

# **BOROUGH OF CAMP HILL**

CUMBERLAND COUNTY, PENNSYLVANIA

## **REQUEST FOR PROPOSAL ENGINEERING SERVICES**

### **OVERVIEW OF THE REQUEST FOR PROPOSAL (RFP) PROCESS**

The Borough of Camp Hill is seeking proposals for the services of a Borough Engineer to provide professional engineering services for the Borough. Services will include review of subdivision and land development plans, preparation of escrows and escrow releases, design bid specifications and construction inspection services on storm water, paving and sanitary sewer projects.

This Request for Proposal (RFP) is a component of the competitive procurement process, aids in servicing Camp Hill's best interests and provides those interested engineering firms a fair opportunity to have their services considered. The process of competitive negotiation is not to be confused with competitive sealed bidding. Competitive sealed bidding is normally used when goods or services are precisely described and price is generally the deciding factor. Competitive negotiation does not use price as the determining factor. Competitive negotiation allows Camp Hill Borough to be flexible in negotiating to arrive at a mutually agreeable pricing structure. For reference purposes, each firm receiving this RFP is referred to as a "firm". The firm selected to provide services to Camp Hill Borough is referred to as the "selected firm". This RFP states the specific instructions for the submission of proposals, the procedure and criteria used to select a Firm and the contractual terms governing the relationship between the borough and the selected firm.

### **GENERAL INFORMATION**

#### **ISSUING OFFICE**

The Borough of Camp Hill is the sole point of contact for this RFP. Direct any and all questions regarding this RFP or the procedural requirements to Patrick Dennis, Borough Manager at Camp Hill Borough. He can be reached via email: [pdennis@camphillborough.com](mailto:pdennis@camphillborough.com)

#### **MINIMUM REQUIREMENTS**

The Selected Firm must provide personnel who meet the following minimum criteria:

1. A minimum of ten (10) years of experience as a municipal engineer;
2. Expertise in the areas of engineering design, storm water management design and inspection, road construction, traffic/transportation engineering, community planning, funding coordination, grant writing, subdivision and land development review, and regional planning;
3. All aspects of general municipal engineering that may, from time to time, arise in borough operations;
4. A list of references in other municipalities where services have been or are being provided.

Any firm that meets the conditions of this RFP may submit a proposal for consideration. The Borough of Camp Hill does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or familial status in employment or the provision of services.

## **TERMS OF CONTRACT**

The Borough Engineer is an “at will” employee of the Borough Council. As an “at will” employee, the firm will serve at the pleasure of the Borough Council.

## **DEADLINE FOR PROPOSALS**

All proposals are to be received on or before 12:00 Noon on January 26, 2018. The Borough of Camp Hill is not liable for any costs incurred by any firm in the preparation and/or negotiation of any proposal submitted in response to this RFP.

## **SUBMISSION OF PROPOSAL**

Proposals submitted in response to this RFP must conform to the following specifications:

1. The responding firm must identify their point of contact as well as the name of the person performing the primary services;
2. Proposals must provide a straightforward and concise description of the firm’s ability to meet the requirements of this RFP;
3. Two (2) copies of the proposal, all containing original signatures, are to be submitted;
4. Proposals are to be placed in a sealed envelope marked “RFP FOR BOROUGH ENGINEER”;
5. Proposals may be submitted by U.S. Mail or may be hand-delivered to the borough. Hand-delivered proposals will be accepted between the hours of 8:00 AM and 4:30 PM.
6. Proposals are to be addressed to:

*Patrick Dennis, Borough Manager*

*2145 Walnut Street, Camp Hill, PA 17011*

## **PRESENTATIONS**

Firms responding to this RFP may be required to make oral presentations of their proposals to Borough Council and/or Borough staff.

## **REJECTION OF PROPOSALS**

The Borough reserves the right to accept or reject any and all proposals and to accept or reject any part of any proposal submitted in response to this RFP.

Only proposals containing firm and qualified costs will be considered. Proposals must be presented in accordance with the requirements of this RFP. In order to be considered, proposals must be submitted independently and without collusion with any other firm.

## **CONFIDENTIALITY**

Sensitive information may clearly be considered “trade or corporate secrets” (i.e. information protected by copyright or patent) and may be labeled as such by the firm. To the extent possible and permissible by law, the Borough will make its best efforts to maintain the confidentiality of this information. However, the Borough accepts no liability for any adverse action resulting from the release of any information contained in any proposal submitted, including that information labeled as confidential.

## **REQUIRED INSURANCE**

Firms responding to this RFP are required to produce proof of adequate insurance and bonding.

## **REGULATORY AGENCY COMPLIANCE**

All activities under this RFP are bound by applicable State and Federal regulations and policies, as well as the policies and procedures of the Borough.

## **SCOPE OF SERVICES TO BE PROVIDED**

The selected firm shall include, but is not limited to, the following engineering services as generally understood within the field of municipal Engineering:

1. Prepare (or cause to be prepared) plans, designs and specifications for projects and improvements on an “as needed basis”;
2. Provide technical and engineering advice and assist Borough Council and/or staff;
3. Review subdivision and land development plan submissions for conformance to the Borough Zoning Ordinance
4. Review storm water management plans for compliance with the Borough’s Stormwater Ordinance, and review and inspect existing Stormwater facilities as needed, and provide technical support for flood related issues;
5. Review Traffic Impact Statements submitted with subdivision and land development plans and provide traffic/transportation consulting services on an “as needed basis”;
6. Provide Community Planning services for ordinance updates, planning and other services needed;
7. Provide funding assistance and coordination on planned projects within the Borough. Assist the Borough in identifying and securing funding, and assist with the administration of those funding sources throughout the life of a project;
8. Administer escrow agreements for subdivision and land development projects on behalf of the borough;
9. Attend meetings as directed by Borough Council and/or the Borough Manager; and
10. Perform engineering inspections for construction of subdivisions and/or construction of smaller land development projects. Such inspections shall include, but are not limited to: conformance with approved plans, earthwork, drainage, road improvements, curb, sidewalk and erosion control.

## **COST OF SERVICES**

1. Provide the engineering firm’s pricing schedule for providing services. The rate schedule shall identify rates for all applicable personnel (i.e. professionals, technicians, and support staff);
2. Identify rates for various types of services as they would apply to the requirements of the Borough. For example: Rates for meetings, research time and/or design services. If the

engineering firm does not differentiate between types of services, the proposal must clearly identify its services and rates

3. Identify the minimum period of time billed for services (i.e. telephone calls, conferences, correspondence, etc.);
4. Provide the Borough with detailed monthly activity reports and detailed invoices;
5. Identify the type of service and reimbursement rates for expenses such as mileage, copying of documents, faxes, and word processing charges.
6. Provide the borough with an out-of-pocket expense rate schedule, if applicable.

#### **BASIS OF SELECTION BY BOROUGH**

The borough will evaluate proposals and select the Borough Engineer using the following criteria:

1. The firm's plan to provide services to the Borough as described above;
2. The firm's qualifications, experience, and success in providing the services set forth in this RFP;
3. References from existing clients of the firm;
4. The quality and adequacy of the proposal, specifically, the firm's responsiveness to the requirements of the borough;
5. The resumes of key personnel that will provide services to the borough;
6. The designation of a single point for the coordination of services to be provided;
7. Any other factors relevant to the firm's willingness and capacity to satisfy the needs of the borough.