

**REQUEST FOR PROPOSAL
FOR MUNICIPAL ENGINEER**

**Issued by the Borough of Youngwood
Westmoreland County**

Date Issued: September 13, 2024

Responses Due by: 12:00 PM on September 27, 2024

REQUEST FOR PROPOSAL (RFP) FOR MUNICIPAL ENGINEER

I. OVERVIEW OF THE REQUEST FOR PROPOSALS (RFP) PROCESS

Youngwood Borough invites interested Engineering firms and individuals with Municipal Engineering experience to submit written proposals for engineering services to Youngwood Borough. As Borough Engineer, the selected Firm will be expected to provide general engineering services, including engineering design, subdivision and land development reviews, construction inspections, storm water management, attendance at public meetings, construction supervision, and other engineering consulting services as needed.

This Request for Proposal (RFP) is a part of a competitive procurement process, which helps to service the Borough's best interests. It also provides Engineering firms with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determinative factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the Borough has the flexibility it needs to negotiate with engineering firms to arrive at a mutually agreeable relationship.

II. PROPOSAL SUBMISSION

One hard copy of the proposal and one electronic copy (thumb drive) shall be submitted in a sealed envelope and must be marked with "ENGINEERING PROPOSAL" and addressed to:

Diane Schaefer
Borough Manager
17 South 6th Street
Youngwood, PA 15697

The proposal must be received no later than September 27, 2024 before 12:00 p.m.

Any Inquiry concerning this RFP should be directed in writing to:

Diane Schaefer
ywdboro@youngwood.org

All documents/information submitted in response to this solicitation may be available to the general public. The Borough will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The Borough reserves the right to resolicit proposals.

III. GENERAL INFORMATION ON THE BOROUGH OF YOUNGWOOD

The Borough of Youngwood is located in Westmoreland County, Pennsylvania and operates under the Pennsylvania Borough Code. The Borough is bordered by Hempfield Township and New Stanton Borough. Youngwood Borough is 1.3 square miles in size with approximately 2,928 residents. The Borough's general fund budget is approximately \$1 million annually. The Borough also funds capital improvement plans and a liquid fuels budget.

The Borough has a public works department and employs professionals in building inspection and ordinance enforcement. Youngwood Borough oversees the Recreational Facilities, the Youngwood Area Park & Pool and the Youngwood Cemetery.

The Borough is governed by a seven member Council composed of residents elected to four year terms and an elected Mayor. Council meetings are held on the first and last Monday of each month.

IV. SCOPE OF SERVICES

The Services may include, but are not limited to:

- Must be able to attend Council Meetings, Committee Meetings, Meetings with Staff, and other miscellaneous meetings as needed and required, virtually or in-person.
- SALDO reviews when necessary. Issue reports and/or letters as required. (Westmoreland County handles all SALDO's in the Borough).
- Stormwater reviews for Act 167 Plan requirements
- Stormwater conveyance and management project design services
- Stormwater Permit and Inspection Services
- MS4 compliance and annual report preparation.
- Assist Borough with meeting all MS4 requirements.
- Inspection Services for civil projects.
- Respond to all manner of general engineering requests
- Capital projects planning
- Coordination with state and federal agencies (PennDOT, DEP, DCED, EPA, Army Corps of Engineers, FEMA/PEMA, etc.)
- CDBG planning, submission and oversight
- Grant identification and writing
- Capital project design
- Capital project management and surveillance
- Conduct semifinal and final inspections
- On-site construction inspection – scope to be determined per project.
- Construction Management – scope to be determined per project
- Construction Administration – scope to be determined per project
- Prepare construction documents suitable for competitive bidding
- Prepare current and final estimates for payment to contractors
- Project scheduling
- Liaison with affected utilities (Columbia Gas, MAWC, West Penn Power, etc) and other communities

- Representative must be easily available to the Borough Manager and Public Works Supervisor for consultation as they require.
- Provide services related to all storm sewer work, paving, road construction and road maintenance work, building and property status and maintenance, and any and all related mechanical systems as required.
- Submit detailed itemized bills to the Borough Manager by the 15th of each month.. (Sample Attached)
- Any and all other Engineering work as required by the Borough.

V. TERM

The contract for the Services shall be for a thirty-six (36) month period. Subject to yearly review by the Borough. However, the Borough views the Engineer as professional services and has the right to dismiss the Consultant at any time, and the Consultant serves at-will, at the discretion of the Borough. For any increase in fees over the three-year period, it must be submitted in writing by September 1st each year.

VI - MANDATORY CONTENT OF PROPOSAL

A - Contact Information

- Provide the name and address of the firm; the name, telephone number, fax number and email address of the individual responsible for the preparation of the proposal.
- List the names of the firm's partners/principles and all local working offices of the firm.
- Identify the location of the firm's main office.
- List of all projects or contracts in which the firm is currently involved with in Youngwood Borough.

B – References

- List of all Pennsylvania local government jurisdictions where your firm presently serves as municipal Engineer or provides similar services. Identify the duration of service at each community.
- Identify up to three non-municipal clients you wish to include as references.
- List any Municipal clients the firm has been terminated from within the last seven (7) years.

C – Disciplinary Actions

- Identify if the firm or any principle therein has been subject to any professional disciplinary action over the past five (5) years. Provide a description of the event and the disciplinary action.
- List all lawsuits the firm has had to deal with in the last five (5) years and list the outcome of each suit filed.

D – Insurance

Detail your insurance coverage applicable to the services described herein. Such coverage must include, at a minimum, Workers compensation, Employer's liability, Commercial general liability, Comprehensive automobile liability, Umbrella liability and Professional liability coverage. Include insurance certificates summarizing such insurance coverage.

E – Fees

- Submit a summary of all costs to the Borough including cost of monthly retainer, work for basic services, an hourly cost for any and all Engineers who will service the Borough and percentage costs for projects. The proposal should outline specifically how the firm will bill the Borough and what services are included as part of the retainer offered.
- All fees must be outlined here; the Borough will assume that there are no other fees that it will be responsible to pay and the proposal must identify specific costs that may not be included with the scope of services or other information in this request.

VII. INTERVIEW

Youngwood Borough reserves the right to interview any or all of the firms submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete as submitted. However, while there is no specified page limit to a response to this RFP, applicants are advised to only provide material related to the request and qualifications for service.

Invoice #100

September 13, 2024

123 Engineering Company
17 South 6th Street
Youngwood, PA 15697

Bill To: Youngwood Borough
17 South 6th Street
Youngwood, PA 15697

Miscellaneous Project:	Date	Hours	Rate	Amount
Diane Schaefer Site visit Public Works for drainage	9/13/2024	2	\$ 50.00	\$ 100.00
Diane Schaefer Reviewed DCED Grant for Equipment with Staff	9/15/2024	0.5	\$50.00	\$25.00
Diane Schaefer Meeting w/George for Water Project	9/15/2024	5	\$50.00	\$250.00
Diane Schaefer Meeting with Staff for MS4 application	9/20/2024	3	\$ 50.00	\$ 150.00
Diane Schaefer Public Works Road Issues- Clawson Ave/Chestnut St	9/25/2024	1	\$ 50.00	\$ 50.00
Shannon Moore Reviewed DCED Grant-Equipment, LSA Grant-Clawson Avenue with staff	9/27/2024	2	\$75.00	\$150.00
Shannon Moore Discussed problem area - Hillis Street - with staff		0.5	75	37.5
		14		\$ 762.50