

REQUEST FOR QUALIFICATIONS (RFQ)

MUNICIPAL CONSULTING ENGINEERING SERVICES

Upper Gwynedd Township
Montgomery County, Pennsylvania



1 Parkside Place
North Wales, PA 19454

Proposal Submittal: Proposals must be submitted to Upper Gwynedd Township, Attn: Township Manager, per the Submittal Instructions Section of this RFQ.

ALL PROPOSALS MUST BE RECEIVED BEFORE 4:00 PM ON FEBRUARY 7, 2020. LATE PROPOSALS WILL NOT BE ACCEPTED.

Any requests for clarification or other questions concerning this RFQ must be submitted via email to szadell@uppergwynedd.org before 4:00 PM on Tuesday, February 4, 2020. Responses will be provided via email.

Upper Gwynedd Township 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 Township's needs.

1. BACKGROUND/INTRODUCTION

Upper Gwynedd Township ("Township"), Montgomery County, a First Class Township, which operates under a 5-member Board of Commissioners with a Council- Manager form of government, is seeking qualifications and proposals from qualified engineering firms ("Consultant") to provide municipal consulting engineering services for all Township departments.

2. PURPOSE

The purpose of this Request for Qualifications ("RFQ") is to solicit competitive proposals from qualified firms to provide a full suite of municipal engineering and consulting services. The Upper Gwynedd Township Board of Commissioners 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 Township Administration to provide excellent services to its residents and the community at large.

3. GENERAL INFORMATION

- A. The term of the appointment will begin on or around March 9, 2020 when approved by the Board of Commissioners of Upper Gwynedd Township.
- B. This RFQ does not commit the Township to pay costs incurred in the preparation of a response. The Township reserves the right to accept or reject the combined or separate

components of this proposal in part or in its entirety.

- C. All responses to the RFQ shall become the property of the Township. Applicants who wish to retrieve documents submitted as part of the response to the RFQ may do so only after Consultant selection.
- D. 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.
- E. The Township reserves the right to reject and replace any and all subcontractors, and reserves the right to approve all subcontractors.

ADDENDA

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

RULES FOR PROPOSALS

The signer of the RFQ must 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.

4. SCOPE OF SERVICES

Upper Gwynedd Township seeks a municipal consulting engineering firm that is experienced and equipped to provide the following services:

- Advise the Board and Manager or his/her designee on all matters pertaining to engineering.
- Prepare plans, specifications and bidding schedules for construction, maintenance and repair of highways and other construction projects. Run pre construction meetings related to Township Projects and Land Development.
- Serve as project engineer on Township construction and maintenance projects and oversee surveys.
- Review subdivision, highway and traffic proposals and approve highway occupancy and grading permits.
- Develop and recommend both short-range and long-range capital improvement programs, including appropriate budget proposals.
- Consulting Engineer has office hours at the Upper Gwynedd Township Building for a minimum eight (2) hours per week, on a set day (for example each Monday at 1 pm).
- Attendance at all Board of Commissioners meetings (generally the second and fourth Monday of each month).
- Attendance at Planning Commission meetings (2nd Wednesday of every month)
- Attendance at the Plan Review Committee Meetings each month
- Attendance at project-based meetings as required by the Township Manager or her

designee

- SALDO and zoning ordinance review and development
- Site inspections
- Grant writing and grant administration services
- 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

5. SUBMITTAL INFORMATION AND DEADLINE

Written proposals in accordance with the specifications and directions provided herein must be received no later than 4:00 p.m., February 7, 2020. Proposals must be sealed and clearly marked "Proposal for Municipal Consulting Engineering Services" on the exterior of the envelope and addressed to: Sandra Brookley Zadell, Township Manager, Upper Gwynedd Township, 1 Parkside Place, North Wales, PA 19454. Proposals received after the date and time specified in this RFQ will be rejected by the Township as non-responsive.

6. SUBMITTAL REQUIREMENTS

Respondents desiring to respond to the RFQ shall submit an original and two (2) copies of the proposal, marked on the outside 'RFQ FOR MUNICIPAL CONSULTING ENGINEERING SERVICES.' Service fees and hourly rates shall be submitted with the proposal. All submission materials shall also be provided electronically, via a thumb drive. The proposals shall include the name of the respondent. In order to be considered, a proposal must be submitted no later than 4:00pm p.m. on February 7, 2020 to the attention of the Township Manager.

If sent via USPS Mail:

Township Manager
Upper Gwynedd Township
P.O. Box 1
West Point, PA 19486

If sent via FedEx/UPS:

Township Manager
Upper Gwynedd Township
1 Parkside Place
North Wales, PA 19444

Responses sent by telephone or email will not be accepted. It is the sole responsibility of each proposer to ensure that its proposal reaches the Township by the time and date specified. Once opened, all responses become the public record and will be available to the public for review.

The following information should be included in the submitted RFQ.

- A. Letter of Introduction** – Briefly describe the firm, including its history and number and location of offices; the name, address, email and phone number of the contact person as well as a summary of the respondent’s understanding of the scope of services and overall approach to providing those services. The letter should be signed by an officer or principal of the respondent’s firm authorized to bind the firm of all commitments made in the proposal.
- B. Experience and Qualifications** – Describe any and all relevant experience and qualifications including specific certifications and licensures of the primary consulting engineer that would be assigned to Upper Gwynedd Township, as well as all key individuals that may be involved in providing the services specified in the Scope of Services. Provide resumes for all key personnel. Include list of municipal projects the firm has participated in during the past five (5) years within a 50-mile radius of Montgomery County and indicate the firm’s role in each project (e.g. design, bidding, engineering, review, administration, construction administration, etc. Engineer must be registered as a professional engineer by the Pennsylvania State Board of Professional Engineers. He/She must have a B.S. degree with work in engineering and three years of public work and/or municipal engineering experience.
- C. Community/Civic Engagement** - If applicable, describe and provide examples of the firm’s involvement in community service, civic organizations, and charity work.
- D. References** – Provide at least three (3) references that may be contacted for verification of the respondent’s experience and qualifications with municipalities in Pennsylvania; preferably first-class townships in the Greater Philadelphia Region.
- E. Rate and Service Structure** – Provide the comprehensive fee schedule for personnel and services. Provide a sample of an invoice for municipal consulting engineering services for a current or former municipal client, redacting contact or other sensitive information where appropriate.
- F. Legal** – Describe any lawsuits filed against the firm during the past five (5) years.
- G. Insurance Requirements** – All required insurance must be current and up to date in advance and renewed annually. A consultant may not work for Upper Gwynedd Township until the appropriate insurance has been provided and approved by the Township Solicitor. This shall be verified by Township staff.

7. CONSULTANT SELECTION

The Township will review the responses to the RFQ 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 interviews with the Township’s Board of Commissioners and Manager,

after which the Township Engineer will be appointed by the Board of Commissioners on or about March 9, 2020.

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

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

8. METHOD OF PAYMENT

The selected Consultant shall submit monthly invoices, separated by project, to the Township 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.

9. REGULATIONS

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