

**REQUEST FOR PROPOSALS**  
**ENGINEERING SERVICES**  
**2017 -PHASE 1 CDBG STREETS**



**CITY OF WILKES-BARRE**

***Anthony G. George***

***Mayor***

## **SOLICITATION FOR PROPOSALS**

*The City of Wilkes-Barre intends to award a contract to a Consulting Engineer under this solicitation for the:*

### **2017 OECD Streets Phase I**

*Proposals will be received until the 10th day of August 2017 at the Office of the City Clerk, 4<sup>th</sup> Floor, City Hall, Wilkes-Barre, Pennsylvania, 18711-4132, until 9:30 am local time.*

*Copies of the proposals may be obtained at the above office.*

*Scope of Work is defined in the request for proposals.*

*The City of Wilkes-Barre reserves the right to reject any or all proposals and to request additional information from all proposers, when doing so is in the best interest of the project.*

*The City of Wilkes-Barre encourages minority owned firms, women's business enterprises, and labor surplus area firms to submit proposals.*

*The City of Wilkes-Barre does not discriminate on the basis of race, color, national origin, sex, religion, age, family or handicap status in employment or the provision of services.*



**Anthony G. George, MAYOR**

THE CITY OF WILKES-BARRE IS  
AN EQUAL OPPORTUNITY/  
AFFIRMATIVE ACTION EMPLOYER

**INVITATION FOR REQUEST FOR PROPOSALS**

**CITY OF WILKES-BARRE, PENNSYLVANIA  
OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT**

**I. TYPES OF SERVICES REQUIRED:**

*The City of Wilkes-Barre requires professional services to provide technical assistance, as follows:*

*(A) Survey, Preliminary Design, Final Design, and Construction Inspection Services with regard to improvements as described, on the following project:*

*2017-Phase 1 CDBG Streets*

*(B) The preparation of Drawings, Bid Form(s), and Technical Specifications in compliance with Federal, State, and local regulations.*

**II. EVALUATION CRITERIA:**

*In addition to information provided in the Architect/Engineer Questionnaire, each proposal will be evaluated based on firm's responses to the following:*

*(A) Firm's willingness to negotiate a lump sum contract.*

*(B) Firm's assurance that employees and applicants for employment are not discriminated against because of race, age, color, religion, sex, national origin, handicap or family status, in accordance with Executive Order 11246, as amended.*

*Interested firms shall submit two copies of their Proposal to:*

*Office of the City Clerk  
4<sup>th</sup> Floor - City Hall  
40 East Market Street  
Wilkes-Barre, PA 18711*

*no later than 9:30 am, on the 10<sup>th</sup> day of August 2017.*

### **III. COMPENSATION:**

*The City of Wilkes-Barre shall negotiate a contract with the highest qualified firm, subject to the evaluation of information received from all interested firms. After each firm has been evaluated and ranked, they will be contacted to submit their cost proposal to negotiate a Lump Sum Contract. Should the City be unable to negotiate a satisfactory contract with the firm considered to be most qualified, the City shall then undertake negotiations with the second most qualified firm. The City will negotiate a lump sum fee for each phase of services as follows:*

**Phase I Basic Engineering**

- a) Preliminary Design*
- b) Final Design*
- c) Bidding*
- d) Construction*

**Phase II Additional Services**

- a) Preliminary Survey*
- b) Construction Base Line*
- c) Utility Relocation*
- d) Construction Verification*
- e) Record Drawings*

**Phase III Resident Project Representative**

- a) Inspection Services*

*It is understood that a firm unwilling to negotiate for services as established above will disqualify the firm's RFP from further consideration.*

**DO NOT SUBMIT THE COST PROPOSAL WITH THE RFP!**

**NOTE:** *All administrative items such as printing, mailing, copying, etc. are inclusive in each phase of the service (no additional compensation).*

### **IV. INSURANCE:**

*Prior to the execution of the Agreement for Services, as outlined in the RFP, the Engineer must provide certificate(s) of insurance for General Liability, Professional Liability (limits of not less than \$1,000,000.<sup>00</sup>) and Workmen's Compensation to protect both parties from all claims which may arise as a result of his performance under this contract.*

**ARCHITECT/ENGINEER QUESTIONNAIRE**

*This form is intended to provide information regarding the qualifications of interested firms in providing a specific professional service.*

