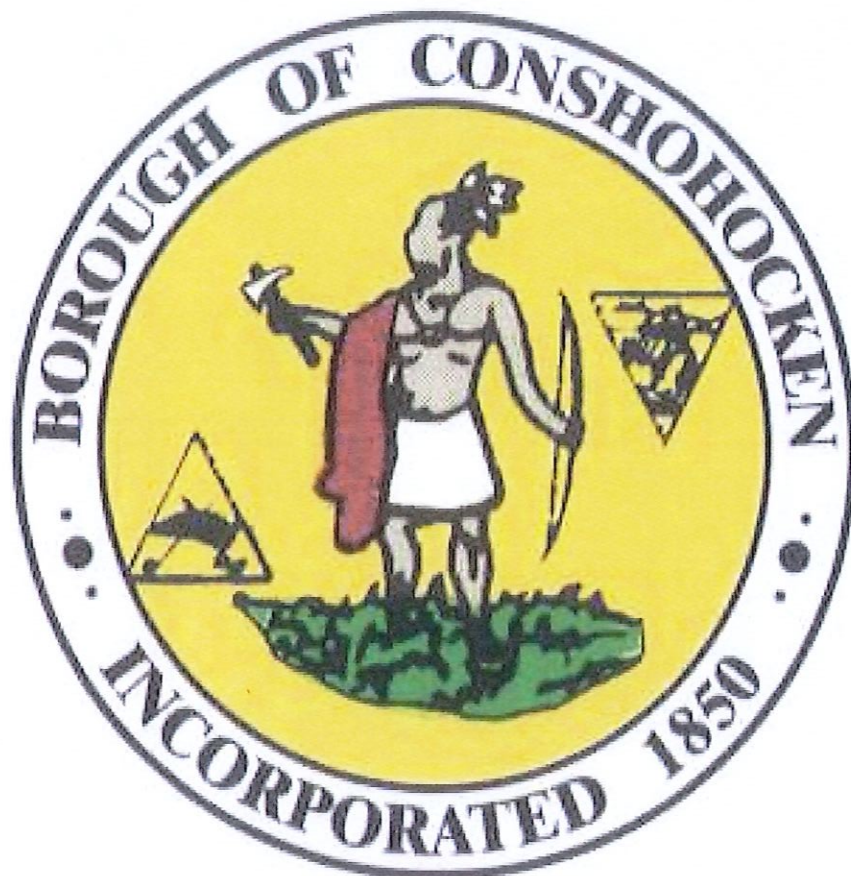


REQUEST FOR PROPOSALS

ENGINEERING SERVICES FOR 2022 CDBG CURB RAMP PROJECT



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428
Ph: (610) 828-1092 | Fax: (610)828-0920

Issue Date: Thursday, April 20, 2023

Responses Due by: Monday, May 15, 2023

Borough of Conshohocken | RFP for Engineering Services

SECTION I: INTRODUCTION:

The Borough of Conshohocken, located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428 is currently seeking proposals for engineering services to design and participate in the implementation of a Community Development Block Grant (CDBG) project for the installation of code conforming curb ramps, which will improve accessible routes in the Borough.

Conshohocken operates a Community Development Block Grant Program with federal funding through the Pennsylvania Department of Community and Economic Development (DCED). Projects funded with CDBG funds benefit low- and moderate-income residents of Conshohocken; and have included street improvements, housing rehabilitation activities, and accessibility improvements to dwellings, public buildings and street intersections. CDBG projects are subject to all federal and state requirements including, but not limited to environmental assessment and federal labor standards. The Community Development and Grant Coordinator is responsible for oversight of CDBG funded projects.

SECTION II: SCOPE OF SERVICES:

The selected firm will be responsible for the design, bidding, contracting, and construction supervision for the installation of code conforming curb ramps at six (6) roadway crossings at either intersections or alley crossings. A list of selected roadway crossings and the number of ramps involved is included in Appendix A.

Services will include the following.

1. Survey and design of the designated number of curb ramps at the selected locations, along with necessary road and/or sidewalk improvements according to Penn DOT Publication 72, RC-67, dated February 19, 2021 (See Appendix B); and Borough Technical Details (See Appendix C). Not diagonal curb ramp designs are permitted. One curb ramp shall be designed for each crossing direction. Revise the designs to address any comments from the Borough.
2. Meet with Borough staff upon design completion, and as needed through the project.
3. Develop construction bid documents in conjunction with the Community Development Coordinator, who shall provide Davis Bacon wage determination, federal requirements, MBE/WBE list and forms.
4. Provide a construction cost estimate.
5. Publicly bid construction project electronically through PennBid. This activity includes responding to any questions from potential bidders.

Borough of Conshohocken | RFP for Engineering Services

6. Conduct a pre-bid meeting in conjunction with the Community Development Coordinator.
7. Participate in bid opening and evaluation of bids received, including a recommendation for award of construction contract.
8. Provide construction contract in conjunction with the Community Development Coordinator.
9. Conduct a preconstruction meeting in conjunction with the Community Development Coordinator.
10. Conduct on-going inspections of work in progress.
11. Review and recommend approval to the Borough of all invoices and any change orders received from the contractor.
12. Close-out construction of the project including but not limited to securing of as-built documents, and close-out of Borough permits in conjunction with the Department of Licenses and Inspections inspectors.
13. Conduct inspection and provide Borough with review and recommendations related to release of eighteen (18) month maintenance bond.

