

# CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 9193

DATE 10-7-21

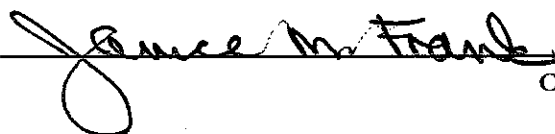
TITLE

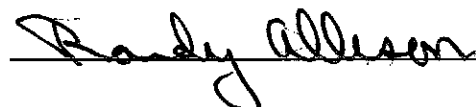
**RESOLUTION AWARDING THE PROFESSIONAL ENGINEERING SERVICES  
DESIGN PROPOSAL FOR THE FOURTH STREET RECONSTRUCTION PROJECT  
TO LARSON DESIGN GROUP**

**BE IT HEREBY RESOLVED**, by the City Council of the City of Williamsport that the Fourth Street Design (from Penn St to Basin St) is awarded to **Larson Design Group** for professional engineering design of the Fourth Street Reconstruction Project. Their professional services are hereby approved, and the Mayor and City Controller are hereby authorized and directed to execute said agreement.

**BE IT FURTHER RESOLVED**, that the total fees for the contract period are in a not-to-exceed amount of \$69,315.

Approved

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
President



June 4, 2020

Jon Sander, PE  
City Engineer  
City of Williamsport  
245 West Fourth Street  
Williamsport, PA 17701

RE: Proposal for Design Services  
Fourth Street Reconstruction – Basin Street to Penn Street

Dear Jon:

The proposed Fourth Street Improvements project will be an opportunity to place another check in the completion box for the redevelopment and transformation of The Old City Neighborhood. A late addition to the project area, this section of Fourth Street was identified by members of city council as a key addition to the project area. So, in 2018 the city, with the help of Delta Development and Larson Design Group (LDG), submitted a grant application to the PA Department of Community and Economic Development and were awarded funds on April 4, 2019.

This 580-foot section of Fourth Street has a major impact on the overall Fourth Street corridor. At one end it is anchored on the north side by a popular restaurant and along the south western end by Lycoming College, which will soon expand the existing Honors Hall into a new 14,000-square-foot music facility. This is also the only section of Fourth Street that functions as a two-way street and is a key gateway into the East End.

LDG has been an integral part of the Old City Neighborhood redevelopment from the early planning and stakeholder sessions in 2015. Over the past six years our team of engineers, landscape architects, and designers have helped to make some early Old City projects a reality:

- Two-way traffic conversion of Basin Street
- Third Street – decorative streetscape improvements
- New traffic signalization and improvements at Third and Basin and Third and Mulberry

LDG's number one objective is providing and implementing detailed designs for our clients. Rather than presenting our clients with difficult or impossible recommendations, our goal is to present our clients with recommendations that are obtainable.

With each project we deliver we follow a winning formula that has been tested time and time again – develop a program, continue with design development, review with our clients, develop alternatives, and develop a plan for implementation.

The Fourth Street project will continue to build on the theme of all previous projects and will also bring new challenges and opportunities. The original concept explored the idea of an ability to close off the street for special functions. Additionally, with Lycoming College's plans for the new music facility and the amphitheater space that will be created the two entities have a unique ability to create a connection unlike any other in the city.

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*An employee-owned company*

1000 Commerce Park Drive, Suite 201, Williamsport, PA 17701  
570.323.6603 | [larsondesigngroup.com](http://larsondesigngroup.com)

## **STRATEGIES AND TOOLS TO ENSURE PERFORMANCE OF SERVICES**

LDG will apply the strategies we have learned and the tools we have developed from similar technical service to ensure a successful and timely project including:

- Working closely with the city of Williamsport staff and project stakeholders upon award
- Organizing regular project progress/updates for city staff and stakeholders to stay out in front of design needs and scheduled deliverables
- Utilizing our experience with former city street projects to incorporate design themes

LDG has the expertise, accessible staff, project history, and intimate knowledge of the city standards to ensure another successful project. Our team looks forward to the opportunity to interview and talk more about this project.

