



REQUEST FOR QUOTATIONS

To be used for Professional Services less than \$250,000.
Advertisement is not required

**REQUEST FOR QUOTATIONS
FOR
PROFESSIONAL CONSTRUCTION
PHASE ENGINEERING SERVICES:
RESIDENT PROJECT REPRESENTATIVE**

**SOUTH RENOVO BOROUGH
SOUTH RENOVO WATER CONSOLIDATION
PINE STREET, SOUTH RENOVO
CLINTON COUNTY, PENNSYLVANIA**



Quotations Solicited by:

Clinton County
C/O SEDA-Council of Governments
201 Furnace Road
Lewisburg, PA 17837

Date of Solicitation: September 26, 2023
Contact: Tanya Collins: SEDA-COG; tcollins@seda-cog.org

REQUEST FOR QUOTATIONS

South Renovo Borough is requesting quotations for the purchase of professional Engineering services, for a full time Resident Project Representative (RPR) in relation to the South Renovo Water Consolidation project.

Complete quotation details may be obtained by contacting:

Tanya Collins, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Quotation details are also available at www.seda-cog.org – News, Notices, Publications.

Quotations will be accepted until 10:00 AM prevailing time, October 17, 2023, at which time they will be publicly opened at SEDA-Council of Governments; 201 Furnace Road, Lewisburg, PA 17837, Board Room. Quotations shall be on the forms required, sealed and clearly marked on the outside, "Resident Project Representative Quotation," and submitted to:

Tanya Collins, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Quotations that are faxed or e-mailed to SEDA-COG cannot be accepted.

**REQUEST FOR QUOTATIONS
RESIDENT PROJECT REPRESENTATIVE FOR
PROFESSIONAL CONSTRUCTION PHASE ENGINEERING SERVICES**

South Renovo Borough, proposes to use a recently approved Community Development Block Grant to reconstruct the watermain on Pine Street. The following narrative outlines the major responsibilities of the proposers. It should be recognized by all proposers that the scope of services included herewith might exclude some minor, incidental engineering responsibilities not currently identifiable. Quotations shall include the attached "Standard Engineering Estimate" and be submitted to:

Tanya Collins, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

All quotations shall be sealed and clearly marked on the outside, "Resident Project Representative Quotation," and must be received by 10:00 AM, prevailing time, October 17, 2023, at which time they will be publicly opened at SEDA-Council of Governments; 201 Furnace Road, Lewisburg, PA 17837, Board Room.

All questions regarding this RFQ must be submitted in writing. Each question shall include a reference to the specific page or section of the RFQ in question. Questions shall be sent to the attention of:

Tanya Collins, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
tcollins@seda-cog.org

PROJECT DESCRIPTION

The South Renovo Water Consolidation project consists of construction of approximately 1,500 feet of waterline in the Borough of South Renovo. This water line replacement project will replace the existing 6" cast iron water main on Pine Street, a narrow alley, extending from First Street to the east side of the intersection of Fourth Street and PA route 144, including fire hydrants, main line connections and service connections. This project will also involve the construction of a temporary water service line providing water service to the residents while the main line is removed and replaced in the same location. The project has been bid, contracted and construction is expected to begin in October of 2023, with a planned shutdown during winter months and final construction completion no later than June of 2024. A total construction duration of 16 weeks is expected. This project is funded with a Community Development Block Grant (CDBG) and will follow all federal procurement regulations.

The RPR will be responsible for on-site construction inspection and management of the project. The RPR will be responsible to visit the site a minimum of 2 times per week. The RPR will be responsible to observe all work, document progress, verify work meets with requirements of the contract specifications, communicates with the project engineer any defective work, coordinates requests for information between contractor and engineer, tracks quantities of materials used, helps coordinate utility shut-offs, documents line testing and sanitization prior to placing lines in service and responds to requests for information and status reports from the engineer.

ENGINEERING SERVICES

South Renovo Borough has procured and contracted with Kerry A. Uhler and Associates, Inc. for Professional Engineering Services to plan, design and oversee construction administration duties of the project.

SCOPE OF SERVICES

In general, the Scope of Services to be provided under this Request for Proposals shall provide a greater degree of confidence that the final constructed project conforms to the requirements set forth in the Contract Documents and the integrity of the design engineer's intent for the project as a functioning whole is satisfied as implemented by the Contractor(s).

- A. The Resident Project Representative ("RPR") shall assist Engineer in observing progress and quality of the Work. The RPR is to provide full-time representation while construction activities are underway. The RPR is the representative of the owner of the project site and will act as directed by and under the supervision of the Engineer and will confer with the Engineer regarding RPR's actions.
- B. Through the RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owners against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer or RPR have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Contractor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Contractor's work in progress, for the

coordination of the Contractor's work or schedules, or for any failure of any Contractor to comply with Laws and Regulations applicable to the performing and furnishing of its work.

