

**Request for Proposal  
Design Services for the Reconstruction of  
Willow Street  
For  
The City of Williamsport**

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## **I. ADVERTISEMENT**

### **REQUEST FOR PROPOSAL**

The City of Williamsport is seeking a proposal from a qualified professional design firm for “Design Services for the Reconstruction of Willow Street”. The limits of work will be Willow Street, from its intersection with Market Street extending east to the intersection of Basin Street in the City of Williamsport, Lycoming County, PA. The total length is approximately 1290 LF from Market Street to Basin Street. The reconstructed Willow Street will contain “Green Infrastructure” improvements, as described further herein. It should be noted that the selected design firm will not be required to provide construction inspection or construction management. These services will be selected and awarded by PennDOT, and will likely utilize PennDOT inspectors or PennDOT assigned consultant inspectors.

Consultant teams will be considered, but one lead consultant will be responsible to carry the contract to completion. The selected firm will be required to deliver the project to PS&E stage, with signed and sealed plans and all construction specifications, along with a final construction cost estimate. This will be a PennDOT oversight project. The proposal will be awarded to a design firm based upon a combination of qualifications and fees proposed for the project. Selection will not be based on the low bid.

The Request for Proposal may be obtained via e-mail request to [jsander@cityofwilliamsport.org](mailto:jsander@cityofwilliamsport.org).

A pre-proposal meeting is not anticipated, or scheduled at this time. Should this change, all interested parties will be invited to attend one, on-site.

Copies of proposals will be submitted via **email** to City Hall. Please email them to Janice Frank, City Clerk on or before October 2, 2020. Email address is: [cityclerk@cityofwilliamsport.org](mailto:cityclerk@cityofwilliamsport.org) If additional assistance or information is needed in delivering the proposal, please contact Jon Sander, City Engineer at [jsander@cityofwilliamsport.org](mailto:jsander@cityofwilliamsport.org) , (570-220-1872).

### **Date of Advertisement**

August 24, 2020

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## II. SUBMITTAL REQUIREMENTS

In addition to the Form of Proposal (included in this document) a Statement of Qualifications (SOQ) containing the following information be submitted:

1. Letter of Interest: Include a letter expressing your firm's interest in being considered for the project. Include a statement regarding the firm's availability to dedicate time, personnel, and resources for the project during the next 24 months.
2. Relevant Experience: Include information describing the firm's experience with:
  - a. Design of Green Infrastructure and Green Construction Practices.
  - b. Roadway, street or highway design in urban settings.
  - c. Familiarity with best management practices for storm water management and ADA guidelines & requirements.
  - d. Working with public agency clients, including effective coordination among multiple independent agencies.
  - e. Successful consensus building in community planning process.
  - f. Presenting technical material in a sufficiently clear manner to aid in decisions to be made by City Staff and other key stakeholders.
  - g. Developing a design from concept through to bidding and construction.

Please include no more than three (3) project profiles that best define the firm's abilities to address a. through g. above. Also provide references for each example cited, including phone numbers and /or e-mail addresses of contacts.

3. Project Manager / Key Staff: Include information on specific relevant experience and billing rates for the proposed Project Manager and the Principal-in-Charge (if that person is different from the Project Manager) and all other applicable staff. A Project Manager must be designated and must be the principal contact for the City. Information on the experience of the Project Manager on similar projects and at least three references for the Project Manager and Principal-in-Charge (should that be a different person) are required.
4. Billing Rates: Please include a list of billing rates for the relevant staff to be assigned to the project.
5. Anticipated Tasks Matrix: A matrix of anticipated tasks to complete the project with associated hours per staff type.
6. Organizational Chart: An organizational chart for the firm and the project shall be submitted.
7. Evidence of Errors and Omissions Insurance: A minimum of \$500,000 must be submitted for the project. It will be necessary to name The City of Williamsport, as additional insured on such policy for the duration of this project.

8. Completion of the attached FORM OF PROPOSAL

9. Submittal Instructions: As noted above, in the Advertisement.

### **III. PROJECT OVERVIEW**

The consultant selected through the RFP process will work with the City Administrative Staff and PennDOT Engineering District 3-0 staff to develop conceptual design, preliminary, and final design up to and including project PS&E stage. The Project bid package will be developed by PennDOT Engineering District 3-0 Contract Management Staff, and will be bid online through ECMS.

This is a federally funded Transportation Alternatives Set-Aside (TA Set-Aside) Program funded project. PennDOT is the agency providing oversight. Design will follow the policies and procedures outlined in PennDOT Design Manual 1C (Transportation Engineering Procedures) and Publication 740 (Local Project Delivery Manual).

