized Services Competence

Provide information about the firm’s experience in providing stated services to municipal organizations. Provide at least three references from municipalities of similar size including names, contact persons, and phone numbers.

5. *Capability*

- a) Provide information about selected professional and Firm's ability to perform on short notice and in a timely manner. If the appointed professional is not available, are there other means of responding to requests?
- b) Describe the selected professional and Firm's approach to communicating with the Township regarding progress reports, status reports, recommendations, status of opinions, etc.
- c) Describe the selected professional and Firm's approach to continuing education and understanding of current stormwater management regulations.
- d) Describe your firm's recent work with grant applications and management.

6. *Project Management*

Provide a plan for service delivery, and an explanation of how tasks and projects are managed within the firm to ensure timely response and completion.

7. *Client List*

Provide a list of current municipal clients and a description of the Firm's experience, both within Montgomery County and the Commonwealth of Pennsylvania, in performing services of the type described in this RFP, as well as the duration of the same, specifically identifying client size and specific examples of work within the scope of services required under this RFP in similarly sized municipalities.

8. *Conflicts of Interest*

Identify any existing or potential conflicts of interest and disclose any representation of any party or other relationship that might be considered a conflict of interest regarding this engagement or the Township. Identify what percentage, if any, of the Firm's practice provides services to local developers and businesses. Provide a list of all Pennsylvania developers served by the Firm.

9. *Litigation*

If the vendor or any principal therein has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any professional disciplinary action over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.

A description of any ongoing investigations and/or litigation matters involving the applicant, its directors, officers and principals and any individuals employed by the applicant that relate to the performance of the vendor in the proposed field of expertise.

**NOTE: NO FEES AND/OR PRICING OF THE RFQ
SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.**

C. Format of Cost Proposal

1. The Township expects to pay an hourly fee for the services provided by the Firm. Each Firm must indicate the hourly fee charged for the proposed services by the grade of the employee to be assigned to the task. If additional services or overhead charges such as travel, mileage, copying/printing, project supplies, photographs, telephone calls or other charges will be billed in addition to the proposed hourly fee; such charges shall be indicated within the proposal.
2. Include a sample invoice for services depicting the billing format and the level of detail in the description of the services provided
3. Include the anticipated annual increase in the Firm's rate schedule and the percentage change in the Firm's rates, if any, over the last five (5) years
4. Include any reduced fees offered to other municipalities, government entities, economic development or nonprofit organizations, and civic organizations
5. Include any other fees or charges not outlined in the other sections of the cost proposal
6. Pricing will be reviewed based on reasonableness for services being provided, competitive market rates, and fee structure. The Township is not obligated to select the Proposal with the lowest fee proposal to perform these professional services.

III. Selection Process

A. Selection Procedures

1. Each interested Firm shall provide written proposals and qualifications to the Township based upon the guidelines and information set forth in this RFP.
2. A panel of Township Staff shall review and rank all proposals based upon the criteria established in this RFP.

3. A maximum of three (3) Firms may be short-listed to participate in an interview process with the Board of Supervisors, and Township Manager. Additional evaluation steps may include, but not be limited to, an interview, a review of the Firm's engineering fee structure, a detailed check of references, and such other items as the Board in its discretion may deem relevant.
4. Final determination of the appointment shall be made by the Board.
5. Selection of the firm(s) to provide service will be based on timely written qualifications. Oral interviews may be conducted by telephone or video conferencing and in person to assist the Township in the selection process.

B. Evaluation Criteria

1. *General Approach*

All proposals will be reviewed by the Township Manager to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For Firms that satisfy the requirements of this RFP, the Township's evaluation will be based upon criteria as received and outlined in this RFP, including but not be limited to the following evaluation criteria, separate or combined, and not necessarily listed in order of significance.

2. *Documented Experience*

The Firm's documented experience in successfully completing contracts of a comparable size and scope to the engagement addressed by this RFP.

3. *Qualifications and Experience*

The qualifications and experience of the Firm's management, supervisory and other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of comparable size and scope to the services required by this RFP.

