

**Request for Qualifications  
Civil Engineering Services  
Improvements to Allison Hollow Road in Chartiers Township**

**INTRODUCTION:**

The Chartiers Township Board of Supervisors is seeking Statements of Qualifications from full service engineering firms for the design and preparation of bid specifications for improvements to Allison Hollow Road. The Board and the staff have high expectations of all professional consultants in terms of the quality of work, value, and client and public relations. Firms with specific experience in the planning and design of local road improvements [no less than three (3) such completed projects in the last three (3) years] are invited to submit a Statement of Qualifications as requested herein.

**PROJECT DESCRIPTION:**

The selected firm will perform the engineering and other related services necessary for the design and preparation of bid specifications for improvements to Allison Hollow Road. Allison Hollow Road is a historically rural and narrow road that has fallen into disrepair. Improvements contemplated include some widening and straightening of the road in places, corrective drainage design, removal of trees to improve sight distance and paving. The Township is looking for design and repair to improve basic functionality and safety of the road. The first 911 feet of the road from its intersection with West Pike Street (S.R. 1009) has been improved as a result of a PennDOT project at the intersection and is NOT included in this project. A developer will be widening, adding a turning lane and improving approximately 400 feet of the road approaching the development's access point, which is also NOT included in this project. Therefore the Township would like the selected firm to provide recommendations and design for the balance of the road from the end of this work to Old Hickory Ridge Road (S.R. 4047), approximately 12,700 feet. Please note that the Township Engineer has done some initial surveying of the road and that information will be available to the selected firm.

**PROPOSAL CONTENT:**

- **Firm Description.** Describe your firm, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office and the address of the office that will manage the project.
  
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. However, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past three (3) years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project.

- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If Applicable, discuss any unique aspects of the project, alternative approaches the Township might wish to consider. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations.
- **Rates.** Provide a rate structure for the firm that includes all individuals proposed to work on the project
- Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

**SUBMITTAL PACKAGE and INFORMATION:**

Questions regarding the project should be submitted to the Township Manager at the address below.

Please provide one original and three (3) copies of the statement of qualifications submittal by no later than 4:00 p.m. on May 24, 2013. Statements of Qualifications received after the deadline will not be considered. E-mailed submittals by the above referenced deadline, will be accepted, although hard copy submittal must also be received subsequently.

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## EVALUATION AND SELECTION CRITERIA:

All Statements of Qualifications will be evaluated based on the following criteria. Additional criteria may also be utilized, such as results of contacts with current and past clients.

- Firm History and Capability to Perform Project, including services offered, stability, availability and history of the firm.
- Relevant Project Experience, including recent, specific experience in the planning and design of similar municipal road projects.
- Qualifications of Project Team, commitment and project experience of the professional staff to be assigned to the project.
- Past performance, including meeting schedules, budgets and estimating costs.
- Project Approach and Schedule

## SELECTION PROCESS:

All Statements of Qualifications will be reviewed and evaluated by the Township and its representatives for overall completeness and adherence to submission requirements and according to the criteria in the preceding section. Additional information/clarifications may be requested from certain firms during the review process. In person interviews will likely be held with a short-list of select firms, but the Township may forego in-person interviews. Final selection will be based on a combination of qualifications, experience, assigned staff, fees, schedule, approach to the project, conceptual ideas and chemistry with the Township.

## RESERVATION OF RIGHTS:

The Township reserves the right to waive any irregularities in any Statement of Qualifications and to reject any or all Statements of Qualifications if it is in the Township's best interest to do so. The Township reserves the right to short-list any firms which respond to the Request for Qualifications and to award the final contract to the firm it deems to have provided the best overall proposal for the planning and design of Allison Hollow Road.

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