Required submissions to PennDOT should be submitted to the Project Manager in PDF format via email unless otherwise noted.

Anticipated Tasks Include (but are not necessarily limited to):

Preliminary Engineering:

- Project Management
  - Schedule
    - Update monthly throughout the project.
  - Monthly Status Reports
    - Outline “Tasks Completed”, “Tasks Anticipated to be Worked on Next Two Months”, “Submissions Under Review”, and anything else that is relevant like the current cost estimate.
    - Attach updated schedule.
  - Kickoff Meeting – attend a project kickoff meeting. Take and distribute minutes for the meeting. Environmental subconsultant should attend this meeting.
  - Project coordination meetings – assume two additional meetings to be held at PennDOT District 3-0 Office or at a City of Williamsport (City) facility, at the project site or virtually.
  - Provide minutes from the meeting to all attendees.
- Field Survey
  - Includes deed research and plotting deeds.
  - Includes sending Notice of Intent to Enter Letters.
- Scoping Field View
  - A scoping field view for this project was held on 11-5-2018.
  - Complete Scoping Field View Document in the CE/EA Expert System with assistance from PennDOT Project Manager and Environmental Unit staff. PennDOT Cultural Resource Professionals will complete the Cultural Resource sections.
- Environmental Footprint Submission
  - Submit a plan showing the Area of Potential Effect to District 3-0.

- After Environmental Footprint is set and evaluated, Archeological studies may be added, by Supplement.
- Project is within the boundaries of the Downtown Williamsport Historic District. Currently, PennDOT's Architectural Historian will complete the Section 106 study. If additional historical work is required beyond this, a supplement will be added.
- Wetland Identification and Delineation Report
- Phase 1 Environmental Site Assessment.
  - A Phase II and III could be added depending on the Phase I findings, and a supplement would be issued for the Phase II/III.
- Threatened and Endangered Species Coordination
  - Includes completion of PNDI search and any required updates.
  - Includes any agency coordination required because of the PNDI results.
- Public Involvement – plan brief presentation of project and public plans display (advertised ahead of time) at a City Council Meeting. Also coordinate with property owners along Willow Street as required by the City.
- Categorical Exclusion Evaluation completed in CE/EA Expert System
- Design Criteria Submission
- Safety Review Submission
- Line, Grade and Typical Section Submission
- Preliminary Drainage Design
- Preliminary Lighting Design/Plan
- Preliminary Streetscape Design/Plan
- Pavement Design Submission (submit with Line, Grade and Typical Section)
- Erosion and Sedimentation Control Plan/NPDES Permit
  - PennDOT doesn't need to review this, but any SCM's required for storm water need to be accounted for in the preliminary right-of-way plan.
  - Includes Post Construction Storm Water Management Plan if one is required.
- Preliminary Right-of-Way Plan Submission (if additional ROW outside of the existing ROW limits is required) – If needed, a supplement would be given to the design firm.
  - Acquisition Services will not be required. District Right-of-Way Unit will handle this in-house. Consultant is only responsible for plan development.
  - Plan to be developed to PennDOT Design Manual Part 3 drafting standards.
  - Right-of-way areas to be computed using Inroads alignments or compatible. Alignment files to be provided with plan submission.
  - Preliminary ROW Plan Submission to include all applicable items on the District 3-0 ROW Plan to Checking Checklist as well as the Publication 10X Appendix BB – Right-of-Way Plan Review Checklist which are to be completed by the consultant and included in the submission.
- Preliminary Traffic Control Plan
  - Includes Detour Recommendation Routing Form if proposed traffic control is a detour.
- Preliminary Constructability Review – to be completed prior to submission of the Preliminary Right-of-Way Submission. Primary purpose is to ensure the project can be constructed within the existing and proposed right-of-way.
- Utility Coordination

