

**CHARTIERS TOWNSHIP
REQUEST FOR PROPOSALS & QUALIFICATIONS
ENGINEERING SERVICES**

I. PURPOSE AND INTENT

The Township of Chartiers, Washington County, Pennsylvania is soliciting proposals of a Township Engineer to provide professional engineering services to the Township. This is a contracted-out position. Below is information relating to the submission of a proposal, including general information, duties, minimum qualifications, general requirements for submitting proposals, organization and required submittals for proposal, and evaluation criteria.

II. PROPOSAL SUBMISSION

Those interested in the position shall submit an original and three (3) copies of their proposal in an envelope marked "Proposal for Township Engineer" and addressed to

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

The proposal must be received no later than 3:00 p.m. on Wednesday, November 30, 2016. Faxed or emailed proposals will not be accepted.

For additional information or questions regarding this RFP, contact:
Jodi L. Noble, Township Manager
2 Buccaneer Drive
Houston, PA 15342
724-745-3415
jnoble@chartierstwp.com.

The Municipality reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Municipality also reserves the right to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP when the Municipality determines that such action is in its best interests.

III. GENERAL INFORMATION

The Township of Chartiers, Washington County is a Second Class Township that covers approximately 24 square miles and has a population of just under 8,000 but would be considered a growth community as land development is increasing in Chartiers. There are approximately 57 miles of streets and roads maintained by the Township, including stormwater and sanitary sewer infrastructure (part of the Township). The Township also owns and maintains two (2) parks with recreational facilities, including the Chartiers Township Community Center.

The Township of Chartiers operates under an elected three (3) member Board of Supervisors. The Township Manager serves as the chief administrative officer of the Township. The Township employs approximately 25 full-time employees including administrative, police, public works and code enforcement personnel. The Board of Supervisors is advised by an appointed five (5) member Planning Commission and has a Five (5) member Zoning Hearing Board as well as several other advisory committees.

The Township operates on an approximately \$3 million general fund budget and additional funds for a total Township budget of approximately \$12 million.

IV. DUTIES OF THE TOWNSHIP ENGINEER

The Township Engineer is expected, at a minimum, to provide the following services:

- A. Review of subdivision and land development plans as submitted to the Township for compliance with the Township Subdivision and Land Development Ordinance, as well as the Stormwater and Zoning Ordinances.
- B. Attend two monthly scheduled Board of Supervisors meetings (currently the 2nd and 4th Tuesdays of the month) and special meetings when required by the Township.
- C. Attend one monthly Planning Commission meeting (currently the 3rd Tuesday of the month).
- D. Assist Township Staff in determining needed improvements to Township streets, roads and facilities as well as providing cost estimates for maintenance and repairs; design work and preparation of specifications to be provided as needed.
- E. Assist Township Staff in determining needed improvements and estimate of costs to Township sanitary sewer collection system and storm sewer system; design work and preparation of specifications to be provided as needed.
- F. Provide land surveying services when needed.
- G. Revise Township street map, sanitary sewer map, storm sewer maps, and zoning maps, as needed.
- H. Assist staff and the Solicitor with the preparation and drafting of applicable Township ordinances.
- I. Respond to various staff needs and questions regarding the infrastructure of the Township.
- J. Design, bid and provide construction management services for new sanitary sewer and capital projects.
- K. Perform any other duties as directed by the Township Manager or his/her designated representative.

- L. Perform public improvement inspections for both public and developer installed infrastructure.

V. MINIMUM QUALIFICATIONS

- A. A professional engineer registered in the Commonwealth of Pennsylvania in accordance with the Second Class Township Code.
- B. Assigned Engineer must have a minimum of seven (7) years of progressive responsibility with municipal technical and consulting civil engineering experience with above described duties
- C. Knowledge of the PA MPC and an understanding of the subdivision and land development process.

VI. GENERAL REQUIREMENTS FOR SUBMITTING PROPOSALS

Four (4) copies of the proposals shall be sealed and clearly marked: "Proposal for Township Engineer" and received by the Township Administrative Office by Wednesday, November 30, 2016.

The acceptance of a proposal shall only be undertaken by express action of the Chartiers Township Board of Supervisors and is effective only upon its approval.

The Chartiers Township Board of Supervisors specifically reserves the right to negotiate with one or more consultants to determine which engineering service is in the best interest of the Township.

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

The Township recognizes that the selected Engineer may have private clients that operate in Chartiers Township. The Township would require that any such conflict be disclosed and the Township would retain an alternate Consulting Engineer for any reviews related to the Township Engineer's private clients.

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

VII. ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSAL

- 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 for 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 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 the Township of Chartiers.
2. List of individuals to be assigned to the Township, highlighting the individual that will be the primary point of contact and is expected to attend meetings. Biographical information of individuals that would regularly provide services to the Township 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 a part of the proposal. A complete schedule of proposed hourly rates for the individuals that would serve the Township.
2. Detailed explanation of the firm's billing practices. Specifically address how the firm handles billing increments, mileage reimbursement, travel time, etc.
3. The Township is also interested in any type of retainer/fixed fee arrangement firms may request.

D. References

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

VIII. EVALUATION CRITERIA

All proposals will be evaluated based on the candidate's overall quality and suitability for the Township's needs. Factors include the technical and professional expertise and experience of the consulting firm, responsiveness, capabilities, flexibility, reliability, performance and cost of services.

A. Expertise and Experience

The technical and professional expertise and experience of the firm will be determined by

the following factors:

1. The overall firm's experience in conducting similar work that is to be provided to the Township of Chartiers.
2. The expertise and professional level of the individuals proposed to conduct the work for the Township of Chartiers.
3. Information derived from references.

B. Procedures and Methods

The methods and procedures proposed to be utilized to conduct the work requested as they relate to thoroughness, responsiveness to the citizens and officials of the Township, and high professional standards will be of significant importance in evaluating the proposals.

C. Cost

The cost will be weighed in relation to other proposals received and shall be evaluated relative to the overall levels of expertise of the specific firm's personnel proposed to do the work for the Township and the other criteria noted above. The Township specifically states the reason for award shall not be solely on the "lowest bid".

D. Oral Interviews

As part of the evaluation process, those submitting proposals may be requested to attend oral interviews with Township officials to evaluate the above indicated areas and to ensure that the Township has a complete understanding of the firm's proposal.