



NORTH HUNTINGDON TOWNSHIP

REQUEST FOR PROPOSALS
For
MUNICIPAL CONSULTING ENGINEERING SERVICES

RFP# - ADM-002-2021

Release Date – April 30, 2021
Response Date – May 21, 2021

**Request for Proposals
RFP# ADM-002-2021**

The North Huntingdon Township is soliciting proposals from qualified engineering firms interested in appointment to the position of Municipal Consulting Engineer.

The complete proposal package may be found at www.nhtpa.us.

The complete submission package shall be delivered to the Township Manager, 11279 Center Highway, North Huntingdon, PA 15642, no later than 4:00 PM, Local Prevailing Time, Friday, May 21, 2021. The envelope shall be clearly labeled as **“Municipal Consulting Engineer - RFP# ADM-002-2021”**

Jeffrey F. Silka
Township Manager

North Huntingdon Township, Westmoreland County

**REQUEST FOR
MUNICIPAL CONSULTING ENGINEERING SERVICES
FOR FISCAL YEAR 2021
RFP# ADM-002-2021**

The North Huntingdon Township is soliciting proposals from qualified engineering firms interested in appointment to the position of **Municipal Consulting Engineer**. The selected firm will not be appointed "Township Engineer" at the present time.

Proposals should consist of five (5) copies of a cover letter and five (5) copies of any supporting materials detailing the applicant's qualifications and relevant experience.

Proposals for municipal consulting engineering services should be well organized, concise and must address at a minimum the following specific criteria:

1. Provide a summary description of the firm (e.g., history, number and location of offices, number and general experience level of professional engineers, etc.) Designate what office will be the primary office for North Huntingdon Township business.
2. Describe the firm's current and previous experience as Municipal Consulting Engineer, if any.
3. Describe the firm's capabilities, and provide specific examples of each, as applicable, in the following areas:
 - a. Municipal Zoning
 - b. Subdivision and Land Development
 - c. Roadway Design and Pavement Maintenance
 - d. Storm Water Management
 - e. Field Survey Services
 - f. Construction and Contract Management
 - g. Commercial and Residential Plan Review
 - h. MS4 Program Administration
 - i. Other General Environmental Regulatory Compliance
4. List municipal projects the firm has participated in during the past five years within a 50 mile radius of North Huntingdon Township and indicate the firm's

- role in each project (e.g., design, bidding, administration, construction administration, etc.)
5. A list of projects or contracts in which the firm is currently involved within North Huntingdon Township.
 6. Provide certificates of current professional liability, error and omission and workers compensation insurances.
 7. Provide details of any lawsuits filed against the firm during the past five years
 8. Identify the key individuals who would:
 - a. Be the main contact person;
 - b. Represent the firm at Township Board of Commissioners meetings, as necessary;
 - c. Serve as the person accountable for the firm's work on behalf of the Township
 9. Provide a schedule of hourly billing rates for all engineering services and miscellaneous fees for 2021, specifically identifying the rates for each individual identified in item 8 above.
 10. Provide the names, telephone numbers and emails for five (5) municipal references.

All proposals should be submitted with intent that the appointment will be made by July 2021 and take effect immediately thereafter.

Any questions on this proposal will be accepted by email only to jsilka@nhtpa.us. Please include the RFP# in the Subject line.

SELECTION PROCESS

Following a review of all submitted proposals, select firms will be required to meet with Township staff to review and provide clarification in regard to their proposal.

Firms identified as finalists may be required to make a formal presentation to Township Board of Commissioners before a final determination is made.

The award of the contract will be to the firm that provides the best proposal upon technical merit, experience, cost and other factors. North Huntingdon Township may engage in discussions with one or more of the firms during the selection

process to clarify or amend various aspects contained in the submitted technical and cost proposals.

The Township reserves the right to reject any and all proposals or portions thereof submitted, to cancel the solicitation requested under this notice and/or to request new proposals for the services. North Huntingdon Township is not liable for any costs incurred by consultants in the preparation of the proposal.

The firm appointed by the Board of Commissioners will not be permitted to represent any private entities in the Township, unless plans are currently in the process of being prepared. A list of projects or contracts in which the firm is currently involved within North Huntingdon Township shall be submitted with the proposal.

If selected as the Municipal Consulting Engineer for North Huntingdon Township, the consultant shall furnish an appropriate certificate evidencing insurance coverage which must be maintained throughout the initial term of the appointment and any amendment of renewal thereto. The Certificate shall name North Huntingdon Township as an additional insured.

Remit five (5) copies of the cover letter and proposal to:

**Jeffrey F. Silka, Township Manager
"Municipal Consulting Engineer - RFP# ADM-002-2021"
11279 Center Highway
North Huntingdon, PA 15642**

Proposals are due no later than 4:00 PM May 21, 2021.