#### Final Design

- Utility Coordination

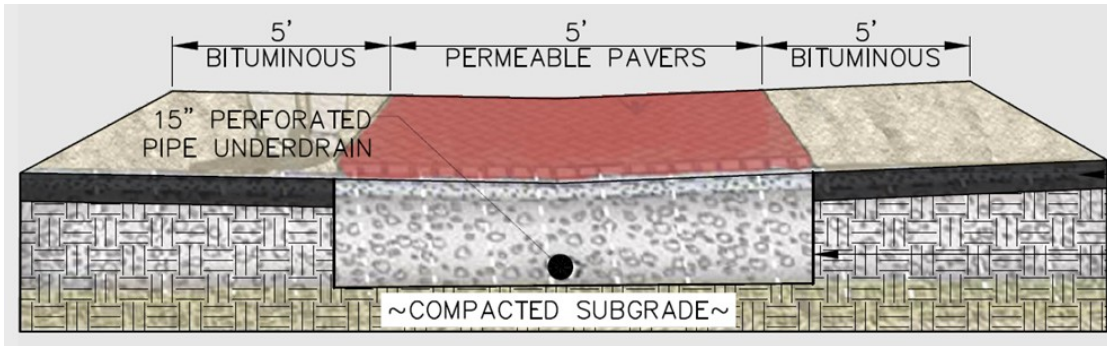
- Provide D-419 and required D-4181 forms from all utilities with facilities within the project limits.
- Final Right-of Way Plan (if required) – If needed, a supplement would be given to the design firm.
  - Provide corrected final plan, signed by the appropriate City officials and notarized to the PennDOT project manager.
  - Acquisition Services will not be required. District Right-of-Way Unit will handle this aspect. Consultant is only responsible for plan development.
- Final Traffic Control Plan
- Final Drainage Design
- Final Lighting Design
- Final Streetscape Design/Plan
- Signing and Pavement Marking Plan
- Final Constructability Review
- Roadway Plan
  - Includes Summary and Tab sheets developed in PennDOT’s AutoTAB WEB Program.
  - Includes Profiles and Cross Sections (25’ intervals).
  - Submitted for checking at least 10 weeks before Advertisement milestone.
  - Construction Plan to Checking Submission to include all applicable items on the District 3-0 Construction Plan to Checking Checklist which is to be completed by the consultant and included in the submission.
- Plans, Specifications and Estimate Submission
  - Submitted a minimum of 6 weeks before Advertisement milestone.
  - Submission to include all applicable items on the District 3-0 PS&E Submission Checklist which is to be completed by the consultant and included in the submission.

Construction

- Construction Engineering – Provide engineering services during construction to include, but not necessarily limited to:
  - Shop drawing review
  - Provide consultation during construction to:
    - Address contractor RFIs.
    - Resolve issues that arise during construction.

Project will be designed to current PennDOT design and construction specifications.

Initial project concept images from “Connect Williamsport Gateway Project” show Willow Street as a shared pedestrian, bicycle, and vehicle pathway. Designs should follow this planning concept. Additionally, from the project concept plans, a Green Infrastructure design is preferred for the Willow Street Roadway cross section design, as shown in the image below. The design should include at least 1/3 permeable surfaces.



All improvements must meet current ADA requirements.

Aesthetics that conform to, and match the adjacent Third Street streetscape project are encouraged. The character and cultural significance of the facility to the City and residents of the City of Williamsport will be a primary consideration in all designs.

#### IV. SCOPE OF SERVICES / DELIVERABLES / MEETINGS

The following is a list of services that shall be provided by the consultant:

All as noted in the previous section: (III. PROJECT OVERVIEW)

#### V. SCHEDULE

- The contract for the below scope of services shall be awarded by October 29, 2020 (tentative date).
- The remainder of the design and bidding schedule will be set and agreed upon by the successful designer, the City and PennDOT District 3-0.



**VI. FORM OF PROPOSAL**

The attached form of proposal must be completed in accordance with the submittal requirements.

**FORM OF PROPOSAL**

**ARTICLE 1 - PROPOSAL RECIPIENT**

This proposal is submitted to:

The undersigned proposes and agrees, if this proposal is accepted, to enter into an “Agreement for Professional Services” with The City of Williamsport to perform all work as specified or indicated in the Request for Proposal for the fees and within the times indicated in this request for proposal and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 - PROPOSAL FOR THE RECONSTRUCTION OF WILLOW STREET**

Fee for completion of all planning and design services related to The City of Williamsport project as per RFP.

\$ \_\_\_\_\_

**TIME OF COMPLETION**

Bidder agrees that the design contract will be valid from the award date for a period no more than two (2) years.

**ARTICLE 3 - BASIS OF AWARD OF PROPOSAL**

The proposal will be awarded to a design firm based upon a combination of qualifications and fees proposed for the project. Selection will not be based on the low bid.

**ARTICLE 4 - REPRESENTATIONS BY FIRM SUBMITTING PROPOSAL**

In submitting this proposal, the professional firm represents that it:

- A. Has examined and carefully studied the request for proposal documents.
- B. Has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
- C. Will submit written evidence of its authority to do business in the Commonwealth of Pennsylvania not later than the date of its execution of the Agreement.