C. The duties and responsibilities of the RPR are as follows:

1. General: RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owners through the Engineer; However, the RPR shall keep the Owners reasonably informed of its work by advising the Owner of, among other things, any material changes, timeliness issues or any disputes between the Engineer and RPR.
2. Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
3. Conferences and Meetings: Attend meetings with Contractor, such as stakeholder meetings, preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and, as appropriate, prepare and circulate copies of minutes thereof.
4. Safety Compliance: Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. Liaison:
 - a. Serve as Owner's and Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee; assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
 - d. Keep Owners reasonably informed of its work by advising Owner of, among other things, any material changes, timeliness issues and disputes between Engineer and RPR.
6. Clarifications and Interpretations: Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), grant requirements, or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.

7. Shop Drawings and Samples:
 - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - b. Receive Samples that are furnished at the Site by Contractor and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor or has not been approved by Contractor or Engineer.
8. Proposed Modifications: Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor. All construction change orders must be approved by the funding agencies, Engineer and Owner prior to work being performed.
9. Review of Work; Defective Work:
 - a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
 - b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is, nonetheless, not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work; and
 - c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.
10. Inspections, Tests, and System Start-ups:
 - a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
 - b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
 - c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
 - d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
 - e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.
11. Records:

- a. It is anticipated that the Engineer or Contractor will provide a secure Project Documentation Website for the transmittal, storage and notification of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format.
- b. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
- c. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- d. Upon request from an Owner to Engineer, photograph or video work in progress or site conditions.
- e. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
- f. Maintain records for use in preparing Project documentation.
- g. Upon completion of the work, furnish original set of all RPR Project documentation to Engineer.

12. Reports:

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
- c. Furnish to Engineer and Owners copies of all inspection, test, and system start-up reports.
- d. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

13. Payment Requests: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
14. Certificates, Operation and Maintenance Manuals: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the grants and Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the grants and Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.
15. Completion:
 - a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
 - b. Participate in Engineer's visit to the Site in the company of the Owners and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
 - c. Observe whether all items on the final punch list have been completed or corrected and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work.

D. Resident Project Representative shall not:

1. Authorize any deviation from the grant requirements or Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
2. Exceed limitations of RPR's authority.
3. Undertake any of the responsibilities of Contractor, Subcontractors or Suppliers, or any Constructor.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of the Work, by Contractor or any other Constructor.
5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of the Owners or Contractor.

6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
8. Authorize Owners to occupy the Project in whole or in part.

TERMS OF PAYMENT

The RPR will be required to enter into a written Professional Services Agreement with South Renovo Borough, which will incorporate the information contained in this Request for Quotations.

The successful proposer will be paid on a **TIME, NOT TO EXCEED** basis. The Quotation shall include a detailed breakdown of the proposed cost of work matching the provided staffing approach with hourly rates and all reimbursable expenses delineated.

The fee schedule shall include all fees for performing all tasks listed under quotation scope of work to complete the project. The Standard Consultant Estimate signed by an individual authorized to bind the consultant shall be submitted with the proposal and shall remain valid and fixed for the entire term of construction through final acceptance by South Renovo Borough.

It should be noted that all invoices submitted to South Renovo Borough for RPR work shall include a detailed summary report detailing time build by task and/or delineated expense line. These reports and schedules shall be approved by Kerry A. Uhler and Associates, Inc. firm, and South Renovo Borough as a condition of payment.

Payments shall be made to the RPR on a monthly basis, by Clinton County (Grantee).

MBE/WBE GOALS

It is the public policy of Clinton County, to promote the opportunity for full participation by Minority and Women's Business Enterprises ("MBE's" and "WBE's") business concerns in all projects receiving federal funds from the United States Department of Housing and Urban Development which are administered by the Pennsylvania Department of Community and Economic Development.

Clinton County has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG, ESG, and/or HOME funding.

SECTION 3 GOALS

Section 3 24 CFR Part 135 has been updated to the New Rule, 24 CFR Part 75. The New Rule for Section 3, 24 CFR Part 75, is applicable for projects for which the total amount of federal assistance is greater than \$200,000. Section 3 does not apply to professional services; however, you are still encouraged to follow GRANTEE's Section 3 Action Plan for Section 3 and Targeted Section 3 Labor Hours. The new 24 CFR Part 75 rule does apply to construction contracts and the professional service provider is expected to assist with facilitation of these efforts for compliance. Professional Service firms who hire Section 3 or Targeted Section 3 workers can count those labor hours as Section 3, or Targeted Section 3, but should be excluded

from the total number of labor hours. Benchmarks are only qualified as being met if Section 3 Laborer Hours = 25%, *and* Targeted Section 3 Labor Hours = 5% of the total number of labor hours.

