

**BOROUGH OF EBENSBURG**

**REQUEST FOR PROPOSALS  
TO PROVIDE  
CONSULTING ENGINEERING  
SERVICES**

**MAY 2018**

April 24, 2018

The Borough of Ebensburg is soliciting interest from qualified consulting engineering firms for ongoing consulting engineering services for Ebensburg Borough.

A full description of the services requested, evaluation criteria for consultant selection, and other pertinent information are contained in the Request for Proposal documents, which can be obtained by contacting Daniel Penatzer, Borough Manager, 300 West High Street, Ebensburg, Pa 15931; 814-472-8780; or at [www.ebensburgpa.com](http://www.ebensburgpa.com). It is the Borough's intent to select a consultant based on the information requested in the proposal documents.

The Borough will enter into negotiations with the highest rated consultant in the selection process in order to prepare a scope of work and the proposed fee and cost breakdown. If a mutually satisfactory contract cannot be negotiated with the consultant first selected, the negotiations will be terminated and the consultant notified. The Borough will then initiate negotiations with the consultant given second preference.

Proposals must be received by Monday, May 21, 2018 at Noon at the Borough of Ebensburg Municipal Office, 300 West High Street, Ebensburg, PA 15931.

**BOROUGH OF EBENSBURG**  
**REQUEST FOR PROPOSALS**  
**TO PROVIDE**  
**CONSULTING ENGINEERING SERVICES**

I. Purpose

The Borough of Ebensburg (the Borough) is soliciting proposals from qualified consultants for ongoing consulting engineering services for the Borough.

II. Related Agencies

A. Ebensburg Municipal Authority

The Ebensburg Municipal Authority owns all physical assets of the water, wastewater and stormwater systems. Operation and maintenance of those facilities is contracted to the Borough, and provided for by Borough staff. The Authority engages its own engineer for all capital improvement projects, and the Borough utilizes the Authority's engineer for all water, wastewater and stormwater issues. The Borough engineer is not normally involved in utility-related issues. This RFP does not include any services for the Ebensburg Municipal Authority or any utilities.

B. Ebensburg Airport

The Ebensburg Airport is owned by the Borough of Ebensburg. The facility is leased to Regional Aviation Conservation and Recreation Association, Inc. (RACRA), a non-profit corporation that operates the airport.

From time to time, RACRA obtains Federal and/or State grants for capital improvement projects, such as runway maintenance, hangar construction, etc. Other administrative projects also arise, such as updating of the Airport Master Plan.

While the selected consultant need not directly employ staff experienced with funded airport projects, all responses to this proposal must address how such projects will be handled. If a subsidiary arrangement with a second firm is proposed, sufficient information must be submitted in order to support that firm's qualifications.

III. Scope of Services

A. Ongoing Consulting Engineering Services

The selected consultant will be retained annually by the Borough to provide studies, engineering design, bidding services, surveying, construction management services and annual regulatory reports and inspections for projects as required. Although the consultant will serve at the pleasure of Borough Council, it

is the intention of this search to secure a consultant for a five-year period. Work will be on an as needed basis with the scope of work to be defined and a contract negotiated prior to the time the work is commenced.

The Borough Engineer typically performs the following:

1. Prepare plans, designs and specifications for projects and improvements on an “as needed” basis.
2. Inspect borough facilities such as streets, buildings, bridge as requested, analyze problems, recommend solutions, and design as needed.
3. Provide technical and engineering advice to Borough Council and staff.
4. Review subdivision, land development and stormwater management plan submissions for conformance to Borough land use ordinances, and attend Planning Commission meetings as requested. (Fewer than six plan reviews/year, and fewer than three meetings attended)
5. Provide funding assistance and coordination on planned projects within the Borough.
6. Attend meetings as requested by Council and/or staff. Attendance at monthly Council meetings is not required.

**B. Airport Project Design and Construction Management**

The selected consultant will assume responsibility for administration of any capital improvement projects at the airport.

The selected consultant will be expected to perform the following tasks relative to capital improvement projects.

