

# REQUEST FOR PROPOSALS (RFP)

## MUNICIPAL CONSULTING ENGINEERING SERVICES



Dunmore Borough

Lackawanna County

400 S. Blakely St.

Dunmore, Pa 18512

Proposal Submittal: Proposals must be submitted to Dunmore Borough, Attn: Borough Manager, per the Submittal Instructions Section of this RFP.

**ALL PROPOSALS MUST BE RECEIVED BEFORE 4:00 PM ON FRIDAY OCTOBER 4, 2024. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Any requests for clarification or other questions concerning this RFP must be submitted via email to [greg.wolff@dunmorepa.gov](mailto:greg.wolff@dunmorepa.gov) before 4:00 PM on September 27, 2024. Responses will be provided via email.

**Dunmore Borough reserves the right to reject any or all proposals, to waive any component in any proposal, and to select the proposal that best meets the Borough's needs.**

### **A. BACKGROUND/INTRODUCTION**

Dunmore Borough ("Borough"), Lackawanna County, operates under a 7-member borough council form of government, is seeking qualifications and proposals from qualified engineering firms ("Consultant") to provide municipal consulting engineering services.

Primary engineering services are currently being provided by Reuther-Bowen. The borough is obligated to conduct a formal bidding process for engineering services to be in compliance with grant processes.

### **B. PURPOSE**

The purpose of this request for proposals is to solicit competitive proposals from qualified firms to provide a full suite of engineering and consulting services. Dunmore Borough and staff pride themselves on customer service and responsiveness and are seeking an experienced Municipal Engineer of Record who can work efficiently and effectively with the Borough to provide excellent services to its residents and the community at large.

### **C. GENERAL INFORMATION**

The term of the appointment will begin upon borough council's appointment tentatively scheduled for council's October 14, 2024 meeting.

This RFP does not commit the Borough to pay costs incurred in the preparation of a response.

The Borough reserves the right to accept or reject the combined or separate components of this proposal in part or in its entirety.

All responses to the RFP shall become the property of the Borough. Applicants who wish to

retrieve documents submitted as part of the response to the RFP may do so only after Consultant selection.

All costs incurred in the preparation of the proposal, the submission of additional information and/or any aspect of a proposal prior to award of a written contract will be borne by the respondent.

The Borough reserves the right to reject and replace any and all subcontractors, and reserves the right to approve all subcontractors.

#### **D. ADDENDA**

Any subsequent changes in the RFP from the date of preparation to date of submittal will result in an addendum by the issuing office.

#### **E. RULES FOR PROPOSALS**

The signer of the RFP may declare in writing that only the person, persons, company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and that the signer of the proposal has full authority to bind the binding entity.

#### **F. SCOPE OF SERVICES**

Dunmore Borough seeks a municipal consulting engineering firm that is experienced and equipped to provide the following services:

- Advise the Borough Council and Manager or designee on all matters pertaining to engineering
- Assist Borough staff in determining needed improvements to Borough streets, roads and facilities, as well as providing cost estimates for maintenance and repairs; design work and preparation of specifications as needed
- Serve as the project engineer on Borough construction and maintenance projects and oversee surveys
- SALDO and zoning ordinance review and development
- Site inspections
- Stormwater Management design and planning
- Stormwater ordinance review and development
- MS4 Compliance, including MS4 permitting, PRP development and implementation, management of all six (6) Minimum Control Measures (MCMs), annual inspections and inspection reports, annual MS4 reporting, etc.)
- Other general environmental regulatory compliance

- Attendance at Council meetings when requested (meetings are generally held the 2nd and 4th Monday of the month at 6 PM)
- Attendance at Planning Commission meetings when requested (meetings are generally held the 1st Thursday of the month at 7 PM)
- Attendance at Zoning Commission meeting when requested
- Attendance at project-based meetings as required by the Borough Manager or designee
- Assist Borough staff with preparing grant applications as requested
- Perform any other duties as directed by the Borough Council, Manager or designee

### **G. Minimum Qualifications**

1. A professional engineer registered in the Commonwealth of Pennsylvania in accordance with the Borough Code.
2. Assigned Engineer must have a minimum of seven (7) years of progressive responsibility with municipal, technical and civil engineering experience with the above described duties.
3. Knowledge of applicable Pennsylvania regulations.