**ARTICLE 5 - FURTHER REPRESENTATIONS**

The firm further represents that:

- A. This proposal is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation;
- B. It has not directly or indirectly induced or solicited any other Firm to submit a false or sham Bid;
- C. It has not solicited or induced any individual or entity to refrain from submitting a proposal; and
- D. It has not sought by collusion to obtain for itself any advantage over any other Firm or over the Owners.

**ARTICLE 6 - ATTACHMENTS TO THIS PROPOSAL**

The following documents are attached to and made a condition of this Bid:

- A. Information as required in the RFP.
- B. Nondiscrimination Statement.
- C. Affidavit of Non-Collusion.

**ARTICLE 7 - PROPOSAL SUBMITTAL**

This proposal is submitted by: \_\_\_\_\_

If Firm is:

An Individual

Name (typed or printed): \_\_\_\_\_

By: \_\_\_\_\_  
(Individual's signature)

***SEAL***

Doing business as: \_\_\_\_\_

A Partnership

Partnership Name: \_\_\_\_\_

***SEAL***

By: \_\_\_\_\_  
(Signature of general partner)

Name (typed or printed): \_\_\_\_\_

A Corporation

Corporation Name: \_\_\_\_\_ **SEAL**

State of Incorporation: \_\_\_\_\_  
Type (General Business, Professional, Service, Limited Liability): \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_ **CORPORATE  
SEAL**

Attest \_\_\_\_\_

Date of Authorization to do business in *Pennsylvania* is \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Bidder's Business Address \_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

SUBMITTED on \_\_\_\_\_

\_\_\_\_\_

## **VII. NONDISCRIMINATION STATEMENT**

### *Design Services for the Reconstruction of Willow Street*

**Nondiscrimination and equal opportunity are the policy of the Commonwealth and City of Williamsport in all its decisions, programs, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions. Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended (43 P.S. 951, et. seq.) and (43 P.S. & 153), assure that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex. The Firm agrees to comply with non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the Housing and Community Development Act of 1974 are applicable.**

During the term of this contract, the Firm agrees as follows:

- (a) Firm shall not discriminate against any employee, applicant for employment, independent firm or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Firm shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Firm shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.
- (b) Firm shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.
- (c) Firm shall send each labor union or workers' representative with whom it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that firm has delegated some of its employment practices to any union, training program or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the firm was not on notice of the

third-party discrimination or made a good faith effort to correct it; such factor shall be considered in mitigation in determining appropriate sanctions.

- (e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that firm will be unable to meet its obligation under this nondiscrimination certification, firm shall then employ and fill vacancies through other nondiscriminatory employment procedures.
- (f) Firm shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of firm's noncompliance with the nondiscrimination certification or with any such laws, this contract may be terminated or suspended, in whole or part, and Firm may be declared temporarily ineligible for further City of Williamsport contracts, and other sanctions may be imposed and remedies invoked.
- (g) Firm shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, The City of Williamsport, for purposes of investigation to ascertain compliance with the provisions of this certification. If Firm does not possess documents or records reflecting the necessary information requested, it shall furnish such information forms supplied by the City of Williamsport.
- (h) Firm shall actively recruit minority and DBE subconsultants with substantial minority representation among their employees.
- (i) Firm shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subconsultant.
- (j) Firm's obligations under this clause are limited to the firm's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

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NAME OF FIRM

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DATE

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TITLE

**VIII NON-COLLUSION STATEMENT**  
**CITY OF WILLIAMSPORT, PA**

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**TO:** City of Williamsport, Pennsylvania

**RE:** Design Services for the Reconstruction of Willow Street

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The undersigned, having examined the specifications, standard requirements and other documents and being familiar with the various conditions under which these services, equipment and/or supplies are to be used, agrees to furnish all labor, materials, tools, equipment and services to furnish the requirements called for in the bid for the prices stated.

The undersigned hereby certifies that this proposal is genuine and not sham, collusive or fraudulent or made in the interest of or in behalf of any person, firm or corporation not herein named and that the undersigned has not directly induced or solicited any bidder to submit a sham bid or any other person, firm or corporation from bidding and that the undersigned has not in any manner sought by collusion to secure for themselves any advantage over any other bidder.

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

TRADING OR DOING BUSINESS AS (check one)

INDIVIDUAL

PARTNERSHIP

CORPORATION

*SEAL*