

REQUEST FOR PROPOSALS (RFP)
FOR
PROFESSIONAL ENGINEERING AND DESIGN SERVICES

Jacobs Street Realignment Project
Upper Providence Township, Montgomery County, Pennsylvania



Rooted in history, growing in promise.

Upper Providence Township
1286 Black Rock Road
P.O. Box 406
Oaks, PA 19456

Proposal Due Date: August 16, 2019
Tentative State Date: October 15, 2019

1 Project Background:

The Township of Upper Providence in Montgomery County Pennsylvania has recently been awarded a grant from the PennDOT Office of Multimodal Transportation (Multimodal Transportation Fund) to realign a section of Jacobs Street at its intersection with Bridge Street (PA Route 29) in the Mont Clare section of the Township (see attached Project Location Map - Exhibit A).

2 Project Overview:

The proposed project will remove the offset between Jacobs Street and Walnut Street at their signalized intersection with Bridge Street (PA Route 29). The elimination of this approximate 50-foot offset will be accomplished through the realignment of Jacobs Street to intersect Bridge Street (PA Route 29) directly opposite Walnut Street. The friendly acquisition and subsequent demolition of one residential property was completed by the Township in late 2015 to facilitate the realignment.

This offset, which creates interlocking lefts along the two Bridge Street (PA Route 29) approaches, often results in blocked traffic, causes lengthy traffic queues along both directions of Bridge Street (PA Route 29). This congestion then blocks the ability of side street traffic along Jacobs Street and Walnut Street to turn onto PA Route 29 given the traffic queues along Bridge Street. This intersection is a key pinch point along the Schuylkill River Trail, and this blockage interferes with the ability of pedestrians and bicyclists to safely cross Bridge Street (PA Route 29). The proposed realignment will result in one aligned, four-way intersection with a single signal phase for the side street approaches. This will significantly reduce the traffic congestion in the area and improve traffic operations for the intersection.

3 Scope of Services:

For the purposes of this RFP, the project is anticipated to be completed in one phase. The designer is expected to provide engineering services necessary for the permitting of the proposed improvements as identified in the design. It is also anticipated that all submissions to PennDOT will follow the PennDOT Highway Delivery Process in accordance with PennDOT Pub 9.

Funding for this project is secured through a Multimodal Transportation Fund grant. As such, all design and funding must meet all required guidelines for the use of grant funds for the project.

Anticipated services include, but are not limited to, the following:

1. Project Management and Coordination
 - a. Project coordination, monitoring and administration.
 - b. Attend project coordination meetings (Assume six (6) project meetings for the duration of the project). Prepare meeting minutes after each meeting and provide to all attendees.
 - c. Engage neighbors in at least one meeting to coordinate impact on the Mont Clare area.
 - d. Monitor project schedule and budget.
 - e. Prepare invoices and progress reports.
 - f. Coordinate with SEPTA and the Phoenixville Region Multimodal Transportation Plan.

2. Topographic Survey
 - a. Include sufficient coverage to adequately design the roadway realignment, intersection, traffic signal and related ADA compliant pedestrian accommodations.
3. Obtain environmental clearances
 - a. Prepare Scoping Documentation
 - b. Perform Scoping Field View
4. Traffic Signal Design
 - a. Complete traffic signal design based on PennDOT and Township standards and specifications. The proposed signal is to incorporate new signal equipment including pre-emption detectors, ADA ramps, etc.
 - b. Complete a traffic signal design report including pedestrian and vehicle clearance calculations.
 - c. Any work necessary to secure PennDOT and other applicable agency approvals.
 - d. Complete traffic signal permit plan and construction plan based on PennDOT and Township standards and specifications.
 - e. Prepare traffic signal construction quantities/plan sheet in preparation for construction bidding.
5. Highway Plan Design (HOP) Process [Pub9]
 - a. Prepare Preliminary and Final Highway Plans in accordance with District 6-0 standards for the realignment of Jacobs Street to align opposite of Walnut Street. Plans are to include but are not limited to the following:
 - Existing features plan
 - Construction plan
 - Pavement Marking & Signage Plan
 - Grading and Drainage Plans
 - Cross-sections
 - Profiles
 - ADA curb ramp designs
 - Details
 - Maintenance and Protection of Traffic Plans
 - b. ADA design will be completed in accordance with the PennDOT standards and includes completion of the CS-4401 forms and Technically Infeasible Forms, if deemed appropriate by the Township.
 - c. Any work necessary to secure PennDOT approvals.
6. Right-of-Way Plan preparation
 - a. Prepare legal plats, metes and bounds as necessary to acquire any additional right-of-way, or easements.
 - b. Obtain Right-of-Way Clearances