QUOTATION SUBMISSION AND EVALUATION

Three (3) copies of the quotation must be submitted to:

Tanya Collins, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Quotations must be received no later than 10:00 AM, October 17, 2023. **Quotations that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Quotations will be reviewed and evaluated by the South Renovo Borough. The evaluation will include the following areas in order of relative importance:

- Adequacy of quotation in the terms of addressing the needs that are set forth in the Request for Quotations.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Proposer's commitment to the obligations of Clinton County Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.
- Proposers' commitment to Equal Employment Opportunity (EEO)

Note: Cost is only one of several criteria to be considered in evaluating quotations. According SEDA-COG will not publish quotation cost summaries. Proposers are, however, invited to attend the opening.

REQUIRED INFORMATION

Each proposer shall provide all information herein requested. Further, no quotation will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of two references where similar RPR services have been performed during the past three years. These projects should be similar in design and scope. If the proposer is an MBE/WBE business concern, a certification form shall be submitted with the bid attesting to the firms' status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the proposers must submit documentary evidence of MBE/WBE business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the MBE/WBE requirements are not triggered.

South Renovo Borough reserves the right to accept or reject any and all quotations or to waive any irregularities.

Professional Liability Insurance is required for this project, proof of coverage must be included in your quotation proposal.

Quotation proposal shall include a statement concerning the availability to perform the requested services within the project schedule, including identifying key personnel. Any potential availability conflicts for the key personnel identified in the organization chart shall be identified. The statement shall also describe the proposer's level of commitment to the project.

The quotation proposal shall include a statement to generally describe the proposers understanding of the project in terms of its nature, complexity and critical stages. The statement shall describe proposers understanding, approach and abilities to assist with achieving the following goals:

- Quality and value in the completed project
- Full regulatory compliance throughout all construction phases
- Budgetary control and schedule management through the completion of the project

The statement shall indicate that the proposer understands the complexity of the project and what means and methods will be utilized to ensure meeting or exceeding the above goals.

The quotation proposal shall include a list of the proposers RPR engagements within the last 5 years, providing similar and comparable services to that requested. The list shall include contact information to verify performance. The list shall identify any specific construction experience, as well as identifying specific regulatory relationships pertinent to this project.

The quotation proposal must include a project organizational chart identifying specific personnel and their roles. The staffing approach should describe the proposers approach to staffing the project and include a breakdown of estimated man hours for the duration of the project. Proposers should assume a 16-week construction time period noting the proposed work stoppage during winter months.

Resumes of the identified of the key personnel listed in the organizational chart shall be included in the quotation proposal. The assignment of the appropriately qualified and experienced individuals is essential. Resumes that do not demonstrate the required experience and qualifications for the assignment and function may cause the proposal to be considered non-responsive. The resumes of identified personnel shall include the role in which they serve, their training, expertise, and availability for the project. The resumes shall list their specific project experience, identifying the projects, a brief description of the projects and their function on the projects.

Provide at least 2 references of previous owners and 2 references of contractors that can verify the identified experience of the identified key personnel.

South Renovo Borough reserves the right to accept or reject any and all bids or to waive any irregularities.

STANDARD ENGINEERING ESTIMATE

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

REPRESENTATIVE: _____

REPRESENTATIVE E-MAIL: _____

Resident Project Representative (resumes for each personnel identified below must be attached)

Name of Personnel	Hours		Hourly Rate		Total
		X		=	
		X		=	
		X		=	
		X		=	
				Not to Exceed Computed Total =	

Reimbursable Milage (vehicle milage at a rate not to exceed the established IRA milage reimbursement rate). _____ miles X _____ rate

Other reimbursable expenses _____

TOTAL LUMP SUM: \$ _____

I, _____, an authorized representative of the above-indicated firm, have reviewed and understand this Request for Quotations, and I/we am/are prepared to provide the required services for the above costs.

(SEAL) _____

**MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT
TO BE SUBMITTED WITH THE BID**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

Name of Bidder:	Project Name:
Address:	Bid Opening Date:
Email Address:	
Telephone Number:	Contact Person:

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

Company Name & Telephone Number	MBE* (enter code from below)	WBE (X)	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received (Please mark NR if no response was received)	Total Dollar Amount Awarded (If not awarded indicate reason)
Prepared By:			Title:		

*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors, and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

Where the goals are not met, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

Company Name

Signature

Date