1. Project design, recommending changes as deemed necessary.
2. Acquire approval of design and authorization to proceed from Pa Bureau of Aviation.
3. Coordinate application process for funding with Pa Bureau of Aviation.
4. Administer the project bidding procedures.
5. Manage implementation of project.

**C. Major Project Design and Construction Management**

From time to time, the Borough undertakes a major project, such as a sidewalk and curb replacement project. If a project cost exceeds \$500,000 the Borough may issue a separate RFP for design and engineering for that single project. The Borough is currently issuing a separate RFP for design and engineering relative to a large sidewalk and curb project. The firm selected for that project may not be the same firm selected to serve as Borough Engineer under this RFP.

**IV. Submittal Requirements**

Qualified consultants interested in performing the work described in this request for proposals should submit the following information.

- A. Letter of transmittal.
- B. Qualifications of your firm and staff proposed to perform the work on this project.

- C. Identify the specific staff member to be assigned as primary representative, office address of that staff person, and include resumes of that staff member and others to be directly involved in the work.
- D. A list of similar sized boroughs and townships for which consulting services have been provided, and a list of typical projects designed. Confine this list to only those projects that have involved the same staff proposed to be assigned to our project. Provide contact information for those operations/projects.
- E. A list of similar sized airports for which consulting services have been provided, and a list of similar airport projects designed. Confine this list to only those projects that have involved the same staff proposed to be assigned to our project, whether by the responding firm or a subsidiary firm engaged to provide airport-related services. Provide contact information for those operations/projects.
- F. Firm's pricing schedule for providing services, including rates for all applicable staff, meeting rates, research and design services, telephone calls, correspondence, mileage, etc.
- G. Limit the total length of your proposal to a maximum of twenty-five (25) pages, including cover letter.
- H. Submit a total of three (3) copies of your proposal.
- I. Proposals must be submitted no later than Noon on Monday, May 21, 2018 to:  
Daniel Penatzer, Borough Manager  
300 West High Street  
Ebensburg, Pa 15931  
[dlpen@ebensburgpa.com](mailto:dlpen@ebensburgpa.com)
- J. Questions related to your submission should be directed to Daniel Penatzer, Borough Manager at the e-mail address above.
- K. Any cost incurred by the consultant in preparation, transmittal or presentation of any proposal or material submitted in response to this request shall be borne by the consultant.

#### V. Selection Criteria

- A. The following criteria will be evaluated during the selection process.
- B. Overall quality of proposal.
- C. Consultant qualifications and experience.
- D. Availability and capacity of consultant to respond.
- E. Recommendations of previous clients
- F. Experience in working with FAA and Bureau of Aviation (firm or subsidiary firm).
- G. Capability to meet time schedules.
- H. Experience with obtaining and administering grant and loan programs.
- I. Experience in designing facilities that reflect modest design, simple operational requirements, and economical cost of operation.

#### VI. Selection Process

It is the Borough's intent to select a consultant based on the information requested. The Borough will enter into negotiations with the highest rated consultant in the selection process in order to prepare a scope of work and the proposed fee and cost

breakdown. If a mutually satisfactory contract cannot be negotiated with the consultant first selected, the negotiations will be terminated and the consultant notified. The Borough will then initiate negotiations with the consultant given second preference.

The Borough intends the selection process to proceed as follows, however, reserves the right to modify the schedule as necessary.

Release RFP	April 30, 2018
Deadline for Clarifications	May 14, 2018
Proposals Due	May 21, 2018
Finalists Notified	May 23, 2018
Interview Finalists	May 29, 2018
Apparent Consultant Selected	May 29, 2018
Contract Negotiations	May 31, 2018
Selection Finalized	June 4, 2018

The Borough, at its sole discretion, reserves the right, for any reason and at any time, to reject any or all responses, to waive any informalities and/or irregularities, to negotiate the terms and specifications for the project, to modify any part of the request, to issue a new request for proposals, and to make a final selection in a manner which best serves the interests of the Borough.

#### VII. Confidentiality

The Borough will consider all responses received to this RFP to be public information, in accordance with the Pennsylvania Right-To-Know Law.