7. Erosion and Sediment Control
 - a. Provide design plans for Erosion and Sediment Control.
 - b. Coordinate with Montgomery County Conservation District as necessary.
8. Bid Phase
 - a. Prepare bid documents in accordance with PennDOT and Township of Upper Providence standards
 - b. Prepare Opinion of Probable Cost prior to requesting bids.
 - c. Prepare final set of bid documents incorporating any addenda issued during the bid period.
 - d. Provide bidding assistance/clarification, respond to questions from potential bidders.
 - e. Attend pre-bid meeting.
 - f. Review submitted bids and provide recommendations to the Township for winning submission.
 - g. Obtain Pennsylvania Department of Labor Prevailing Wage Rates.
 - h. Conduct the electronic bid opening.
9. Utility Coordination
 - a. Notify PA One Call System.
 - b. Research of utility as-built plans.
 - c. Review utility plans vs. field data.
 - d. Identify utility conflicts and recommend relocations.
10. Construction Observation/Administration
 - a. Attend pre-construction meeting.
 - b. Review submittals.
 - c. Review applications for payment.
 - d. Review requests for change orders.
 - e. Respond to request for information.
 - f. Attend monthly progress meetings.
 - g. Perform construction observation of critical project components.
 - h. Prepare punch list.
 - i. Review contractor as-built plans.

4 **Project Schedule:**

The following is a preliminary schedule for the project:

Start	Award design consultant contract
Month 1	Kickoff meeting/conduct survey
One Year	Design and approvals
Month 13	Bid construction project
Month 15	Award construction contract
Month 16-24	Construction
Month 25	Final inspection/project closeout

5 Submission Requirements:

Five (5) copies of the sealed submission must be clearly labeled "Jacobs Street Realignment Project Engineering and Design Services Proposal" and be delivered by end of business (4:00 pm) on August 16, 2019 to:

Tim Tieperman, Township Manager
1286 Black Rock Road
P.O. Box 406
Oaks, PA 19456

The submission shall include a technical proposal with the following information:

- a. Cover letter
Transmittal letter describing your firm/team's interest in providing professional engineering and design services for the project and statement agreeing to the terms and conditions of the RFP. The letter must include the name, title, address, telephone number and email address of the contact person for the proposal and be signed by someone authorized to contractually bind the firm on a contract with the Township. The letter should also identify all materials being forwarded in response to the RFP.
- b. Table of contents
- c. Project understanding and approach
Describe your firm/team's understanding of the Scope of Services and the approach to completing the necessary tasks. Describe the method for managing overall project costs, schedule, quality assurance/quality control, etc. Identify any assumptions or exceptions to the scope of services used to prepare the proposal. Otherwise, the selected firm/team will be held to the scope of services identified in the RFP.
- d. Qualifications and experience
 - i. Provide a brief history of the company. Indicate the office location that will administer the agreement and perform the work.
 - ii. Identify key personnel that are experienced in transportation design/construction projects and qualified to provide the requested services. Attach resumes of key personnel who will be working on the project. Provide brief description of staff's expected responsibilities/involvement with the project (i.e., project manager, technical staff, surveying, CAD designer, etc.). Note that personnel must include registered Professional Engineers licensed by the State of Pennsylvania and Professional Operation Transportation Engineer (PTOE).
 - iii. Firm/team must demonstrate a minimum of five (5) years of experience providing related professional services. Indicate familiarity with Township and PennDOT standards and processes and ADA compliant curb ramp design.
 - iv. Provide a list of projects performed within the last three (3) years with similar scope of services. Include the following information:
 - Client name, point of contact, address, phone number, email

- Description and location of project
- Key personnel involved in the project
- v. List at least three (3) references for which services similar to this RFP were provided. Indicate name, company title, address, email and phone number.
- vi. Firms with out of state headquarters or corporations not incorporated in Pennsylvania must include a copy of their registration to do business in the Commonwealth as provided by the Department of State.
- vii. Firms/teams should have an active business partner ID (BPID) within PennDOT's system, or establish one prior to execution of the contract agreement. The status of the firm/team's BPID should be indicated in the proposal.
- viii. Provide any additional information/qualifications that may set your firm/team apart from other submittals.
- e. Project schedule
- f. Provide an estimate of the required hours needed to complete each task and certification that the firm/team has the necessary personnel to complete the tasks. Note that funding for this project is secured through a Multimodal Transportation Fund grant. As such, the project schedule must meet all required guidelines for the use of grant funds for the project.
- g. Provide proof of liability protection, including insurances (errors and omissions, professional liability, and/or professional malpractice). Upon selection, Upper Providence Township shall be named as an additional insured.
- h. In a separate sealed envelope, provide summary of the number of hours estimated to complete all tasks, hourly rates for each employee classification and a total not-to- exceed cost for the identified Scope of Services.

