

REQUEST FOR PROPOSALS
CONSULTING ENGINEER/ARCHITECT SERVICES



January 2018

CITY OF WILKES-BARRE

Anthony G. George

Mayor

This project is financed by the Commonwealth of Pennsylvania, Commonwealth Financing Authority and the Wilkes-Barre Community Development Office.

SOLICITATION FOR PROPOSALS

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

Weissman Park 2018 Neighborhood Park Project

Proposals will be received until the 12th day of February, 2018 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 financed by The Commonwealth of Pennsylvania, Commonwealth Financing Authority and the Wilkes-Barre Community Development Office.

Wilkes-Barre City Hall is a facility accessible to persons with disabilities.

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:

2018 Neighborhood Park-WEISSMAN PARK

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

(C) Project located on the corner of Scott Street and Mundy Street.

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

no later than 9:30 am, on the 12th day of February 2018.

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

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:

NMP-I

3. FIRM NAME & ADDRESS:

3A. NAME, TITLE & PHONE NUMBER OF PERSON TO CONTACT:

4. PERSONNEL BY DISCIPLINE

Administrative
 Architects
 Civil Engineers
 Inspectors
 Draftsmen
 Electrical Engineers
 Estimators
 Landscape Architects

Mechanical Engineering
 Mining Engineers
 Planners
 Soil Engineers
 Specification Writers
 Structural Engineers
 Surveyors
 Transportation Engineers

5. DOES YOUR FIRM QUALIFY UNDER ONE OF THE FOLLOWING:

Female Owned Business Firm _____
Labor Surplus Area Business Firm _____
Minority Owned Business Firm _____
Section 3 Business Firm _____
Small Business Firm _____
Wilkes-Barre City Firm _____

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 #: _____

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 Projects:

10. The foregoing is a statement of Facts.

Signature

Typed Name and Title

Date