SECTION III: CONTENTS OF PROPOSAL:

1. **Executive Summary:** Provide an Executive Summary of not more than two (2) pages detailing and substantiating why the firm should be considered most qualified, and be selected by the Borough to provide the services listed above.
2. **Contact Information:** Provide general information for the firm including: name, address, office telephone number, office fax number, and e-mail address of the principal individual contact responsible for the RFP response.
3. **Overview:** Provide general information about the history of the firm, overview of qualifications pertinent to this RFP, and demonstration of comparable services for other municipalities in Montgomery County and Pennsylvania.
4. **Understanding of the Scope of Work:** Provide an understanding of the scope of work as described herein. Include a description of the firm's experience working with federally funded projects and federal and state requirements; and how that experience relates to the ability to satisfy the scope of work.

Borough of Conshohocken | RFP for Engineering Services

- 5. **Schedule of Fees:** Provide a schedule of fees including hourly rates for all personnel to be involved, estimated hours for specific activities, reimbursable expenses including travel, and any other applicable fee information. Provide a not-to-exceed price for the Scope of Services.
- 6. **Project Schedule:** Provide a project schedule detailing a timeline for all proposed tasks to be completed including but not limited to design completion, preparation of bid documents, bidding contracting , pre-bid and pre-construction meetings, inspections, authorizations for payment, punch list inspection and maintenance bond release inspection.

The tentative schedule and target milestone dates are as follows (excludes progress meetings to be scheduled in coordination with the selected service provider).

RFP Advertised	April 20, 2023
Proposal Due Date	May 15, 2023
Administration Evaluation of Proposals	May 16, 2023
Council to Consider Authorizing Award of Contract	June 7, 2023
Construction Deadline	December 15, 2023

- 7. **References:** Provide at least three (3) client references from the past five (5) years; one (1) of which was for the provision of similar services, and one (1) of which involved the use of federal funds. Include contact names, titles, phone numbers, and e-mail addresses.

SECTION IV: TIMELINE AND SUBMISISION PROCEDURES:

Copies of the Request for Proposals are available at Conshohocken Borough Hall, 400 Fayette Street, Suite 200, Conshohocken, PA 19428; Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m. Copies of the RFP also are available on the Borough website (www.conshohockenpa.gov).

Qualified applicants shall submit, in a sealed envelope, one (1) original copy and one (1) electronic copy vis flash drive to:

Borough of Conshohocken
Atten: Christine Stetler, Community Development and Grant Coordinator
400 Fayette Street, Suite 200
Conshohocken, PA 19428
cstetler@conshohockenpa.gov

Proposals shall be stamped received no later than 4:00 p.m. May 15, 2023

Borough of Conshohocken | RFP for Engineering Services

SECTION V: SELECTION PROCESS:

1. All proposals submitted by the deadline will be opened after the deadline. Proposals which are deemed complete will be further evaluated by Borough Administration. Any firm submitting a complete proposal may be required to provide additional detailed information.
2. Technical evaluation of the following will be based on the following.
 - a. The firm's history of providing similar scope of services to those described herein.
 - b. Qualifications of the firm's personnel including management, support staff, and the individual proposed to serve as the primary Borough representative.
 - c. The firm's general approach to providing the required services under this RFP.
 - d. Time frame for completion.
 - e. Capacity of the firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.
 - f. Costs: Fee schedule, expenses and charging policies.
 - g. Familiarity with requirements in designing and overseeing a project funded with federal funds.

SECTION VI: GENERAL ADMINISTRATIVE REQUIREMENTS & CONDITIONS:

Contract

Award of the project shall be contingent upon the execution of a written contract between the selected firm and the Borough in a form, and containing such provisions, as shall be required by the Borough, consistent with the terms of this RFP.

Indemnification

The selected firm shall defend, indemnify and hold harmless the Borough, its officers, agents, and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the negligent acts or omissions perpetrated by the employees of the firm.

Insurance

Provide a description of the firm's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage; and showing the Borough of Conshohocken

as also insured. The adequacy of insurance coverage and the insurance certificates shall be subject of the review and approval of the Borough.

Right of Refusal

The Borough reserves the right to reject any and all proposals without qualifications. Proposals will be considered only in their entirety. The Borough reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

Questions

Questions related to the RFP may be addressed to:

Christine Stetler, Community Development and Grant Coordinator
Borough of Conshohocken
400 Fayette Street, Suite 200
Conshohocken, PA 19428
610-828-1092
cstetler@conshohockenpa.gov

Appendix A

2022 CDBG Program Curb Ramp Locations

1. East 5th Avenue Between Harry and Fayette Streets – NE
2. West 11th Avenue
 - Between Wood and Maple Streets – NW
 - Between Wood and Maple Streets – SE
3. West 10th Avenue between Wood and Maple Streets – SE
4. West 4th Avenue
 - West 4th Avenue and Wood Street – NW
 - West 4th Avenue and Wood Street – NE
5. Wood Street between West 6th and West 7th Avenues – NW
6. Freedley Street between West 10th and West 11th Avenues – NE