

REQUEST FOR PROPOSALS



MUNICIPAL ENGINEERING SERVICES

**BOROUGH OF WEST CHESTER
401 EAST GAY STREET
WEST CHESTER, PENNSYLVANIA 19380**

APRIL 20, 2022

Introduction

West Chester Borough, Chester County, Pennsylvania, is located approximately 25 miles west of Philadelphia. The Borough of West Chester (Borough) occupies about 1.8 sq. mi. and its current population is approximately 20,000. The Borough is governed by a seven-member Council elected by wards, in addition to an at-large elected Mayor. West Chester is a home rule municipality.

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified engineering firms or individuals licensed to practice in the Commonwealth. The respondent should have substantial experience in the areas of practice specified in the scope of services. Respondents may reply to one, several, or all of the requested services.

Attendance at meetings of Borough Council and Planning Commission may be required. The Borough Council voting session takes place the third Wednesday of each month. The Planning Commission voting session takes place the fourth Tuesday of each month.

The Scope of Services includes but is not limited to:

1. Subdivision and Land Development Review

- a. Provide technical review of site plans and provide verbal and written feedback to applicants, Borough Council, and appointed officials to understand and direct outcomes towards compliant designs that improve the community. Attend public meetings. Manage post approval land development agreements on behalf of the Borough and review and inspect construction for conformance with plans and codes.

2. Site Inspection

- a. Provide site inspection services for private land development and public projects issued by the Borough. Verify compliance with plans, engineering, and common practice. Verify release of funds and document and take correction action to cure deficiencies.

3. Municipal Project Design and Management

- a. Design a full array of public works type projects including transportation infrastructure systems, park and recreation facilities, and stormwater management systems, in a manner that the infrastructure is functional and cost effective. The selected consulting Municipal Engineer must be able to provide structural/engineering guidance for municipal structures.
- b. Assist the Borough with bidding and awarding construction contracts.

4. Grant Applications

- a. Provide assistance to identify and apply for public funding partnerships for municipal projects.

5. MS4 and Stream Protection Program Management

- a. Provide assistance to manage the Borough's stream protection program with an annual maintenance and capital program of \$500k-\$750k. Identify, design, cost estimate, bid, and manage construction projects using green stormwater infrastructure to reduce volume of stormwater runoff and improve water quality.

6. Wastewater Collection and Treatment

- a. Design and manage construction of wastewater treatment components for the Borough's two wastewater treatment plants. Procure, select, and manage construction and maintenance projects. Provide oversight and prepare documents for State regulatory compliance.
- b. Provide oversight for the maintenance, design, and improvements of wastewater collection system of gravity, force mains, and pump stations.

7. Traffic Design and Engineering

- a. Provide oversight and lead the design and construction of road, bike, and pedestrian improvements to further the Borough's goal of complete streets. Assist the Borough with navigating permitting, maintenance, grants, and all interactions with county, state, regional, and federal agencies.

8. Technical Skills - GIS

- a. The selected engineer shall be fluent in all best practices and techniques for managing geographic information and work within the Borough's standards of information management.

Response Requirements

All proposals should be submitted in accordance with the instructions detailed below. Responses should address the following requests for information or questions.

1) Letter of Transmittal

- a) Each proposal should be accompanied by a letter of transmittal which summarizes the proposal and is signed by an authorized person.

2) Firm Experience and Qualifications

- a) Provide an overview of the firm and its qualifications and indicate which services in the scope are included in the proposal. Include the location of your firm's primary office, as well as any other offices in the Commonwealth of Pennsylvania or other states.
- b) Describe your firm's relevant municipal practice responsive to the scope of service.
- c) Describe your firm's recruitment and retention policies and describe how you are compliant with Equal Opportunity Employer standards.
- d) Submit evidence of relevant insurance coverage.
- e) Submit three (3) references from different municipalities of similar size.

3) Engineering Services Team

- a) Provide summaries or resumes of experience for each individual who would be assigned to represent the Borough. Describe the specific roles that each person would be expected to play and identify the lead or senior engineer. Indicate licensure status of each individual.

4) Conflicts of Interest

- a) Describe any material financial relationships that you or your firm or any employee has with any individual or organization that may create a conflict of interest in representing the Borough.
- b) Second, describe any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in representing the Borough.
- c) Third, describe any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in representing the Borough and the manner in which such conflicts described in this paragraph will be resolved.

5) Fee Proposals

- a) Provide an hourly fee proposal for lead engineer, associates, and staff as applicable

and specify the minimum billable time increment. The fee proposal should include any reimbursable expenses or overhead charges. Please include the amount of time the proposed fees will remain unchanged.

6) Evaluation Criteria and Selection Process

- a) Borough Council reserves the right to:
 - i) Select a proposal in its entirety or some portion(s) thereof
 - ii) Reject any and all proposals, in whole or in part
 - iii) Waive irregularities
 - iv) Request oral presentations and/or interviews
 - v) Make the final selection using criteria wholly at the discretion of the Borough

7) Proposal Submission

- a) Proposals shall be submitted as a single PDF file via email to the address below.
- b) Proposals must be received by 11:00 am prevailing time on May 20, 2022
- c) Proposals are to be submitted to:

danad@west-chester.com

Subject line = Municipal Engineer RFP

Questions regarding the RFP should be addressed to Sean Metrick, Borough Manager.
smetrick@west-chester.com

Selection Timetable

The selection of the successful candidate will be based on proposals submitted determined by the Borough Council.

End of Request for Proposal