### **H. Submittal Information and Deadline**

Four (4) copies of the proposal shall be sealed and clearly marked, "Proposal for Municipal Consulting Engineering Services" on the exterior of the envelope and addressed to: Gregory Wolff, Borough Manager, Dunmore Borough, 400 S. Blakely St. Dunmore, Pa 18512. Written proposals in accordance with the specifications and directions provided herein must be received no later than 4:00 PM, FRIDAY OCTOBER 4, 2024. Proposals received after the date and time specified in this RFP will be rejected by the Borough as non-responsive.

The acceptance of a proposal shall only be undertaken by express action of the Dunmore Borough council and is effective only upon its approval.

The Dunmore Borough council specifically reserves the right to negotiate with one or more consultants to determine which engineering service is in the best interest of the Borough.

The candidates shall be willing to participate in oral interviews with Borough Council regarding their proposal as part of a selection process as may be deemed appropriate by Borough Council. The Borough reserves the right to reject any and all proposals and/or to select a single proposal, which, in its discretion, it determines to be in the best interest of the Borough.

The Borough recognizes that the selected Engineer may have private clients that operate in Dunmore Borough. The Borough would require that any such conflict be disclosed.

The Borough reserves the right to negotiate the exact terms of agreement with the firm ultimately selected as the Borough Engineer.

## **I. Submittal Requirements**

### **A. Letter of Transmittal**

1. The letter shall include a statement indicating the firm's understanding of the appointed position
2. The letter shall include a statement of affirmation of the firm's qualifications professionally and expertly conducting the work as understood
3. The letter shall indicate the firm's contact person concerning the proposal and the telephone number where that person can be reached

### **B. General Profile of the Firm**

1. This brief profile shall indicate the firm's experience in providing municipal engineering services, including a description of work performed in communities similar to Dunmore Borough
2. List of individuals to be assigned to the Borough, highlighting the individual that will be the primary point of contact and is expected to attend meetings. Please include the home office where the primary contact will be located. Biographical information of individuals that would regularly provide services to the Borough shall be provided
3. Executive summary of not more than two (2) pages, identifying and substantiating why the firm is best qualified to provide the requested services
4. Other information the firm feels would be pertinent to their selection.

### **C. Fees**

1. Fees and billing information shall be provided as part of the proposal. A complete schedule of proposed hourly rates for individuals that would serve the Borough shall be included
2. Detailed explanation of the firm's billing practices. Specifically address how the firm handles billing increments, mileage reimbursement, travel time, etc.

### **D. Legal**

1. Describe any lawsuits filed against the firm during the past five (5) years

### **E. References**

1. Must provide at least three municipal references and contact information for same

## **J. CONSULTANT SELECTION**

The Borough will review the responses to the RFP and decide as to the most responsive, best suited and most qualified to provide the services requested. A limited number of candidates may be selected for interview with Borough Council and Manager, after which the Borough Engineer will be

appointed by Borough Council on or about October 14, 2024.

*Generally, the selection criteria will include, but is not limited to:*

- The responsiveness to the specific needs of the Borough and an understanding of the services to be provided
- Experience, expertise and knowledge particular to the Borough's needs in providing services of a similar nature
- The skills, education, experience and "fit" of the consultant assigned to the Borough
- References
- Cost

#### **K. METHOD OF PAYMENT**

The selected Consultant shall submit monthly invoices, separated by project, to the Borough for the services rendered in that month. The invoices shall include a summary as well as a detailed breakdown of the tasks, personnel, the hours and hourly rates.

#### **I. REGULATIONS**

The selected Consultant shall be expected to comply with all applicable federal, state, and Borough regulations and contract provisions.