

**REQUEST FOR QUOTES
FOR
PROFESSIONAL
ENGINEERING SERVICES**

**CITY OF SHAMOKIN
CDBG ENGINEERING FFY 2024-2026
47 EAST LINCOLN STREET,
SHAMOKIN, PA 17872
NORTHUMBERLAND COUNTY, PENNSYLVANIA**



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Contact: Tonia Troup 570-238-2878; ttroup@seda-cog.org

**REQUEST FOR QUOTES
SHAMOKIN CDBG ENGINEERING SERVICES 2024-2026**

The City of Shamokin is requesting quotes for the purchase of professional Engineering services. These services include all necessary design and specifications for the bidding of and contracting for the City's Community Development Block Grant (CDBG) projects from 2024-2026. Complete proposal details, including the required proposal format, may be obtained by contacting:

Tonia Troup, Program Analyst
SEDA-COG
201 Furnace Road
570-238-2878
ttroup@seda-cog.org

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

Quotes will be accepted until 3 PM prevailing time, March 6, 2024, at which time they will be publicly opened at the SEDA-COG offices located at 201 Furnace Road, Lewisburg PA 17837. Quotes shall be on the forms required, sealed, and clearly marked on the outside, "Engineering Services Proposal, Shamokin CDBG 2024-2026" and submitted to:

Tonia Troup, Program Analyst
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837



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

**REQUEST FOR QUOTES
SHAMOKIN CDBG ENGINEERING SERVICES 2024-2026**

City of Shamokin
47 E. Lincoln Street
Shamokin PA 17872

PROJECT DESCRIPTION

The City of Shamokin is a Community Development Block Grant (CDBG) Entitlement community under PA Act 179. As such, it anticipates receiving +/- \$763,000 in CDBG funding during the next three years for community development projects. Up to 30% (\$228,000) of this funding is planned to be used for demolition.

The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project from design to final inspection. It should be recognized by all proposers that the Scope of Services included herewith might exclude some minor, incidental Engineering responsibilities not currently identifiable. All proposers should note any project initiated during the 2024-2026 contract must be completed, even if the project continues to subsequent years.

Quotes shall include the attached "Standard Engineering Estimate" and be submitted to:

Tonia Troup, Program Analyst
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

PROJECT ESTIMATES

The contract with the selected engineering firm shall require an estimate to be prepared and submitted to the City and/or its agent before project design begins for each CDBG project conducted under this agreement. If a change order for additional work is needed in the course of the project, the engineer may request an estimate amendment. The City shall not be bound to pay any additional charges that did not receive prior approval.

PROJECT DESIGN

The Engineer shall prepare all necessary design plans, drawings and specifications to be used for each CDBG activity at its onset, which should be complete in detail and contain all necessary information. Drawings shall conform with standard professional practice and consist of all architectural and engineering drawings, including profiles and sections, plot and site plans, and all else necessary to illustrate the interest and scope of the work. Working drawings shall be

prepared for structural, hydraulic, mechanical, electrical, and all other branches of the construction work.

The Engineer shall investigate any existing systems affected by the proposed project, identifying options, and advising the City of Shamokin in the most appropriate method of modifying the systems as part of the design of this project. Plans and specifications shall be developed in such a manner to delete and add segments should the project costs be over or under budget and should include:

1. All permits, plans, or surveys which may be necessary to define the scope of the work or for the performance of the project shall be the responsibility of the Engineer. The proposal shall include a list of those permits currently anticipated as necessary, identifying actual permit fees which shall be paid by the Engineer as a component of their project proposal. Survey work required for easements/rights-of-way is not a part of this proposal. Federal Environmental Reviews, State Historic Preservation Office Review, and Archaeological Reviews are not a part of this proposal.
2. Assistance from the Engineer is necessary for SEDA-COG and the City to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this proposal shall include at minimum a non-mandatory pre-bid meeting, a preconstruction meeting (Engineer will coordinate and prepare meeting agenda w/ minutes), and the bid opening, which the Engineer should plan and conduct in accordance with the duties for each activity spelled out in the Engineers' Memo to be supplied by SEDA-COG. Meetings shall be conducted at the convenience of the City and SEDA-COG. The City of Shamokin may request, and the Engineer may suggest, additional meetings as listed:
 - Design phase meetings
 - A kick-off meeting
 - Development meetings
 - A meeting to present the final design and receive approval to advertise
 - Bid Opening (Engineer will prepare bid tabulation form)
 - Award – (Engineer will make formal recommendation to award)

Accordingly, proposers should indicate their intention to do so in the narrative of their proposal. Any cost associated with additional meetings shall be included on the standard Engineers Estimate form.

3. A project design schedule must be included for each activity indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by the City of Shamokin and/or its agent. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by the City or its agent.
4. Upon completion of the preliminary design, and again when requesting approval of the final design, the Engineer shall prepare and provide to the City an opinion of probable

construction costs, either as a lump sum or utilizing the itemized bid schedule if a line-item construction bid is proposed.

PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING

The Engineer shall prepare all construction contract documents, including but not limited to bid schedule, bond forms (bid, performance, payment), construction specifications and agreements, compliance forms, etc. The Engineer shall be responsible for coordinating the bidding process, including printing and distributing up to ten (10) sets of bid documents, publishing the required advertisements, fulfilling all requirements outlined in the Engineer's Memo, which will be provided prior to bidding, and management of any required deposits or payments. Costs for this portion of the work shall be borne by the Engineer except that the actual costs for legal advertisements will be reimbursed by the City using CDBG funds. Insofar as federal CDBG monies are being used in the project, forms and procedures meeting the requirements of the PA Department of Community and Economic Development shall be used in the contracting documents. SEDA-COG shall facilitate this process by providing model bidding documents for use by the Engineer.

In addition, the Engineer will assist the solicitor throughout the project including, but not limited to, the preparation of documents involving engineering matters and preparation of contract documents for the solicitor's opinion, a review of the bid documents, conformity with the specifications, and requirements, as well as a formal recommendation of bid award. The Engineer is also responsible to manage the construction contract award process, including issuance of the Notice of Intent to Award, execution of the agreements, Award, Notice of Start of Construction, Substantial Completion, Final Inspection, and Completion.

CONSTRUCTION SUPERVISION

The Engineer is expected to furnish customary engineering advice and assistance necessary to enable the City to readily understand the project. The Engineer shall visit the construction site to observe progress and quality of work, to determine if work is proceeding in accordance with contract documents, to keep the City and its agent informed of progress, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents. The Engineer shall serve as the City's representative at the project site, issuing all instructions to the contractors and preparing any change orders.

The Engineer will check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which contractors are required to submit to ensure conformity with project design, concept, and requirements. The Engineer, in accordance with accepted professional standards and practice, shall review contractors' payment requests and approve, in writing, payment to the contractors in such amounts. The Engineer will also conduct, in the company of the owner and the contractor, a final inspection of the project for conformity with design, concept, and contract documents. When the project is complete, the Engineer will correct all drawings to show construction and installation as

actually accomplished, and will furnish one set of full size "As Built" prints and one electronic copy to the City and SEDA-COG.

These services, to be provided by the Engineer, do not infer resident inspection services. The Engineer is expected to visit the project site during construction at the frequency required to enforce adherence to project design and to conduct a final inspection at project completion, including the issuance of the Notice of Substantial Completion and Final Payment. Comprehensive design, inspection of work and compliance with specifications is of utmost importance to a successful and timely project completion. Accordingly, the Engineer shall indicate with what frequency field visits will be provided. As a part of this proposal, it is the Engineer's responsibility to estimate the project duration in order to calculate the number of construction supervision site visits. Should the project take less or more time than anticipated, no adjustment to the costs for project supervision will be considered.

ADDITIONAL SERVICES OF ENGINEER

Where participating state and/or federal agencies require reports relating to construction, the Engineer shall prepare and submit such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

TERMS OF PAYMENT

The Engineer will be required to enter into a written Professional Engineering Services Agreement with the City which will incorporate much of the information contained in this Request for Proposal. Through this RFP process, the Engineer will agree to hourly rates as reflected by the Standard Engineering Estimate, which shall include all costs associated with the services outlined herein. Before the start of each project, the Engineer shall prepare and issue to the City an estimate of the cost for engineering services for the project. The City will then authorize the work. Costs sometimes separately billed as reimbursable costs shall be declared in this proposal. Payment shall be made to the Engineer on a monthly basis. Invoices shall be provided setting forth the project, hours worked, date and establishing the amount due based on the hourly rate(s) as set forth in the Standard Engineering Estimate. Payment shall be expressly contingent upon receipt of funds from the Department of Community and Economic Development.

MBE/WBE GOALS

It is the public policy of the City of Shamokin, 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.

The City 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.

PROPOSAL SUBMISSION AND EVALUATION

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

Tonia Troup, Program Analyst
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Quotes must be received no later than 3:00 PM on March 6, 2024. **Quotes that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Quotes will be reviewed and evaluated by the Shamokin City Council. The evaluation will include the following areas in order of relative importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Quotes.
- 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 Shamokin's Minority Owned Business Enterprises, Women Owned Business Enterprises Action Plan.

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

REQUIRED INFORMATION

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

Each proposer shall provide a minimum of two references where similar engineering 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, 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.

The City of Shamokin reserves the right to accept or reject any and all Quotes or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

STANDARD ENGINEERING ESTIMATE

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

REPRESENTATIVE: _____

The following rates shall be in effect beginning January 2, 2024, through December 31, 2026, for CDBG projects undertaken with the City of Shamokin.

**PLEASE SUBMIT ONLY ONE HOURLY RATE WHICH
APPLIES TO ONLY ONE EMPLOYEE FOR EACH CATEGORY**

SERVICES

Meeting Attendance and Engineering Advice and Guidance.

_____ per hour

Design, Development of Plans, Specifications, Bid Documents, Permit Applications, and other Written Documents, Demolition/Construction Management and Supervision, including inspection to ensure compliance with technical specifications and regulatory requirements.

_____ per hour

I, _____ (please print), a licensed professional Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the City of Shamokin's Request for Quotes, and I/we am/are prepared to provide the required services for the above rates of reimbursement.

Signature _____

**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* <small>(enter code from below)</small>	WBE <small>(X)</small>	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received <small>(Please mark NR If no response was received)</small>	Total Dollar Amount Awarded <small>(If not awarded indicate reason)</small>
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