

Request for Proposals
Beaver Borough
Professional Engineering Services

January 9, 2012



Introduction

The Borough of Beaver is soliciting statements of qualifications and cost proposals from qualified civil engineering firms that have experience and support capabilities to provide municipal engineering services for a variety of municipal related improvement projects.

Beaver Borough is located in Beaver County, PA and is looking to obtain retainer services as well as assistance related to planning, designing, and constructing municipal related improvements involving road ways and stormwater. In addition, the Borough may periodically request assistance for improvements related to water and wastewater, land development review, and DEP Permitting.

Scope of Services

At the direction of the Borough Council or Borough Manager, the successful firm will provide professional services to the Borough for the terms of the agreement. Such services may include, but not be limited to:

- Prepare feasibility studies, cost estimates, funding plans, and other written materials regarding ongoing or contemplated public works projects.
- Assisting with the procurement of funding for various ongoing or contemplated public works projects.
- Advising and/or representing the Borough on various matters including ongoing or contemplated public works projects including but not limited to public bodies, regulatory agencies, and the public when necessary.
- Preparing specifications, detailed construction drawings, contract documents, legal surveys for rights-of-ways and easements, and funding progress reports for ongoing or contemplated public works projects, including proposed subdivisions, lot line adjustments and annexations.
- Assisting in the solicitation, analysis, and procurement of contractors to perform construction and/or other services related to various ongoing or contemplated public works projects.
- Providing on-site and/or off-site supervision and evaluation of quality control for various public works projects, coordination and scheduling of contractors and required inspections, conducting periodic inspections, and preparation and submission of reports regarding the progress of various projects to or on behalf of the Borough.
- All services shall be preformed exclusively in the best interest of the Borough, in accordance with all applicable professional, statutory and regulatory standards and codes and in the most efficient and cost effective manner practicable.



Required Content of Proposals

The statement of qualifications and the performance data requested should include the following numbered items:

1. Name of firm, the location of where the majority of Beaver Borough's work will be performed, and the location of the primary Borough contact with the firm.
2. The average number of employees of the firm over the past two years, and at present.
3. The education, training and qualifications of the primary Borough contact and other key members of the firm which may be assigned work under the Borough agreement.
4. The present workload of the primary Borough contact, and availability of primary staff to present monthly reports to Borough Council.
5. Experience of the firm reflecting technical capabilities, project experience and funding experience in conjunction with municipal improvement projects, and addressing the scope of services.
6. Specific experience in designing and constructing pavement maintenance projects.
7. Specific experience in reviewing land development plans.
8. Specific experience in preparing funding applications for public works projects and a description of how the firm addresses identifying possible grant funding and submitting applications.
9. The name, organization and phone number of three municipal clients who may be contacted who have worked with the proposed primary contact; three clients with whom your firm as worked on major wastewater facilities; and three clients with whom your firm has worked on funding services.
10. A current fee schedule for the primary Borough contact and other key members of the firm that may be assigned Borough work projects.
11. Proof of liability insurance and limits.
12. Potential conflict of interests with other clients, if any.

Proposal Submittal Instructions

All proposals must be delivered to the Borough of Beaver by January 27, 2012 at 4:00 PM. Ten (10) copies of the proposal are required. In addition, one (1) digital copy of the proposal must be submitted. The number of pages in the proposal is limited to fifteen. Deliver proposals to:

Beaver Borough
Whitney Brady, Borough Manager
469 Third Street
Beaver, PA 15009



Selection Procedures & Pre-Proposal Meeting

There will be a pre-proposal meeting for all interested firms on January 20, 2012 at 10:00 AM. In an effort to provide adequate information for potential questions, please submit questions by Monday January 16, 2012 at 3:00 PM to wbrady@beaverpa.us. The Borough is not responsible for emails that are undelivered or marked as spam and it recommended a read receipt be requested.

Proposals Evaluation

- The competence to perform the services as reflected by technical training and education, general engineering experience, and specific experience in providing the services outlined herein, particularly municipal public works projects.
- Experience in municipal government including location and proximity of clients near Beaver Borough.
- The ability to perform the services as reflected by workload and the availability of adequate personnel in a timely manner when requested.
- Past performance with municipal engineering services as reflected by past clients with respect to such factors as control of costs, quality of work ability to meet deadlines and address problems.
- Overall cost for professional services. The Borough may require the top two or three firms to present their proposals in an interview format.

This is not an offer of employment and the Borough reserves the right to reject any or all proposals received.