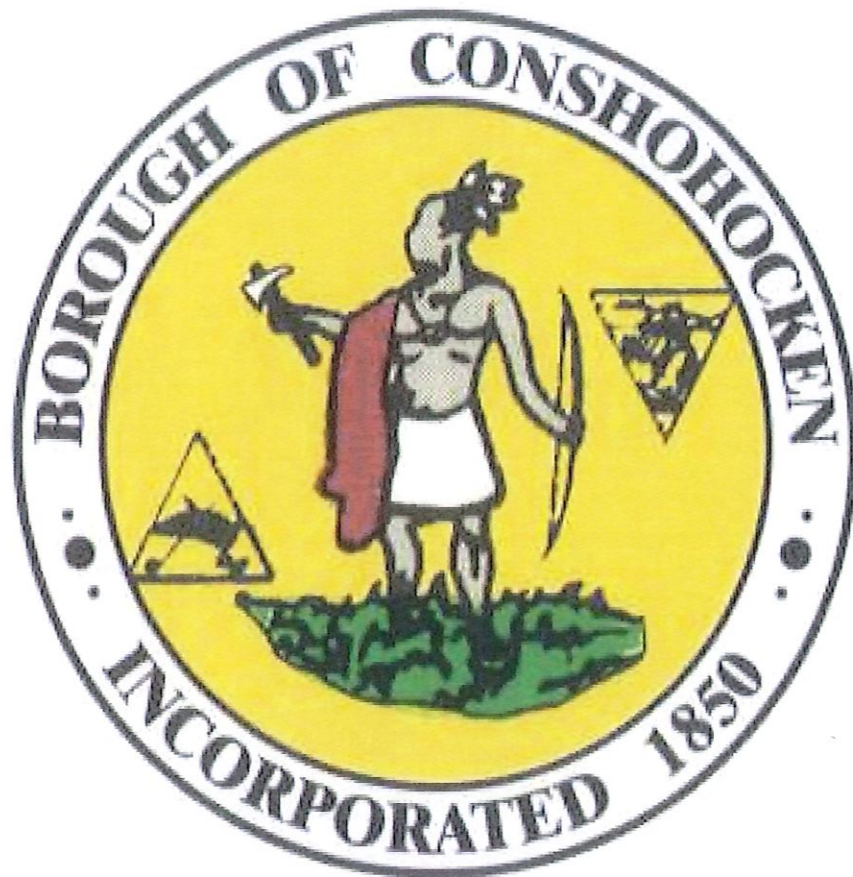


# REQUEST FOR PROPOSALS

## ENGINEERING SERVICES FOR 2023 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: August 22, 2024

**Responses Due by: September 20, 2024**

## **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 assist the Borough in implementing a Community Development Block Grant (CDBG) project to install code conforming curb ramps. The project's purpose is to improve accessible routes in Conshohocken.

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 private 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. Conshohocken's 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 design, bidding, contracting, and construction supervision for the installation of up to eleven (11) code conforming curb ramps at five (5) roadway crossings. Ramps are located at either intersections or alley crossings. A list of selected locations 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 curb, road, and/or sidewalk improvements according to the most recent edition of Penn DOT Publication 72, RC-67, dated February 19, 2021 (See Appendix B); and Borough Technical Details (See Appendix C). No diagonal curb ramp designs are permitted. One (1) 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.

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5. Publicly bid construction project electronically through PennBid. This activity includes any updates of the Davis Bacon Wage determination, and responding to any questions from potential bidders.
6. Conduct a pre-bid meeting in conjunction with a Borough Inspector and 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 a Borough Inspector and 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 Borough 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 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.

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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; experience with federal and state requirements; and how that experience relates to the ability to satisfy the scope of work.
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 total 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, contract preparation and execution, pre-bid and pre-construction meetings, inspections, authorizations for payment, punch list inspection and maintenance bond release inspection.

The tentative schedule for selection of engineering services for the project are as follows (excludes progress meetings to be scheduled in coordination with the selected service provider).

	Proposed Due Date
RFP Advertised	8/22/24
Proposal Due	9/20/24
Administration Evaluation of Proposals	9/23/24 – 9/26/24
Council Review of Submissions	10/2/24
Council to Award of Contract	10/16/24
Executed Contract	
Construction Deadline	6/30/25

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](http://www.conshohockenpa.gov)).

## **Borough of Conshohocken | RFP for Engineering Services**

Qualified applicants shall submit, in a sealed envelope, one (1) original copy and one (1) electronic copy via 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](mailto:cstetler@conshohockenpa.gov)

**Proposals shall be stamped received no later than 4:00 p.m. 9/20/24 .**

### **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 proposals 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 project 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.

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### **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](mailto:cstetler@conshohockenpa.gov)