

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

Construction Inspection Services

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

Paving of City Streets To include Handicapped Curb Cuts

The work for this project includes the construction of 51 ADA ramps and street paving including 63,215 SY of HMA Wearing Surface (1 ½ " Depth) 2,819 Tons of HMA Scratch Coat and 27,688 SY of Milling, Adjustments of Manholes, Inlet Replacement, Line Painting on 24 City streets in various locations. All work shall conform to the Pennsylvania Department of Transportation Specifications, Publication 408, dated 2011.

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) through the Community Development Block Grant (CDBG) program.

Scope of this work is to oversee the project through its completion; inspections of completed work with cursory interim inspections; review of change orders; attend 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.

One (1) original and one (1) copies of the Request for Proposals must be submitted in a sealed envelope marked Request for Proposals, "Construction Inspection Services for the Paving of City Streets to include Handicapped Curb Cuts" by **Friday, February 10, 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 Request for Proposals 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 the construction project is complete. The proposal shall contain a lump sum bid to complete the project. 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 all 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 Amended # 1

1. **Certification**. National Institute for Certification in Engineering Technologies NICET certified inspector(s). **or Professional Engineers (P.E.) License**
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 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. Included 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 a pre-construction conference 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 directed to Mr. Tom Preambo, Construction/ADA Specialist, Office of Economic and Community Development at 570/348-4216 Ext. 114