We appreciate the opportunity to submit this proposal and look forward to continuing our relationship with the city of Williamsport. If you have any questions or concerns, or if you would like to discuss any element of this proposal, please contact me at 570-651-1537 or via [ckeiser@larsondesigngroup.com](mailto:ckeiser@larsondesigngroup.com).

Sincerely,

LARSON DESIGN GROUP



Christopher Keiser, RLA  
Project Manager

cc: Bradley Aurand, PE  
File 2019-0313

# 7. EVIDENCE OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

10/1/2021

DATE (MM/DD/YYYY)

10/1/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: The Cincinnati Insurance Company		10677
INSURER B: Lexington Insurance Company		19437
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED  
1482986 Larson Design Group Inc Et al  
1000 Commerce Park Dr.  
Williamsport, PA 17701

COVERAGES CERTIFICATE NUMBER: 17026657 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	N	N	EPP0587169/EPP0587172	10/1/2020	10/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	EBA0587136/EBA0587128	10/1/2020	10/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 50	N	N	EPP0587169	10/1/2020	10/1/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EWC0587180	10/1/2020	10/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A B	Leased/Rented Equipment Professional Liability	N	N	EPP0587169 027015042	10/1/2020 9/23/2020	10/1/2021 10/1/2021	Limit: \$25,000 \$1,000,000 Each Claim \$100,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION See Attachment

17026657 Evidence of Coverage - Proposals Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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## 8. FORM OF PROPOSAL

### FORM OF PROPOSAL

#### ARTICLE 1 - PROPOSAL RECIPIENT

This proposal is submitted to: City of Williamsport

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 FOURTH STREET

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

\$ 69,315.00

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#### 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. Design Extensions will be granted, if needed.

#### 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;

# 8. FORM OF PROPOSAL

- 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: Larson Design Group

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

# 8. FORM OF PROPOSAL

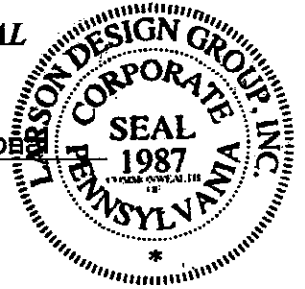
Corporation Name: Larson Design Group

SEAL

State of Incorporation: Pennsylvania

Type (General Business, Professional, Service, Limited Liability): Professional

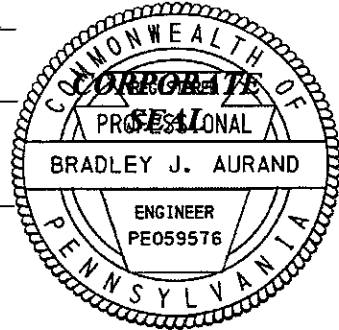
By: Brad J. Aurand  
(Signature)



Name (typed or printed): Bradley Aurand, PE

Title: Director of Site Engineering

Attest Bradley J. Aurand



Date of Authorization to do business in *Pennsylvania* is 09 / 08 / 87.

Bidder's Business Address 1000 Commerce Park Drive, Suite 201  
Williamsport, PA 17701

Phone No. 570-323-6603

Fax No. 570-323-9902

SUBMITTED on June 4, 2021

To be executed in the event the proposal is accepted

Accepted on \_\_\_\_\_ by City of Williamsport

Mayor: \_\_\_\_\_

Controller: \_\_\_\_\_

City Clerk: \_\_\_\_\_ (attest)

## 8. FORM OF PROPOSAL

### VII. NONDISCRIMINATION STATEMENT

#### *Design Services for the Reconstruction of Fourth 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



## 8. FORM OF PROPOSAL

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.

Larson Design Group  
NAME OF FIRM

June 4, 2021  
DATE

Ben J. Amundson Director of Site Engineering  
TITLE

# 8. FORM OF PROPOSAL

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

**TO:** City of Williamsport, Pennsylvania

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

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 Larson Design Group

ADDRESS 1000 Commerce Park Drive, Suite 201

Williamsport, PA 17701

SIGNATURE *Brad J. Aurand*

TITLE Bradley Aurand, PE - Director of Site Engineering

TELEPHONE 570-323-6603

TRADING OR DOING BUSINESS AS (check one)

INDIVIDUAL

PARTNERSHIP

