

REQUEST FOR PROPOSALS

ENGINEERING / ARCHITECTURAL SERVICES

Solomon Creek Area Sanitary Sewer System Project

***Project is funded with monies from the Commonwealth of Pennsylvania,
Commonwealth Financing Authority***



CITY OF WILKES-BARRE

August 2017

SOLICITATION FOR PROPOSALS

The City of Wilkes-Barre intends to award a contract to an Engineer/Architect under this solicitation for the:

Solomon Creek Area Sanitary Sewer System Project

Proposals will be received until the 21st day of August, 2017 at the Office of the City Clerk, 4th 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 or the city's website.

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.

The City of Wilkes-Barre adheres to the Pennsylvania Human Relations Act (PHRA) and all applicable federal and state laws.

This project is funded by a grant from the Commonwealth of Pennsylvania, Commonwealth Financing Authority.

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

I. TYPES OF SERVICES REQUIRED:

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

(A) Preliminary Design, Final Design, and Construction Inspection Services with regard to Solomon Creek Area Sanitary Sewer System on the following project:

Solomon Creek Area Sanitary Sewer System Project

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

(C) See attachment - Exhibit "A"

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 in the hiring of any employees for the manufacturing of supplies, performance of work, or any other activity required for the project shall not discriminate in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates

(C) Firm's experience must be with projects of a similar type or nature

Interested firms shall submit two (2) copies of their Proposal to:

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

No later than 9:30 AM local time, on the 18th 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:

Basic Engineering

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

Additional Services

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

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 \$1,000,000.00) and Workmen's Compensation to protect both parties from all claims which may arise as a result of his performance under this contract.

EXHIBIT "A"

PROJECT NARRATIVE

BARNEY, REGENT, WALLER, FRANKLIN STREET AREAS SANITARY SEWER CLEANING, FLUSHING, VIDEO INSPECTION REPLACEMENT PROJECT CITY OF WILKES-BARRE, LUZERNE COUNTY, PENNSYLVANIA

The City of Wilkes-Barre will resolve a problematic sanitary sewer system in our municipality with an infrastructure improvement project. The project area will focus on four (4) city streets: South Franklin, Regent, Barney and Waller. This area is in the southwestern region of the city and is adjacent to Hanover Township. Also, South Franklin, Regent, Barney and Waller Streets all transverse Solomon Creek between Division and Horton Streets. This section of the city consists of a mix of residential, commercial and other types of businesses. Unfortunately, the city has received numerous requests to evaluate sewage back up occurring in several properties located with the subject vicinity. Several attempts have been made to jet or "snake" the sewer line to solve this problem, which has worked temporarily, but a permanent fix to the existing conditions is necessary. The sanitary sewers in this area are in need of restoration to improve and provide a safe conveyance of sewage. Additionally, these improvements will eliminate the environmental issue of sewage backing up into homes and businesses along with the chronic maintenance problems of the sanitary sewer system.

The city has an older VCP sanitary system which in this area has required repairs, replacements, emergency pumping and maintenance. A surcharged system in the sewers main has caused backups into residential houses which required emergency services to provide by-pass pumping. The cost of these necessary emergency services, provided to the property owners by the city, is substantial and has caused great financial hardship for the city. Additionally, the environmental issues caused by the sewage back up impacts not only the physical property/items but the health and safety of residents as well. Flushing, cleaning, video inspections and then replacing the damaged/failed sewer will eliminate this environmental issue, while providing a safe means of conveyance for sewage and no health threat to the surrounding community of homes and businesses in the vicinity.

It is anticipated that the sanitary sewer improvement project will take twelve (12) months to be completed. The first six (6) months will consist of flushing, cleaning, inspections and engineering design improvements of the sewer system. The remaining six (6) months will be required for the construction portion of the project keeping in mind the development of future projects. Also, it should be noted that the project is consistent with the city's comprehensive plan to "Renew the city's infrastructure so that the best quality of sewer and water services can be given to each resident regardless of the area of the city in which he/she might live."

The City of Wilkes-Barre has recognized the need to enhance or replacement the aging infrastructure throughout our city. Recently, the city completed a similar sewer improvement project in the central portion of our city which has been tremendously beneficial to the residents and business owners in that area. The City of Wilkes-Barre's Solomon Creek Area Sanitary Sewer Improvement project will have the same impact except in a different section of the city. The improvements will eliminate risks to public health & safety by providing proper conveyance of sanitary discharges.

Questions about this proposal or requests for site visits shall be directed to:

Mr. Attilio "Butch" Frati
Director of Operations
Wilkes-Barre City Hall - 3rd Floor
40 East Market Street
Wilkes-Barre, PA 18711
Phone: 570-208-4177

QUESTIONNAIRE

ARCHITECT/ENGINEER QUESTIONNAIRE

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

1. NAME OF PROJECT FOR WHICH FIRM IS FILING:	
2A. ADVERTISEMENT DATE:	2B. PROJECT NUMBER: BB-KFU-JZ-03
3. FIRM NAME & ADDRESS:	
3A. NAME, TITLE & PHONE NUMBER OF PERSON TO CONTACT:	
4. PERSONNEL BY DISCIPLINE	
<input type="checkbox"/> Administrative	<input type="checkbox"/> Mechanical Engineering
<input type="checkbox"/> Architects	<input type="checkbox"/> Mining Engineers
<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Planners
<input type="checkbox"/> Inspectors	<input type="checkbox"/> Soil Engineers
<input type="checkbox"/> Draftsmen	<input type="checkbox"/> Specification Writers
<input type="checkbox"/> Electrical Engineers	<input type="checkbox"/> Structural Engineers
<input type="checkbox"/> Estimators	<input type="checkbox"/> Surveyors
<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Transportation Engineers
5. DOES YOUR FIRM QUALIFY UNDER ONE OF THE FOLLOWING:	
Female Owned Business Firm	<input type="checkbox"/>
Labor Surplus Area Business Firm	<input type="checkbox"/>
Minority Owned Business Firm	<input type="checkbox"/>
Section 3 Business Firm	<input type="checkbox"/>
Small Business Firm	<input type="checkbox"/>
Wilkes-Barre City Firm	<input type="checkbox"/>
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Firm Name: _____ Project #: _____

(Duplicate this page as needed)

6. Brief Resume of Key Persons, Specialists and Consultants anticipated for Project:

A. Name and Title:

B. Project Assignment:

C. Years Experience with this Firm _____ Other Firms _____

D. Education: (Degree/Year Specializations)

E. Active Registration:

F. Experience and Qualifications relevant to this Project:

Firm Name: _____ Project #: _____

<p>7. Projects completed by Firm illustrating current qualifications relevant to this Project. (List no more than four Projects)</p>
<p>A. Project Name/Owner:</p> <p>Scope of Work/Firm's Responsibility:</p> <p>Construction Cost/Completion Date:</p>
<p>B. Project Name/Owner:</p> <p>Scope of Work/Firm's Responsibility:</p> <p>Construction Cost/Completion Date:</p>
<p>C. Project Name/Owner:</p> <p>Scope of Work/Firm's Responsibility:</p> <p>Construction Cost/Completion Date:</p>
<p>D. Project Name/Owner:</p> <p>Scope of Work/Firm's Responsibility:</p> <p>Construction Cost/Completion Date:</p>

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 Projects:

10. The foregoing is a statement of Facts.

Signature

Typed Name and Title

Date