

PERRY TOWNSHIP

680 Moselem Springs Road
Shoemakersville, PA 19555-9415

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REQUEST FOR PROPOSAL MUNICIPAL ENGINEERING SERVICES

Perry Township is seeking proposals for the services of Township Engineer to provide professional engineering services for the Township. Service will include review of subdivision and land development applications, construction inspections, preparation of escrows and escrow releases, design bid specifications and construction inspection of select municipal projects. Plan review will include roadway design, storm water management design, and general compliance with the Second Class Township Code and Township Ordinances. In addition, services may include project design for Township initiated road, storm water, park and other miscellaneous projects as requested by the Township. Service will also include NPDES compliance including preparation of annual MS4 reports.

Selected engineer will be expected to attend at least one public Township meetings per month (currently the 2nd Tuesday) and one Planning Commission meeting (typically the 1st Wednesday), as well as special meetings as requested. Proposal will only be accepted from individuals, firms or corporations licensed in Pennsylvania to engage in the practice of engineering.

The Township is seeking proposals from firms with experience in municipal engineering, not from specialty firms.

Questions concerning the submittal of proposals can be directed to the Township Administrator at 610-562-2133, ext 709 or e-mail at perrytwshpmunbld@comcast.net

General Requirement and Information:

If you are interested in submitting a proposal, please mail, physical delivery (i.e. Fedex, UPS, hand delivery) one (1) original and three (3) copies of the proposal with all attachments no later than **Wednesday, December 1, 2021** to the Township Administrator, 680 Moselem Springs Road, Shoemakersville, PA 19555. Envelope should be clearly printed with the cover statement: "Proposal for Engineer Services- 2022".

Each proposal must include a contact person and telephone number.

The following factors will be considered during the evaluation of the proposals submitted:

- (1) Specialized experience in municipal engineering and technical competence of the firm, to include years of municipal engineering experience.
- (2) Past performance of the firm and specific experience of individuals who constitute the firm.
- (3) Excellent references from satisfied municipal clients who can attest to the firm's qualifications, technical competence, integrity and value.
- (4) Current workload and capacity of the firm to perform the work within the time limitations. This includes organizational depth and relative accessibility.
- (5) Other factors specific to the professional services of an engineering firm to a municipality.
- (6) Ethics and professional standing.
- (7) Cost control – how you report work accomplished and value to the Township.
- (8) Experience with Geographic Information Systems (GIS)
- (9) Your policy on ownership of the work product (e.g. GIS development).

Issues to address in the proposal shall include:

- (1) Expense and billing procedures. Specify if a retainer would be required and how it would be applied. List your hourly rates for each employee and specify who will be the primary individual(s) assigned to the Township.
- (2) Accessibility to the Township and flexibility of schedule for Township matters:
 - Distance from your office to Perry Township
 - Whether your firm charges for mileage and at what rate
 - Whether you charge for travel time.
- (3) Rate structure for principal engineer and support staff.
- (4) Biographical information of firm, principal and support staff.
- (5) Municipal references.
- (6) Other professional and personal references.
- (7) A copy of the firm's Certificate of Insurance

(8) Experience:

- List of individuals to be assigned to Township and who will attend Township meetings.
- Experience in all phases to include field inspection in subdivision, land development and environmental matters.
- Experience in drafting construction standards.
- Knowledge of engineering standards and reference standards.
- Knowledge of State laws, codes and regulations as applied to engineering.
- Knowledge of the PA MPC and the subdivision review process.

(9) Other pertinent information for consideration.

The top firms will be selected to interview based on the merit of their proposals along with costs, rates and fee schedules.

Following a review of all submitted proposals, firms may be required to make a formal presentation to the Township Supervisors before a final determination is made.

Proposals are due no later than **December 1, 2021**. All questions regarding a proposal must be submitted in writing to the Township Administrator. Questions raised by prospective firms and responses given by the Township will be distributed to all prospective firms.

The award of the contract will be to the Consultant that provides the best proposal based upon technical merit, experience, cost and other factors. Perry Township may engage in discussion with one or more of the Consultants during the consideration process to clarify or amend various aspects contained in the submitted technical and cost proposals.

The Township reserves the right to reject all proposals submitted, to cancel solicitation requested under this notice, and/or to request new proposals for services. Perry Township is not liable for any costs incurred by potential consultants in the preparation of the proposal.

The firm appointed by the Board of Supervisors will not be permitted to represent any private entities in the Township, unless plans are currently in the process of being prepared. A list of such projects in which the firm is currently involved in the Township shall be submitted with the proposal. The consultant shall furnish with the executed agreement, the standard Certificate of Insurance coverage which must be maintained throughout the Agreement and any amendment thereto. The Certificate shall name Perry Township as the additional insured.