

BOROUGH OF EBENSBURG

REQUEST FOR PROPOSALS

TO PROVIDE

DESIGN SERVICES FOR

CURBS & SIDEWALKS

MAY 2018

EBENSBURG BOROUGH

300 West High Street • Ebensburg, Pennsylvania 15931

Daniel L. Penatzer, Borough Manager

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The Borough of Ebensburg is soliciting interest from qualified consulting engineering firms for design services relative to the replacement of curbs and sidewalks along Horner Street, Crawford Street, Sample Street, Triumph Street and Caroline Street.

A full description of the services requested, evaluation criteria for consultant selection, and other pertinent information are contained in the attached Request for Proposal documents. It is the Borough's intent to select a design firm based on the information requested in the proposal documents.

The Borough will meet with the highest rated consultant in the selection process in order to agree upon a scope of work and the proposed fee. If a mutually satisfactory contract cannot be negotiated with the consultant first selected, the negotiations will be terminated, and 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. Proposals can be delivered, mailed or e-mailed to:

Daniel Penatzer, Borough Manager
Borough of Ebensburg
300 West High Street
Ebensburg, Pa 1593
814-472-8780
dlpen@ebensburgpa.com

BOROUGH OF EBENSBURG
REQUEST FOR PROPOSALS
TO PROVIDE
CURB & SIDEWALK DESIGN SERVICES

I. Purpose

The Borough of Ebensburg (the Borough) is soliciting proposals from qualified consultants for design services for the replacement of sidewalks and curbs along Horner Street, Crawford Street, Sample Street, Triumph Street and Caroline Street in Ebensburg Borough.

II. Scope of Project

The upcoming project involves the replacement of curbs and sidewalks on streets, all of which are Borough-owned roads. The existing curbs and sidewalks are to be removed and replaced with new concrete curbs and sidewalks. To the extent there are any existing trees to be removed or new trees to be planted, the Borough handles such matters on its own, and it is not necessary to include tree-related work in the design. Any necessary stormwater work will also be handled by the Borough, and excluded from this design. The sidewalk project is being funded 100% with local funds. There are no State or Federal funds involved with this project.

III. Scope of Services

The scope of design services shall include everything that is necessary in order to provide enough detail to be able to bid the project. Preparation of bid documents and the bidding process is excluded from the scope of design services. The Borough has experience bidding prior sidewalk projects, and will prepare its own bid documents utilizing the design drawings. It is the Borough's desire to utilize "typical" design segments to the extent possible. In other words, it should not be necessary to design in detail an entire block or an entire street. The design should include what a typical sidewalk section is, what a typical section of curb is, what a typical driveway depression is, etc., and apply those typical sections throughout the project to the extent possible. The Borough desires only that level of design detail which is necessary to seek construction bids, and no more. The Borough seeks the most cost effective approach to project design, without the exhaustive requirements that might otherwise be required in a PennDOT or grant funded project.

IV. Description of Project

This project involves approximately 7,300 SY of sidewalk and 24,700 LF of curb. The aerial views included herein indicate where work is anticipated. Most areas will include new sidewalk and curb. Some segments will receive new curb only, as there is no sidewalk required there, or the property owner intends to retain and improve a brick sidewalk.

There are approximately 100 ADA accessible ramps to be constructed at the end of sidewalk segments at intersections. Most are simple one-direction ramps leading across a small street. Some will require two-direction crossing. As this project intersects with many sidewalks and ramps completed during earlier projects, many of the sidewalk ramps are already completed.

V. Components of Design

Surveying & Mapping – The designer may utilize any type and detail of survey and mapping that is generally accepted by the profession for this type and scale of project. The detail shall be sufficient in every regard to satisfy the needs of the Borough for bidding. The completed drawings shall include all necessary components such as a title page, location map, index map, typical sections, any construction details and detail plan sheets.

Highway Occupancy Permit (HOP) – There is no work included in this project that affects PennDOT roads. The need for HOP is not anticipated.

ADA Compliance – The design of this project must satisfy in every way all requirements for ADA compliance.

Erosion & Sedimentation (E&S) Plan – The proposal shall include the determination of whether or not an E&S Plan is required, and if so, the development, submission and subsequent approval by the Cambria County Conservation District of an E&S Plan.

Traffic Control Plan – A traffic control plan is not required for this project.

Quantity Summary – The design shall include an itemized quantity summary broken down for each of the streets, with a construction cost estimate for each.

Bidding – It is the Borough's intention to utilize the design drawings in conjunction with the bidding process. The bidding process is handled in-house by the Borough. This proposal shall not include any services associated with the bidding process including development of bid documents, solicitation of bids, review of bids, bid award or construction contracts.

Construction Services – The Borough provides inspection of construction in-house. This proposal shall not include any construction services. If professional advice is required as issues arise during construction, the design firm will bill the Borough for those additional services. If issues arise during construction that should have been realized or known during design, the design firm will be required to provide those additional services.

VI. 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 sidewalk 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. Experience with sidewalk design and regulatory approvals from PennDOT.
- F. A budget summary for the project design based on component tasks, including a total cost for the design.
- G. A preliminary project schedule detailing the steps the firm intends to follow while completing the design.
- H. Limit the total length of your proposal to a maximum of ten (10) pages, including cover letter.
- I. Submit only one (1) copies of your proposal.
- J. 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
or
dlpen@ebensburgpa.com
- K. Questions related to your submission should be directed to Daniel Penatzer, Borough Manager at the e-mail address above.
- L. 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.

