Township of Maidencreek, Berks County, Pennsylvania
Request for Proposals
Professional Engineering Services
For 2018

The Township of Maidencreek is requesting proposals for municipal engineering services. All correspondence relating to this RFP shall be submitted in a sealed envelope or other enclosure marked "Proposal for Professional Engineering Services" with the firm's name and address in the lower right corner mailed or delivered to:

Township of Maidencreek
Diane Hollenbach, Manager
1 Quarry Road
PO Box 319
Blandon, PA 19510

Proposals must be received no later than 12:00 p.m. on Wednesday, January 31, 2018. Proposals received after that date and time, or not in accordance with the requirements set forth in this Request for Proposals, will not be accepted or considered by the Township. Once submitted, consultant's proposals may not be withdrawn. Any proposal submitted shall constitute an irrevocable offer for a period of ninety days, to provide the services set forth in the proposal. Consultants are informed that, once delivered to the Township and accepted by the Board of Supervisors, consultant's proposals are considered public information and, as such, are available for public review as provided in Act 3 of 2008 also known as Pennsylvania's Right to Know Law.

Consultants requiring additional information or clarification relative to the RFP may direct written inquiries to the Manager's office at PO Box 319, Blandon or maidentwp@gmail.com. All questions shall be received no later than January 24, 2018 so that the questions and answers may be shared with all firms wishing to submit proposals.

The Township will not reimburse recipients of the RFP for the cost incurred in preparing the proposal. The Township reserves the right to reject any and all proposals either in its entirety or in parts, received as a result of the RFP. The Township reserves the right to appoint the consultant(s) as the Township deems in its best interest. The Township reserves the right to modify this RFP at any time prior to January 24, 2018 by sending notice of such modifications to all interested parties who have contacted the Township Manager wishing to submit a proposal. The Township reserves the right, at its sole option, to reject any or all proposals, to waive any irregularities in the proposals or the procedures, and to seek new proposals if the Township determines such a procedure is in its best interests. The Township also reserves the right to request additional information and/or clarifications from any consultants responding to this RFP.

Any award by the Township for professional engineering services would be until reorganization in 2019 with the Township reserving the option to appoint professionals for additional periods, or portions thereof, if the Township determines that such appointments would be in its best

interest. Appointment as the Township's Engineer does not necessarily guarantee any amount of engineering services as the Township intends to use the selected consultant on an as needed basis.

SCOPE OF WORK

The Board of Supervisors of the Township of Maidencreek shall select a registered professional engineer to serve the Township of Maidencreek in accordance with Article XII of the Second Class Township Code.

GENERAL DUTIES

The Township Engineer shall perform duties consistent with sound engineering practices as the Board of Supervisors may direct for the construction, reconstruction, maintenance and repair of streets, roads, pavements, storm sewers, bridges, culverts, surveying, mapping and other engineering work. The Township Engineer will also be responsible for certifying the date of commencement and of completion of all municipal improvements. The Township Engineer shall attend meetings of the Board of Supervisors, furnish the Board of Supervisors with a report at each monthly meeting and provide other information on any Township engineering work or on questions submitted by the Board of Supervisors.

TOWNSHIP PROJECTS AND CONSTRUCTION ADMINSTRATION

The Township Engineer shall administer projects; prepare construction drawings and plans, bid documents, specifications, permit applications, and cost estimates of work undertaken by the Township. Project administration may also include advertisement of a project for bidding, attending bid openings, bid tabs and recommending an acceptable bidder, conducting preconstruction meetings, preparing notes and progress reports, inspection, review and approval of shop drawings, review of change orders and recommendation of payment applications.

PLANNING COMMISSION DUTIES

The Township Engineer shall act as engineer to the Maidencreek Township Planning Commission, attend meetings of the Planning Commission and provide review of developer's plans for compliance with the Code of Ordinances of Maidencreek Township and applicable County, State and Federal regulations. Traffic engineering, geotechnical engineering, storm water management engineering may be required to provide a complete plan review. Upon request, the Township Engineer shall provide information on Zoning and Subdivision and Land Development questions or provide information on model ordinances and new regulations for the Planning Commission's review.

