

City of Scranton
Office of Economic and Community Development
Municipal Building
340 N. Washington Avenue
Scranton, Pennsylvania 18503

**Request for Proposals
Design & Construction Inspection Services**

The City of Scranton's Office of Economic and Community Development (OECD) will retain a design and construction inspection individual or firm to provide construction design specifications and inspection services for the following project:

**Re-Construction of City Streets
To include Handicapped Curb Cuts**

The work for this project includes the construction of "approximately" 100 ADA ramps and street paving including 126,430 SY of HMA Wearing Surface (1 ½ " Depth) 5,638 Tons of HMA Scratch Coat and 55,376 SY of Milling, Adjustments of Manholes, Inlet Replacement, Line Painting on 50 City streets in various locations. All work shall conform to the Pennsylvania Department of Transportation Specifications, Publication 408, dated 2011, and supplements thereto.

IN GENERAL, THE WORK INCLUDES BUT IS NOT LIMITED TO:

**ASPHALT PAVING
CONCRETE PAVING
STORM DRAINAGE
EARTHWORK AND TOPSOIL
SEEDING**

This project is funded through the United States Department of Housing and Urban Development (HUD).

Scope of this work is to develop design specifications for bidding and oversee the projects through construction; inspect completed work with cursory interim inspections; review and approve change orders; attend all construction meetings, and submit and approve invoices, application for payment to the City of Scranton's Office of Economic and Community Development for the construction of the project.

Design deliverables must include:

A document of "SPECIFICATIONS" to be provided to Scranton OECD for construction bidding purposes, which must contain:

- > Sketches that measure 8 1/2 x 11 (NTS) of each individual intersection, indicating Type (as per PADOT, RC-67M Standard Drawings) of ADA ramp to be constructed, and dimensions of sidewalk, curb, cheekwall and Detectable Warning Surfaces (dws) to be placed. Sketch must also address any "special" problems that will be encountered, that are visible (i.e. utility poles, drainage structures, etc.) that will require special design considerations.
- > Documents that measure 8 1/2 x 11 to include tabulation for each intersection with a brief description of the work to be performed, and a Tabulation sheet with columns for Item No. (using PADOT Form 408 numbering system), Quantity, Unit and Description of item of work.
- > Separate listing of streets to be milled and resurfaced with a description of limits of work.

One (1) original and one (1) copy of the Request for Proposals must be submitted in a sealed envelope marked Request for Proposals, "Design & Construction Inspection Services for the Re-Construction of City Streets to include Handicapped Curb Cuts" by **Tuesday, July 31, 2012** must be stamped no later than 11:00 a.m. by the City Controller, 340 North Washington Avenue, City Hall, Scranton, Pennsylvania 18503, at which time they will be opened and read aloud in Council Chambers by the Office of Economic and Community Development Representative.

The City of Scranton reserves the right to reject any or all Requests for Proposal or any part of any request in connection with said project. Proposals shall be in compliance with Section 603 of the administrative code of the City of Scranton. The successful bidder shall be an equal opportunity employer.

Proposal and Contract Requirements

1. The proposal submitted by the individual or firm shall remain in effect until December 31, 2013 or the end of the construction project, whichever comes first. The proposal shall contain a **Lump Sum Bid** to complete the projects. Proposals containing hourly rates will not be given consideration in the awarding process. There will be no reimbursements to the individual or firm for proposal submission costs or for travel costs to attend a possible initial interview meeting. City of Scranton/OECD reserves the right to reject any or all proposals submitted in response to this RFP. The City of Scranton/OECD reserves the right to amend this Request for Proposal if necessary.

2. If selected, the individual or firm shall enter into a contract with City of Scranton/OECD to undertake this project. The contract shall indicate that the work to be undertaken shall be done to the satisfaction of City of Scranton/OECD, according to this RFP; for the amount agreed upon by the parties. The cost shall indicate that no additional money shall be paid to the individual or firm for any work without prior authorization by the City of

Scranton/OECD in writing. No contingency allowance will be accepted.

3. If selected, the individual or firm must agree to comply with all applicable State and Federal laws and regulations relevant to the grant contract between City of Scranton and US Department of Housing and Urban Development (HUD) provisions of State and Federal requirements are applicable to any sub-contracts the individual or firm may enter into for the purposes of completing this project.

4. The selected individual or firm will be required to assume responsibility for services offered in its proposal whether or not the individual or firm performs them. Further, City of Scranton/OECD will consider the selected individual or firm to be sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The individual or firm is totally responsible for adherence by the sub-contractor to all provisions of the contract.

The qualifications and experience required of the individual or firms shall be included with proposal.

Proposal Content

1. **Certification**. National Institute for Certification in Engineering Technologies NICET certified inspector(s). or Professional Engineers (P.E.) License (PA).
2. **Errors and Omissions Insurance**. 1 Million Dollars per incident, 2 Million Dollars aggregated and 2 Million Dollars “cap”.
3. **Letter of Transmittal**. Limited to one or two pages. Briefly state the proposers understanding of the service to be provided and a positive commitment to perform the services as defined in the Request for Proposals.
4. **Firm Description**. A description of the firm submitting the proposal, its size, organization, legal status (corporation or partnership, etc.) professional registration, major type of activity or areas of construction design and inspection experience in the performance of similar projects.
5. **Staff Experience**. For each individual actually involved in the project submit the individual’s name, title and/or duties for the proposed project, professional registration, a brief description of related past experience including time contribution in this capacity to past projects, and qualification. Include specific relevant experience with public involvement, survey, permit requirements, roadway design, structural design, soils analysis, utility and/or railroad coordination, traffic control planning and other areas that pertain to the scope of the project.

6. **Sub-Associates**. Indicate the names and addresses of any sub associates proposed to be used to complete the project. State the capacity they would be used in and the approximate percentage of total services they would provide and past experience in their field.

The individual or firm selected will be required to attend all pre-construction conferences with the Office of Economic and Community Development OECD, and the construction contractor for this project. Under the supervision and direction of OECD the selected firm will be required to keep records and document the construction work, prepare current and final applications for payment to the construction contractor and assist the OECD in obtaining compliance with the labor standards safety and accident prevention and equal opportunity provisions of the contract item.

All questions regarding this RFP should be directed to Mr. Tom Preambo, Construction/ADA Specialist, Office of Economic and Community Development at 570/348-4216 Ext. 114 or E-mail: tpreambo@scrantonpa.gov