VII. Selection Criteria

The following criteria will be evaluated during the selection process.

- A. Overall quality of proposal.
- B. Consultant qualifications and experience.
- C. Recommendations of previous clients
- D. Experience in sidewalk design.
- E. Cost of design.

VIII. Selection Process

It is the Borough's intent to select a consultant based on the information requested. The Borough will meet with the highest rated consultant in the selection process in order to agree upon a scope of work and the proposed fee. If a mutually satisfactory contract cannot be negotiated with the consultant first selected, the negotiations will be terminated, and the Borough will then initiate discussions 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 bid proposals, 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.

IX. Anticipated Questions

- 1. Do you have a budget or expectation for the construction cost?**
The cost of this project is expected to be \$1.7 million.
- 2. Do you have a budget or expectation for the engineering/design cost?**
No.
- 3. Since only local funds will be used for design and construction, we assume that PennDOT will not be administering the project. Is that correct?**
Correct. PennDOT's only involvement will be a possible need for HOP at two intersections where this project meets an earlier project on Center Street, and the existing handicap ramp requires adjustment.
- 4. Will the contractor's work include the installation of decorative streetlights, conduits, etc.**
No. There are no decorative poles to be installed along this project.
- 5. Will the Design Services Scope of Work need to include the design of new or revised storm drainage facilities?**
No. The Borough will have all required stormwater improvements installed prior to this project.
- 6. What is the average width of the new sidewalk to be?**
All new sidewalks will be four (4') feet in width.
- 7. Is it the borough's intent to use stenciled concrete (in brick paver pattern) along a strip between the back of the curb and the cement concrete sidewalk like in past phases? Crosswalk?**
No. The area between the new curb and sidewalk (tree lawn) will be grass. There is no patterned concrete included in this project. There are no crosswalks or traffic markings in this project.

- 8. Will concrete unit pavers be used anywhere?**
No.
- 9. Will all signage (regulatory and directional) on the sidewalks be replaced with new? By the borough or contractor?**
All signage will be replaced by the Borough following the project with new posts and some new signs. Signage need not be included in the design, except to require the contractor to maintain signage during the project.
- 10. How many meetings between the design consultant and the borough are expected?**
The Borough expects to walk the project area with the design consultant in order to assure familiarity with our expectations. We anticipate frequent questions from the consultant during the design but few, if any, meetings. The design should be able to be finalized with one or two meetings, but that depends greatly on the consultant's effort.
- 11. Will there be a need to conduct public meetings to seek input from the area businesses and residents?**
No. The Borough meets with all affected property owners well in advance of the project. The sidewalk projects in Ebensburg have been welcomed in the past.
- 12. Does the borough have any mapping of the project area in a suitable CADD format which will be made available for use by the design consultant?**
Yes. There is a large sewer improvement project underway in Ebensburg Borough, and that project includes the same areas in which new sidewalks are proposed. The sewer project was designed by Stiffler-McGraw. Those design drawings, to the extent they might be helpful with sidewalk design, are available directly from Stiffler-McGraw. The use of said drawings is approved by the Ebensburg Municipal Authority, owner of the sewer project, for use limited to this specific sidewalk design project, at a cost determined by Stiffler-McGraw. The contact at Stiffler-McGraw is Jim Young, jyoung@stiffler-mcgraw.com. The sidewalk design firm is responsible for verifying the accuracy of said drawings, and Stiffler-McGraw nor the Ebensburg Municipal Authority shall be responsible for the accuracy of the drawings as they might affect this sidewalk design.
- 13. Is it the intent of the borough to solicit bids from contractors during 2018 and begin construction during the spring of 2019?**
It is our hope that we can solicit bids February/March 2019 for the 2019 construction season.
- 14. What will the reveal of the new curb be?**
Eight (8") inches.
- 15. What is to be done with any existing brick sidewalks?**
The design should anticipate that any existing brick sidewalks will be removed and replaced with concrete sidewalk.
- 16. Are there any utility poles in the path of the sidewalk. Will they be moved?**
The design should reflect a solution if a utility pole is obstructing the sidewalk. If the pole is in the middle of the sidewalk, assume that Penelec will relocate. On past projects, if a utility pole was at the edge of a sidewalk, a bulb out was included on the sidewalk around the pole sufficient to provide ADA width.

It is the Borough's intention to answer many site-specific questions during our initial walk-through with the consultant. We do not believe that site-specific issues will have any direct impact on the design cost. The most important thing is for the Borough to describe at that point what is expected, and that the first draft of the design reflects that.

(end)

Attachments:

Aerial of West Horner Street, West Crawford Street & West Sample Street
Aerial of East Horner Street, East Crawford Street & East Sample Street
Aerial of South Marian Street & West Triumph Street
Aerials (3) of Caroline Street



West Horner Street, West Crawford Street & West Sample Street Red = Curb & Sidewalk Yellow = Curb Only



East Horner Street, East Crawford Street & East Sample Street Red = Curb & Sidewalk Yellow = Curb Only



South Marian Street & West Triumph Street Red = Curb & Sidewalk Yellow = Curb Only Blue = Sidewalk Only



South Caroline Street north to south

Red = Curb & Sidewalk

Yellow = Curb Only