6 Selection Process:

Upper Providence Township will review the submissions based on the following weighted criteria for each category:

- Ability of selected firm/team to provide services identified in this RFP based on experience and related projects. [20%]
- Ability of selected firm/team to prepare necessary design plans/documentation and gain appropriate approvals within the proposed timeframe. [20%]
- Competence of the firm/team in providing required services as evidenced by past performance identified through discussions with references. [15%]
- Experience and qualifications of staff assigned to the project with respect to the technical aspects, as well as experience with Township and PennDOT projects. [15%]
- Current workload and capacity of the selected firm/team to complete the project within the proposed timeframe. [15%]
- Overall understanding of the project and identified approach to complete the project. [15%]

Proposals that do not comply with the guidelines stipulated in this RFP will not be considered. Upper Providence Township reserves the right to reject any or all proposals without qualifications, and to negotiate specific requirements and costs from the selected proposal. The Township may request an interview or presentation to assist with the selection of firms/teams. The Township will establish a ranking based on the qualifications of the firm/team. Firms/teams will be notified of the rankings no later than September 13, 2019.

The Township will commence negotiations with the top-ranking firm/team based on the cost proposal provided with the submission. If cost negotiations with the top-ranking firm/team are unsuccessful, the Township may decide to negotiate with the second-ranked firm. The selection process will commence with the successful execution of a contract with the selected firm/team.

7 Questions or Inquiries:

Questions regarding technical aspects of this proposal should be directed to:

Bryan Bortnichak, Assistant Township Manager
1286 Black Rock Road
P.O. Box 406, Oaks, PA 19456
610-933-9179 or bbortnichak@uprov-montco.org