OTHER

All plans, original drawings, electronic files, specifications, reports, photographs and other documents which the consultant prepares or causes to be prepared in connection with services performed shall be delivered to and become the property of the Township.

CONTENT OF PROPOSAL

NUMBER OF COPIES: The Consultant shall submit five (5) copies of their Proposal.

FIRM IDENTIFICATION QUESTIONNAIRE: Complete attached Exhibit A.

RATE SCHEDULE: A rate schedule for 2018 shall be submitted that includes a breakdown of hourly rate by position/service, mileage fees, reproduction fees and any other pertinent costs. If any work will be subcontracted to another Engineering firm such as traffic engineering, include fees that apply. The Township's preference is to pay on a time and material basis for engineering services. If this is not acceptable, outline a method of payment which is acceptable. The provision of these services is on an as needed basis.

INSURANCE: The Engineer shall, at its sole expense, acquire and continuously maintain during the period in which the Engineer is performing services and provide the Township with acceptable proof of the following types and amounts of insurance coverage:

- Statutory Workers Compensation Insurance
- Comprehensive General Liability Insurance
- Professional Liability Insurance

EVALUATION CRITERIA

The criteria, which will be considered in the evaluation of the proposals, shall include, but not necessarily be limited to, the following:

A. Avoidance of personal and organizational conflicts of interest.
B. Past record of performance in the provision of similar services, including such factors as a control of cost, quality of work, and ability to meet schedules.
C. Project organization and management, including staffing, management control and subcontractor utilization.
D. Qualifications and utilization of the firm's employees assigned to the provision of these services, including previous work experience, technical management experience, education and training. In addition to project specific experience, the Township will take into account any consultant experience in providing general municipal engineering in a support capacity (to other various government agencies).
E. Analysis of hourly rates and other costs for the services proposed.
F. Firm's ability to provide full spectrum of engineering services.
G. Geographical location in relation to the Township of Maidencreek.
H. Familiarity and experience with the Berks County Planning Commission and Conservation District, the Pennsylvania Department of Transportation and the Pennsylvania Department of Environmental Protection.

EXHIBIT A Qualification Questionnaire for Professional Engineering Services for the

Township of Maidencreek Year 2018

INSTRUCTIONS FOR COMPLETION OF QUESTIONNAIRE

1. Questionnaire is to be completed in typewritten form. Five copies are to be submitted. Questionnaires may be duplicated as required. Attach additional sheets as required or desired.

2. Illustrated brochure(s) and professional records may be attached and submitted to augment the data included in this questionnaire.

1. Firm Name:

2. Year Established:

3. Former Firm Name(s), if any, and years in business.

4. Home Office/Business Address and Telephone Number:

5. Branch Offices/Business Address and Telephone Numbers:

6. Associates and Principals: Name-Title-Specialties (Attach Resumes)

7. Total Personnel of Firm:

a. Professional:

b. Non-Professional:

c. Other:

8. Key personnel to be involved in the provision of these services:

(Name-Title-Specialties-Degree-Registration-Years Experience)

9. What outside Associates and Consultants does your firm normally work with? Include:

a. Name and Address

b. Specific Services

c. Name of Last Joint Project

10. Is it anticipated that your firm will subcontract any services when working on specific projects?

If so, please discuss the nature and extent of the anticipated subcontracting, including the use of local businesses.

11. Please describe the types of projects in which your firm has specialized. Include an example of a project which typifies the product of your firm.

12. Based on your understanding of the proposed scope of services, please attach a list of representative municipalities in which your firm has been involved in the types of engineering services identified in this RFP.

Include:

a. Client

b. Contact person and phone number

c. Services provided

13. Discuss how your firm will respond quickly to Township needs. How will you maintain close effective communications with Township staff?

14. Provide a discussion of your firm's familiarity with the Township.

15. Please indicate if you are aware of any personal or organizational conflicts of interests.

16. Provide an explanation of your firm's involvement in ongoing or pending litigation, claims, if any.

17. Provide any additional information which you feel may be pertinent to the provision of these services, but not specifically required elsewhere in the RFP.