4. *Overall Ability*

The overall ability of the Firm to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the Firm to perform the services required by this RFP; and the availability and commitment to the engagement of the Firm's management, supervisory and other staff proposed.

5. *Costs and Fee Schedules*

The costs and fee schedules included in the proposal will be reviewed against other firms.

6. *References*

The Township may perform reference checks for each Firm. References should be able to describe the Firm's responsiveness, availability, and ability to complete projects in a timely, orderly and cost-effective manner.

7. *Experience Serving in Role for Other Communities*

Experience in the role for other communities will be considered positively. Proof of an understanding of the role and a track record of effectively providing such services is preferred.

8. *Firm's Understanding, Approach and Quality of Proposal*

These selection criteria will allow the Township to award additional consideration based upon the quality of the Firm's proposal, understanding of the Township's needs, approach to the work, or any other positive qualities.

C. Reservations Regarding Selection

The Municipality reserves the right to do any or all the following:

1. conduct interviews with some or all the respondents
2. reject any or all qualifications
3. waive any informality or irregularity in a proposal
4. hold all qualifications for a period of thirty (30) days after the date fixed for the opening thereof
5. enter good faith negotiations with the respondents to modify service or project descriptions to a greater or lesser magnitude than described in this RFQ or any proposal
6. accept the proposal that the Township deems at its sole discretion, to be the most favorable in its best interest
7. enter good faith negotiations with the selected respondents regarding the pricing set forth in the Proposal prior to entering into an agreement. If the agreement's

negotiations cannot be concluded successfully with the first selected respondent, the Township may negotiate an agreement with the second selected respondent.

8. re-advertise this RFQ for new qualifications as may be deemed necessary at the sole discretion of the Township

IV. Contract Term

The Township anticipates a month-to-month basis with the intention of completing RFQs every five years, with annual reappointment at the Reorganization meeting each January.

EXHIBIT A

Worcester Township

Request for Proposals and Qualifications for Municipal Professionals

Minimum Qualifications

Applicant vendors **must** establish that they meet the minimum qualifications:

MUNICIPAL ENGINEER

I. Scope of Work

The Township is soliciting proposals and qualifications from firms interested in providing municipal engineering services. The firm must have all applicable licenses to perform municipal engineering in Pennsylvania, have at least five (5) years of experience in a similarly sized municipality, and have experience performing engineering studies and providing recommendations on a myriad of issues, including but not limited to:

A. Plan Review Services

The selected Municipal Engineer will provide technical review of, and answer inquiries relating to site plans, subdivision plans, improvement plans, land disturbance plans, construction plans and escrows relating to projects proposed by applicants to be developed in the Township to ensure that such conform to codes adopted by the Township.

B. Construction Inspection Review Services

The selected Municipal Engineer will provide construction inspections throughout the land development process to ensure sites are built in accordance with approved plans.

C. Municipal Project Design Services

The selected Municipal Engineer must have the capability to design a full array of public works type projects including water distribution systems, wastewater treatment, and stormwater management systems, in a manner that the infrastructure is functional and cost effective. The selected consulting Municipal Engineer must be able to provide structural/engineering guidance for municipal structures.

D. Environmental Services & Regulatory Agency Interactions

The selected Municipal Engineer shall be well versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including but not limited to the following: Pennsylvania Department of Transportation, PA Department of Conservation and Natural Resources, Pennsylvania Department of Environmental Protection, Pennsylvania Emergency Management Agency, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, and the U.S. Environmental Protection Agency.

E. Grant/Bid Assistance

The selected Municipal Engineer shall, as requested, complete or assist in the completion of grant applications and preparation and management of the bidding process for non-traffic projects (Base Bid) road projects (alternate bid).

F. Surveying, Easements and Related Services

The selected Municipal Engineer shall have the capability of performing boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.

G. CAD and GIS Capabilities

The selected Municipal Engineer shall have computer aided drafting and geographical information system capabilities upon request.

H. MS4 Program Services

The selected consulting Municipal Engineer shall assist the Township Manager in reporting, mapping and permitting requirements under the State Municipal Separate Storm Sewer Systems (MS4) Program and perform stormwater reviews in accordance with the relevant Act 167 Plan and Township ordinance requirements.