|  |  |  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
|--|--|--|--|-------|---|--|-------|-------------------------------------|--|-------|--------------------------------|--|-------|----------------------------|--|-------|-------------------------------|--|-------|
| 1. <b>NAME OF PROJECT FOR WHICH FIRM IS FILING:</b>  |  |  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
| 2a. <b>ADVERTISEMENT DATE:</b>   | 2b. <b>PROJECT NUMBER:</b><br><br>BCD: _____   |  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
| 3. <b>FIRM NAME &amp; ADDRESS:</b>   |  |  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
| 3a. <b>NAME, TITLE &amp; PHONE NUMBER OF PERSON TO CONTACT:</b>  |  |  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
| <b>4. PERSONNEL BY DISCIPLINE</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <i>Administrative</i><br/> <input type="checkbox"/> <i>Architects</i><br/> <input type="checkbox"/> <i>Civil Engineers</i><br/> <input type="checkbox"/> <i>Inspectors</i><br/> <input type="checkbox"/> <i>Draftsmen</i><br/> <input type="checkbox"/> <i>Electrical Engineers</i><br/> <input type="checkbox"/> <i>Estimators</i><br/> <input type="checkbox"/> <i>Landscape Architects</i> </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <i>Mechanical Engineers</i><br/> <input type="checkbox"/> <i>Mining Engineers</i><br/> <input type="checkbox"/> <i>Planners</i><br/> <input type="checkbox"/> <i>Soil Engineers</i><br/> <input type="checkbox"/> <i>Specification Writers</i><br/> <input type="checkbox"/> <i>Structural Engineers</i><br/> <input type="checkbox"/> <i>Surveyors</i><br/> <input type="checkbox"/> <i>Transportation Engineers</i> </td> </tr> </table> |  | <input type="checkbox"/> <i>Administrative</i><br><input type="checkbox"/> <i>Architects</i><br><input type="checkbox"/> <i>Civil Engineers</i><br><input type="checkbox"/> <i>Inspectors</i><br><input type="checkbox"/> <i>Draftsmen</i><br><input type="checkbox"/> <i>Electrical Engineers</i><br><input type="checkbox"/> <i>Estimators</i><br><input type="checkbox"/> <i>Landscape Architects</i> | <input type="checkbox"/> <i>Mechanical Engineers</i><br><input type="checkbox"/> <i>Mining Engineers</i><br><input type="checkbox"/> <i>Planners</i><br><input type="checkbox"/> <i>Soil Engineers</i><br><input type="checkbox"/> <i>Specification Writers</i><br><input type="checkbox"/> <i>Structural Engineers</i><br><input type="checkbox"/> <i>Surveyors</i><br><input type="checkbox"/> <i>Transportation Engineers</i> |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
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| <b>5. DOES YOUR FIRM QUALIFY UNDER ONE OF THE FOLLOWING:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;"><i>Female Owned Business Firm</i></td> <td style="width: 5%;"></td> <td style="width: 25%; text-align: center;">_____</td> </tr> <tr> <td><i>Labor Surplus Area Business Firm</i></td> <td></td> <td style="text-align: center;">_____</td> </tr> <tr> <td><i>Minority Owned Business Firm</i></td> <td></td> <td style="text-align: center;">_____</td> </tr> <tr> <td><i>Section 3 Business Firm</i></td> <td></td> <td style="text-align: center;">_____</td> </tr> <tr> <td><i>Small Business Firm</i></td> <td></td> <td style="text-align: center;">_____</td> </tr> <tr> <td><i>Wilkes-Barre City Firm</i></td> <td></td> <td style="text-align: center;">_____</td> </tr> </table>  |  | <i>Female Owned Business Firm</i>  |  | _____ | <i>Labor Surplus Area Business Firm</i> |  | _____ | <i>Minority Owned Business Firm</i> |  | _____ | <i>Section 3 Business Firm</i> |  | _____ | <i>Small Business Firm</i> |  | _____ | <i>Wilkes-Barre City Firm</i> |  | _____ |
| <i>Female Owned Business Firm</i>  |  | _____  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
| <i>Labor Surplus Area Business Firm</i>  |  | _____  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
| <i>Minority Owned Business Firm</i>  |  | _____  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
| <i>Section 3 Business Firm</i>   |  | _____  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
| <i>Small Business Firm</i>   |  | _____  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |
| <i>Wilkes-Barre City Firm</i>  |  | _____  |  |       |   |  |       |                                     |  |       |                                |  |       |                            |  |       |                               |  |       |

Firm Name: \_\_\_\_\_

Project #: \_\_\_\_\_

(Duplicate this page as needed)

**6. Brief Resume of Key Persons, Specialists and Consultants  
Anticipated for this Project:**

**a. Name and Title:**

**b. Project Assignment:**

**c. Years Experience with this firm \_\_\_\_\_ Other Firms \_\_\_\_\_**

**d. Education: (Degree/Year Specialization)**

**e. Active Registration:**

**f. Experience and Qualifications relevant to this Project:**

Firm Name: \_\_\_\_\_

Project #: \_\_\_\_\_

7. *Projects completed by Firm illustrating current qualifications relevant to this Project.  
(List no more than four Projects).*

*a. Project Name/ Owner:*

*Scope of Work/ Firm's Responsibility:*

*Construction Cost/ Completion Date:*

*b. Project Name/ Owner:*

*Scope of Work/ Firm's Responsibility:*

*Construction Cost/ Completion Date:*

*c. Project Name/ Owner:*

*Scope of Work/ Firm's Responsibility:*

*Construction Cost/ Completion Date:*

*d. Project Name/ Owner:*

*Scope of Work/ Firm's Responsibility:*

*Construction Cost/ Completion Date:*

Firm Name: \_\_\_\_\_

Project #: \_\_\_\_\_

8. *Outside Consultants/Associates anticipated for this Project:*

9. *Use this space to provide additional information, or a description of resources supporting your qualifications for this project:*

10. *The foregoing is a Statement of Facts.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Date