

WHITPAIN TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA



REQUEST FOR PROPOSALS

**PROFESSIONAL ENGINEERING SERVICES RELATED TO
PREPARATION OF DESIGN PLANS AND BID DOCUMENTS
FOR THE RECONSTRUCTION OF YOST ROAD BRIDGE
OVER STONY CREEK**

March 10, 2017

Whitpain Township is seeking a response from consultants interested in providing professional services needed to design the reconstruction of the existing bridge in Yost Road and any related improvements as needed.

Notice is hereby given that the Whitpain Township Board of Supervisors will receive proposals at the Whitpain Township Building, 960 Wentz Road, P.O. Box 800, Blue Bell, PA 19422 until 3:00pm, prevailing time, on April 7, 2017. All proposals must be sealed and addressed to the Board of Supervisors, Attention: Mr. Roman Pronczak, at the above address, and marked "Proposal for the Yost Road bridge replacement" on the outside of the envelope.

GENERAL INFORMATION

Whitpain Township reserves the right to accept or reject any or all qualifications and to accept only those qualifications that are in the best interest of the Township.

There is no expressed or implied obligation for the Township to reimburse responding firms for any expenses incurred in preparing responses to this request.

To be considered, one (1) original (so marked) and five (5) copies of the response and cost proposals must be received prior to the due date and time.

During the evaluation process, the Township review committee reserves the right, where it may serve the Township's best interest, to request additional information or clarification from responders, or to allow corrections of errors or omissions.

The Township reserves the right to retain all responses and to use any ideas included in a response regardless of whether that response is selected. Submission of a response indicates acceptance by the firm of the conditions contained in this request for proposals (RFP), unless clearly and specifically noted in the response and confirmed in the contract between the Township and the firm selected.

The prospective contractor certifies by submission of their qualifications that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, state, or local department or agency.

PROJECT OVERVIEW

Whitpain Township desires to replace an existing box culvert bridge located on Yost Road. The existing bridge is located in Yost Road between the intersections of Stirling Way and Creek View Lane. Whitpain Township wishes to replace the bridge in order to improve or alleviate flooding in the vicinity of the bridge. The project should be assumed as a total structure replacement. The existing bridge is a box culvert with a span of approximately fifteen feet (15'). The anticipated size of the structure and limits of roadway work should be determined by the selected applicant. It is anticipated that the new structure will need to increase the span to over twenty feet (20'). Multiple alternatives should be considered in order to determine the most effective structure size and accompanying roadway work to alleviate the flooding at the bridge.

A location map for the bridge is attached.

The project is anticipated to be funded by Whitpain Township.

PROJECT SCOPE

In order to replace the existing bridge, construction drawings will be required. The construction drawings must be sealed by a Registered Professional Engineer and must meet all applicable Township ordinances and design criteria and must meet all of PennDOT Publication 408 Specifications.

A field survey must also capture existing field conditions including but not limited to topography, drainage features and patterns, existing storm pipes, basin outlet structures, landscaping and trees and other miscellaneous features that could impact the improvements.

In addition to design plans, obtaining all applicable local, state and federal permits shall be the responsibility of the design firm. The proposals shall also demonstrate the firm's experience and qualifications in the area of bridge replacement and design.

A detailed Environmental and Hydrology & Hydraulic (H&H) study must be performed with a resulting report prepared and submitted for review.

The selected design firm shall also prepare additional information related to the project including a cost estimate detailing anticipated construction costs for the project and the preparation of bidding documents; including specifications, bid forms and review of bids with a recommendation regarding award of the contract. This phase shall include coordination with regulatory agencies, approval of the design by the agencies, and any required permits.

ROLE OF CONSULTANT

The consultant will furnish all required labor, materials, supplies, and travel required in connection with the project. The Township expects that the project staff will include individuals with expertise in design of the improvements noted in the scope of work and must include a Registered Professional Engineer and Registered Professional Land Surveyor.

ROLE OF THE TOWNSHIP

The Township will make available copies of any relevant reports, studies, or other resources as may be needed for the completion of the project. Existing plans of the bridge and surrounding areas, if available, are located in the Whitpain Township building and it is the responsibility of the consultant to perform the necessary research of existing documents if needed.

REQUEST FOR PROPOSALS

Responses to this RFP should be provided in the following numbered format as listed below.

1. Provide a brief description of the firm, including the number of years the firm has been in existence, range of professional services, office location(s), and staff size.
2. The Township is interested in the experience of the firm and/or the proposed project leaders on similar projects. Please provide information regarding a maximum of five (5) similar projects and include the following items in the narrative:
 - Project name and location;
 - Year completed;
 - Owner representative's name, title, address, and phone number;
 - Project description; and
 - Name of project manager and members of the project team.

Projects must have been completed in the last five (5) years.

3. Please include an organizational chart that indicates the project's key personnel and their responsibilities. This chart should also include any proposed subcontractors.
4. Provide for each of the key personnel and subcontractors related work experience, education, training, and any other pertinent data that would demonstrate competence and experience in this type of work. Please note if any proposed individual would be a subcontractor or consultant outside the lead firm. Explain the firm's past experience with each subcontractor listed. No change in the proposed key personnel or subcontractors will be approved without express written consent of the Township.
5. Identify the project's principal contact and contact information.

6. Describe a general project approach that could be employed to complete the project. Describe a process or project that was used in the past to successfully complete a similar project.
7. The firm should list and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed project. The firm covenants and agrees that the firm and its officers, employees, and subcontractors will have no interest, including personal financial interest, and will acquire no interest, either directly or indirectly, that will conflict in any manner with the performance of the services called for under this RFP.
8. The response should identify and describe any potential problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the Township.
9. A proposed cost breakdown which includes surveying, engineering and all other applicable costs required to prepare the construction drawings, bid documents and other items described in this RFP shall be provided for the project.

CONSULTANT SELECTION PROCESS

Qualifications will be evaluated by the Township review committee. This committee will select the one prospective consultant or firm using the above criteria whose responses best demonstrate the competence and qualifications needed to perform the service.

Upon selection, the consultant will participate in the final development of the project's structure, scope, sequence, timeline for completion, and other performance measures required to meet the indicated contractual responsibilities.

WHITPAIN TOWNSHIP CONTACT

Attached is an aerial photo of the bridge area. For additional information please contact Greg Klucharich, Engineering Assistant at (610) 277 - 2400 between 8:30 a.m. and 4:30 p.m.

REQUEST FOR DESIGN PROPOSALS
TO RECONSTRUCT THE YOST ROAD BRIDGE

March 10, 2017

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