I. Meeting Attendance and Participation

The selected Municipal Engineer may be expected to attend a variety of municipal meetings, including, but not limited to, board meetings, planning and zoning meetings, meetings of affected property owners, and meetings with municipal staff and developers.

The Board of Supervisors meets on the first (3rd) Wednesday of each month. The Planning Commission meets on the third (4th) Thursday of each month. Township staff hold a weekly staff meeting on Wednesday afternoons, via Zoom.

J. Work Product

The selected Municipal Engineer will be expected to provide the Township with copies of all work products without limitation, which shall include reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, drawings, and any other documents produced in connection with the consulting relationship with the Municipal in printed form, as well as in electronic form to include portable document format and the root file(s).

K. Assignment of Professional Engineer

The selected Municipal Engineer shall assign to the Municipal a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Pennsylvania.

L. Responsiveness

The selected Municipal Engineer must commit to provide services to the Municipal in a timely manner, without unreasonable delays.

M. Road Program

The selected Municipal Engineer shall work with the Public Works Department and Township Manager to design, bid, and award the annual road program.

N. Proximity

The selected Municipal Engineer must be located within reasonable proximity to the Township to ensure meeting attendance if requested, meeting coordination and the conveyance of documents when sent via courier.

O. Sewer System Services

The selected Engineer must have the capability to envision, design, build, and implement a full array of projects and the associated sanitary sewer infrastructure, in a cost effective, professional, and timely matter. Projects will include, but are not limited to, the following:

1. *Sanitary Sewer Collection/Conveyance*
 - a) Technical review of sanitary sewer design in subdivision and land development plans
 - b) Design of collection and conveyance system extensions, upgrades, and replacements
 - c) Preparation of feasibility assessments, cost estimates, bid documents, and bid evaluations
 - d) Conduct Collection/Conveyance System Hydraulic Capacity studies
 - e) Inflow and Infiltration investigation assistance/studies
 - f) Collection System Modeling evaluations
 - g) Pump Station Capacity evaluations
 - h) Wetland and Stream evaluations
 - i) Developer Recapture Agreements
 - j) GIS Mapping Updates
 - k) Development Court Order review
 - l) EDU determinations
 - m) Easement Agreement review
 - n) Ordinance and Resolution development and review
 - o) Tapping Fee Evaluations

- p) Submit semi-annual Corrective Action Plan to the Department of Environmental Protection

ALTERNATE BID (TRAFFIC ENGINEER)

I. Scope of Work

Worcester Township is soliciting proposals and qualifications from firms interested in providing Traffic Engineering services.

The firm must have all applicable licenses to perform Traffic Engineering in Pennsylvania, have at least five (5) years of experience in a similarly sized municipality, and have experience with performing Engineering studies and recommendations on a myriad of issues, including but not limited to:

A. Traffic Services

The selected Traffic Engineering Consultant shall be capable to provide the Township with the following specialized services: • Traffic Operations Analysis, including traffic signal system analysis and optimization, pavement markings, signing, and maintenance of traffic plans. • Transportation Planning, including feasibility studies, highway and intersection alternatives analysis, traffic circulation studies, traffic calming studies, comprehensive planning, capital improvement planning, and transportation master plan development. • Traffic Impact Fee Studies in accordance with Act 209, including completion of the Roadway Sufficiency Analysis, identification of capital improvements, and developing an impact fee. The engineer shall also evaluate existing studies for updates, implementation, and application to land developments. • Multimodal Studies/Plans, including municipal-wide studies, including bike plans, pedestrian plans, public transportation plans, and feasibility studies. • Parking Studies, including parking demand/needs studies, duration studies, shared parking analyses, and garage feasibility studies. • Land Development and Construction Plan Reviews completed on behalf of the municipality for land development projects.

