

## **REQUEST FOR PROPOSALS**

### **ENGINEERING SERVICES**

The City of Sharon will receive proposals for Professional Engineering Services in accordance with 24 CFR Part 85 regulations for the City's 2016 CDBG Entitlement public facilities and improvement activity. Said proposals should be submitted to the Office of Community Development of the City of Sharon, Sharon Municipal Building, 155 West Connelly Boulevard, Sharon, PA 16146 **no later than 12:00 Noon, Wednesday, July 13, 2016**

The City of Sharon will be undertaking the street reconstruction, paving, curbs, and handicap access, storm and sanitary sewer improvements, and other related projects. Funds for the Engineering Services will be provided through Community Development Block Grant program funds.

The Engineering Service Contract will be financed with Federal funds.

#### **Scope of Services:**

The Engineer will be required to perform all the necessary services mentioned below and shall do, perform, and carry out in a professional and proper manner all required services. These include the following:

1. Preparation of detailed plans for the construction activity.
2. Perform field survey work to obtain topography and/or grades required for the engineering calculations.
3. Preparation of material and construction specifications.
4. Prepare detailed cost estimates for the project.
5. Preparation of Bid Documents (6 sets).
6. Printing of plans and specifications (6 copies).
7. Attend meetings as requested to explain project design and answer questions.
8. Attend bid opening, review of the bids received including prepare bid tabulation report and recommendation.
9. Review of the apparent low bidders' bonds and insurance
10. Coordinate with and inform all utility companies in all paving, new road construction and road reconstruction.
11. Conduct a pre-construction meeting, Perform project inspections, payment certifications, and coordinate with the City and the Contractor.
12. Performance of a final inspection and the preparation of a Final Punch list.
13. Review the Contractor's Request for Payment for partially completed work.
14. Prepare and submit all State, federal and Local investigation and completion reports required.

## Proposed Project Activities:

The estimated cost of the total project improvements is **\$161,500**

### 1. **Time of Performance:**

The services of the Engineer are to commence on written instruction by the City and shall be undertaken and performed in such a manner to assure their expeditious and timely completion. The time of performance is fifteen (15) months from the date of approval of the contract.

### 2. **Compensation:**

Payments for services rendered will be made on a monthly basis with invoices indicating work that has been completed and supported by complete billings from the Engineer during the previous month. The City proposed to enter into a lump sum contract. The Engineer will provide the City with a fee to perform the services for the project prior to issuance of the work order.

### 3. **Insurance:**

The offeror shall include proof of Professional Liability Insurance in the amount of not less than \$1,000,000 in their proposal.

### 4. **Data to be furnished to the Engineer:**

The Community Development Department and the City will furnish all data in their possession in reference to each activity, which could be helpful to the Engineer.

The Engineer will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352), as amended, and all other applicable Federal and State Civil Rights Statutes.

### 5. **Selection:**

The City will review all proposals and rate and rank all firms based on the following Criteria:

A.	Technical Qualifications of Individuals	30 points
B.	Experience and Stability of the Firm	30 points
C.	Reasonableness of Compensation	20 points
D.	Familiarity with Elm Street Program	5 points
E.	Small Business Firm	5 points
F.	Minority Owner/Women Owned Firm	5 points
G.	Labor Surplus Area Firm	5 points
H.	Professional Liability Insurance	<u>5 points</u>
	<b>TOTAL:</b>	<b>100 Points</b>

The award will not be made solely on price, but will include the Engineer's familiarity, stability, continuity and point rating.

The following items must be included in the Proposal:

- A. The Offeror's understanding of the Scope of Services and suggested detailed Scope of Services.
- B. Method of Compensation and hourly fee by classification of employee and travel/reimbursable costs. The Firm's total fee structure must be included in the Proposal.
- C. The firm's qualifications, experience, time commitments and professional staff to be assigned to the project. Identify key personnel to be assigned to this project and submit resumes.
- D. The firm's familiarity with the City of Sharon and similar projects the Engineer has performed for municipalities and public agencies.
- E. Does the organization qualify as a small, minority and/or women owned business, or is the firm located within a labor surplus area or is it a Section 3 business firm.

8. General:

The Engineer will comply with title VI of the Civil rights Act of 1964 (P.L. 88-352), as amended, and all applicable Federal and State Civil Rights Statutes.

The City welcomes proposals from small, minority and/or female owned firms and individual minority and female professionals. Attention is called to the fact that employees and applicants for employment are not discriminated against because of race, color, age, religion, sex, disability, familial status, or national origin.

Detailed information and copies of the Request for Proposals may be obtained upon request to Janet Thomas, Executive Director, Department of Community Development, 155 West Connelly Boulevard, Sharon, PA 16146, or by calling (724) 983-3230 ext. 6 during normal business hours of 8:30 A.M. to 4:30 P.M. Monday through Friday.

Proposals are due no later than **12:00 Noon, Wednesday, July 13, 2016.**

Proposals must be sealed and marked Proposals for Engineering Services and addressed to Janet Thomas, Executive Director, Community Development Department, 155 West Connelly Boulevard, Sharon, PA 16146.

The City reserves the right to reject any and all proposals.

Robert Fiscus, City Manager