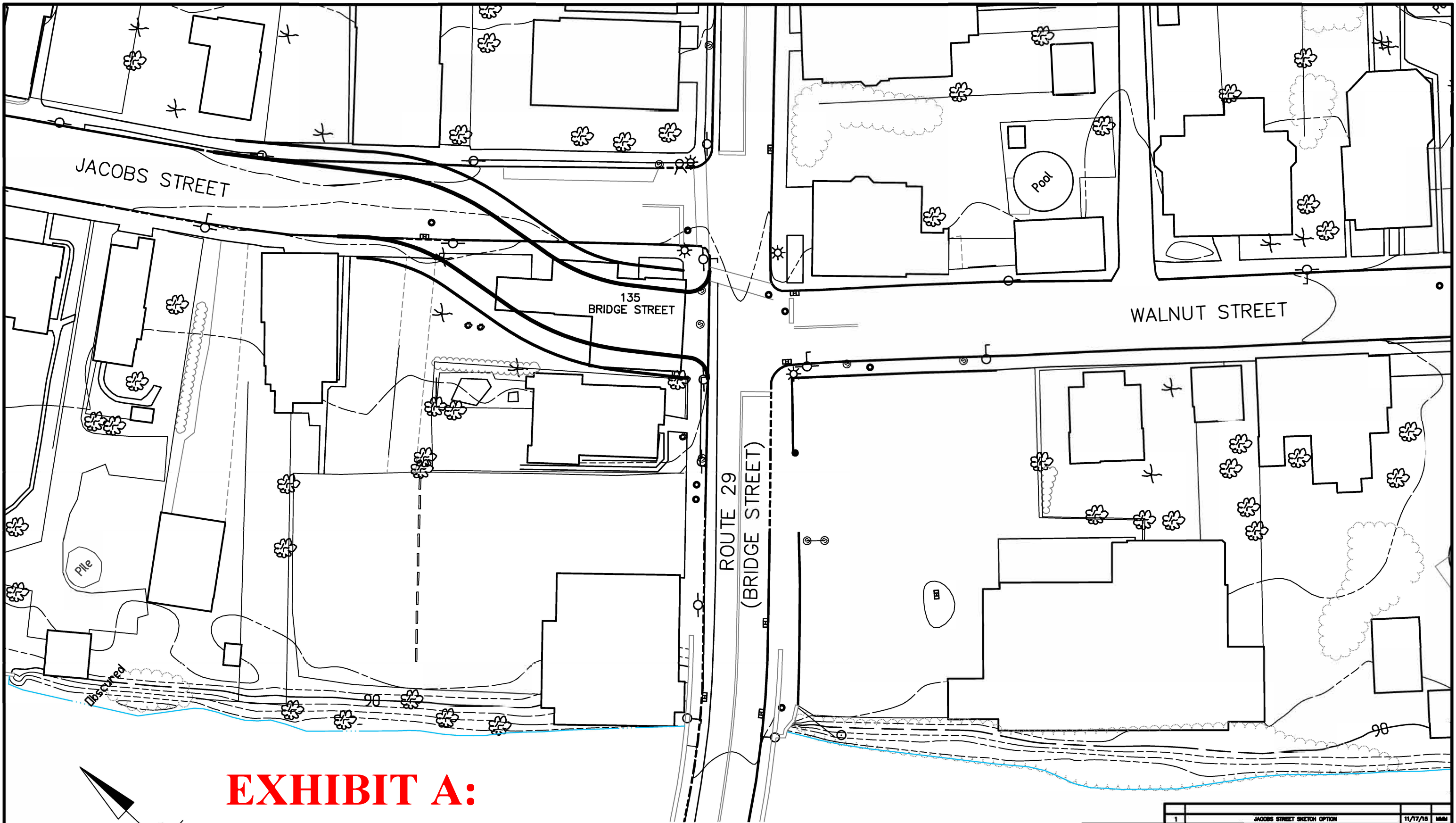


EXHIBIT A:
PROJECT LOCATION MAP

ONLY THOSE PLANS INCORPORATING THE RAISED PROFESSIONAL SEAL SHOULD BE CONSIDERED OFFICIAL AND RELIED UPON BY USER. THIS PLAN IS PREPARED SPECIFICALLY FOR THE CLIENT AND PROJECT DESIGNATED HEREON. REPRODUCTION, REVISION, OR USE WITHOUT THE CONSENT OF GILMORE & ASSOCIATES, INC. IS PROHIBITED.
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LOCATIONS OF EXISTING UNDERGROUND UTILITIES/FACILITIES SHOWN HEREON HAVE BEEN DEVELOPED FROM RECORD, FIELD MARKOUTS BY UTILITY OWNERS, AND/OR ABOVE-GROUND OBSERVATION OF THE SITE. NO EXCAVATIONS WERE PERFORMED IN THE PREPARATION OF THESE DRAWINGS. THEREFORE ALL UTILITIES SHOWN SHOULD BE CONSIDERED APPROXIMATE IN LOCATION, DEPTH, AND SIZE. THE POTENTIAL EXISTS FOR OTHER UNDERGROUND UTILITIES/FACILITIES TO BE PRESENT WHICH ARE NOT SHOWN ON THE DRAWINGS. ONLY THE VISIBLE LOCATIONS OF UNDERGROUND UTILITIES/FACILITIES AT THE TIME OF FIELD SURVEY SHALL BE CONSIDERED TRUE AND ACCURATE. COMPLETENESS OR ACCURACY OF UNDERGROUND UTILITIES/FACILITIES ARE NOT GUARANTEED BY GILMORE & ASSOCIATES, INC.

ALL CONTRACTORS WORKING ON THIS PROJECT SHALL VERIFY LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES/FACILITIES PRIOR TO START OF WORK AND SHALL COMPLY WITH THE REQUIREMENTS OF P.L. 003, NO. 267 DECEMBER 10, 1974 AS LAST AMENDED ON MARCH 28, 2007, PENNSYLVANIA ACT 001. GILMORE & ASSOCIATES, INC. HAS OBTAINED A PA-ONE CALL SERIAL NUMBER 000000 (2008) FOR DESIGN PURPOSES ONLY.

PENNSYLVANIA ONE CALL SYSTEM, INC.
825 Inlet Run Road
West Mifflin, Pennsylvania
15122 - 1078

BEFORE YOU DIG ANYWHERE IN PENNSYLVANIA CALL 1-800-242-1776
NON-MEMBERS MUST BE CONTACTED DIRECTLY.
PA LAW REQUIRES THREE WORKING DAYS NOTICE TO UTILITIES BEFORE YOU EXCAVATE.
DIAL, LISTEN OR DIG! DIAL!

OWNER: UPPER PROVIDENCE TOWNSHIP 1280 BLACK ROCK ROAD OAKS, PA 19455		REV. 1 JACOBS STREET SKETCH OPTION 11/17/15 DATE BY	
MUNICIPAL FILE NO.: NOT APPLICABLE		TAX MAP PARCEL NO.: NOT APPLICABLE	
DATE: 08-10-15		TOTAL AREA: N/A	
SCALE: 1"=20' H		TOTAL LOTS: N/A	
CONCEPT PLAN JACOBS STREET / ROUTE 29 INTERSECTION REALIGNMENT SKETCH UPPER PROVIDENCE TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA			
GILMORE & ASSOCIATES, INC. ENGINEERING & CONSULTING SERVICES 184 NIMAN STREET, SUITE 300 TRAPPE, PA 19465 • (610) 488-0500 • www.gilmore-associates.com			
DESIGNED BY: MPC		DRAWN BY: MPC	
CHECKED BY: WMD		JOB NO.: 1501042T	
SHEET NO.: 1 OF 1			