B. Transportation Engineering Design Services

The selected Traffic Engineering Consultant shall be capable to provide the Township with engineering design services including, but not limited to, roadway design, bridge design, traffic signal design, Intelligent Transportation Services (ITS) design and multimodal shared-use path/sidewalk/ADA curb ramp design. The Traffic Engineering Consultant must be familiar with PennDOT and FHWA criteria\guidelines for design. The Traffic Engineering Consultant must be knowledgeable and capable of providing engineering design services for the following, at a minimum: a. Municipal Road/Bridge Projects 9 b. PennDOT and County Highway Occupancy Design Process on state and county routes c. PennDOT ECMS and ePS requirements for local governments d. PennDOT Traffic Signal Permit Process e. PennDOT Structural Adequacy Review process for locally owned structures f. PennDOT Project Delivery Process for Local Projects (Pub 740) for federally funded and as identified state funded projects.

C. Construction Inspection, Observation, Management and Contract Administration

The selected Traffic Engineering Consultant shall be capable of providing construction inspection, observation and management services as directed by the Township related to roadway, bridge, shared-use path\sidewalk, ADA curb ramps, and traffic signal projects constructed by land developments, township, and other government agencies. The Traffic Engineering Consultant shall provide the following tasks, including, but not limited to: • Provide certified construction inspectors to assess, document and monitor the daily operations ensuring that the work is being completed in accordance with the project plans and specifications. • Review, approve, and process payment applications. This includes documentation and measurement of pay items and quantities. • Perform all project documentation in accordance with the project requirements. • Perform construction contract management\administration. This includes direct coordination with the project contractor, as well as, familiarity with the local letting process and project documentation in PennDOT ECMS and PPCC Programs for federally funded projects.

D. Funding Strategies and Grant Assistance

The selected Traffic Engineering Consultant shall, as requested, assist in the preparation and completion of grant applications for projects selected by the Township, including traffic analysis, preparation of concept plans, preparation of cost estimates, coordination with grant review agencies\permit review agencies, and meetings as directed by the Township. The Traffic Engineering Consultant shall be capable of assisting the Township in the administration of awarded grants and preparation of materials for reimbursement to the Township, and through this selection process, not be precluded from completing the necessary engineering, design, and inspection work associated with the projects receiving grant funding.

E. Surveying, Easements and Related Services

The selected Traffic Engineering Consultant shall have the capability of performing or obtaining necessary boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.

F. Environmental Services & Regulatory Agency Interactions

The selected Traffic Engineering Consultant shall be well versed in regulatory compliance and permitting, and be familiar with approval procedures of regulatory agencies, including but not limited to, the following: Pennsylvania Department of Transportation, PA Department of Conservation and Natural Resources, Pennsylvania Department of Environmental Protection, Pennsylvania Emergency Management Agency, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, and the U.S. Environmental Protection Agency.

G. Meeting Attendance and Participation

The selected Traffic Engineering Consultant may be expected to attend and support its reviews and decisions on behalf of the Township Planning Commission, Zoning Hearing Board and Board of Supervisors at a variety of municipal meetings, including, but not limited to, board meetings, planning and zoning meetings, meetings with affected property owners, as well as meetings with municipal staff, Township Solicitor, Township Consultants and developers and their consultants and other meetings as directed by the Township. This includes meetings with other government agencies and court hearings required to complete services for the Township.

H. Work Product

The selected Traffic Engineering Consultant will be expected to provide the municipality with copies of all work products without limitation, which shall include reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, drawings and any other documents produced in connection with the consulting relationship with the municipality in printed form, as well as in electronic form to include portable document format and the root file(s).

I Assignment of Professional Engineer

The selected respondent shall assign to the municipality a minimum of one (1) key staff person who is a Professional Engineer licensed to practice in Pennsylvania, who will serve as the Principal in Charge and/or the key contact for the respondent to the Township

J. Responsiveness

The selected Traffic Engineering Consultant must commit to provide services to the municipality in a timely manner, without unreasonable delays. 11

K. Proximity

The selected Traffic Engineering Consultant must be located within reasonable proximity to the municipality to ensure responsive meeting attendance, as requested, as well as, meeting coordination and the conveyance of documents when sent via courier.