

**CHARTIERS TOWNSHIP**  
**REQUEST FOR PROPOSALS (RFP)**  
**Allison Hollow Road Improvements Loan**

The Chartiers Township Board of Supervisors, Washington County, PA (“Township”) is seeking proposals from qualified banking institutions (institution(s)) for a construction loan to fund improvements to Allison Hollow Road. A banking institution is considered to be qualified, if it is duly registered in the Commonwealth of Pennsylvania. The funds awarded pursuant to this RFP are expected to be available for distribution in the early summer of 2014. The Township’s most recent annual audit, 2012, is included for your information.

One (1) original and four (4) copies of the proposal must be submitted in a sealed envelope and clearly marked in the lower left corner “Request for Proposal Bank Loan”, addressed and delivered to:

Chartiers Township  
Jodi Noble, Township Manager  
2 Buccaneer Drive  
Houston, PA 15342

Proposals must be received by 12:00 p.m. Monday, March 31, 2014 at the Chartiers Township Municipal Building, at which time the proposals will be publicly opened and reviewed. Facsimile proposals will not be accepted. Responses delivered later will not be accepted. Chartiers Township is not responsible for delays in delivery.

Chartiers Township is committed to providing equal opportunity in contracting services.

Chartiers Township reserves the right to cancel this request or reject any and all proposals submitted or to waive any minor formalities if in the judgment of the Board of Supervisors the best interest of the Township would be served.

No respondent may withdraw their proposal after the hour set for the opening thereof, unless the award of contract is delayed for a period exceeding sixty (60) days.

**1. BACKGROUND**

Allison Hollow Road is a historically rural and narrow road that has fallen into disrepair. In the summer of 2013, the Township sought qualifications from professional engineering firms to design improvements to Allison Hollow Road. The Township selected the firm of Lennon, Smith, Souleret Engineering to design the necessary improvements, which they did in the balance of 2013. The improvement project was then submitted for public

bid, for which bids were opened February 14, 2014 and awarded at the public meeting of February 25, 2014 for a base bid of \$1,688,674.75 and add alternate 2 for \$4,860 to the lowest bidder, Morgan Excavating. An additional add alternate in the amount of \$185,124.00 was tabled and is anticipated to be approved at the Board's March 25, 2014 meeting, bring the construction total for the project to \$1,878,658.75. Adding in contingencies, right-of-way acquisition and Engineering fees, the total project budget is anticipated to be approximately \$2.2 million. Improvements contemplated include some widening and straightening of the road in places, corrective drainage design, removal of trees to improve sight distance and paving

## **2. ANTICIPATED BORROWING**

The Township has budgeted \$1,000,000 from PA Act 13 Impact Fee funds. Therefore, the Township is seeking to Borrow up to \$1,250,000 for this project. The debt service will paid from continuing annual Act 13 Impact Fee funds received.

## **3. TERM**

The Township is seeking to borrow the above sum with repayment scheduled over the next 10 years. The Township seeks the most advantageous interest rate and structure available. The Township also wants to make sure there is no penalty for prepayment.

## **4. PURPOSE AND CRITERIA**

The Township is requesting proposals for its loan services. The goal is to obtain the highest quality banking services at the lowest borrowing rate to the taxpayer.

The following criteria will be used to evaluate all proposals:

1. Borrowing (interest) rate and structure;
2. Banking institution's financial strength;
3. Banking institution's ability to provide the services outlined in the proposal, and;
4. Bank costs for the borrowing;
5. Banks willingness to prepare the DCED filing (the Township processed a PENNVEST loan in 2013, so the information available is fairly current and will be made available to the successful institution if the offer this service);
6. References from other municipal clients.

## **5. GENERAL BANKING INSTITUTION INFORMATION**

Please include the following general banking institution information in your proposal:

1. The name of the relationship representative at the banking institution who would be assigned to the Township loan.

2. The location, branch manager, and operating hours of the branch where the Township will most regularly conduct business.
3. A list of all municipal clients located within the Commonwealth of Pennsylvania. The list should include name and address of the jurisdiction, along with a contact name and telephone. The list will be utilized by the Township for the purpose of obtaining at least three references for the banking institution. The entities selected for reference will be at the discretion of the Township. The banking institution may suggest certain organizations of similar size and structure to the Township as possible references.

**6. Information**

Questions regarding this Request for Proposal(s) may be directed to the Township Manager at (724) 745-3415 or [jnoble@chartierstwp.com](mailto:jnoble@chartierstwp.com).