

**Request for Qualifications
Professional Engineering Services
Scranton, Pennsylvania**

Design & Construction Inspection Services

Release Date: January 13, 2015

Re-Construction of City Streets to include Handicapped Curb Cuts

Introduction

The City of Scranton, in the County of Lackawanna, Commonwealth of Pennsylvania ("City") is requesting Qualification Statements for experienced municipal civil engineering firms ("Firm") licensed in the Commonwealth of Pennsylvania for the planning, design and construction of the Project: (Re-construction of City Street to include Handicapped Curb Cuts). Firms or individuals with specific experience in the planning, design and construction of Roads, sidewalks and handicapped curb replacement on municipal roads or similar projects are invited to submit Statement of Qualifications as requested herein. The submission for and the qualifications provided must include without exception all items, services and experiences necessary to plan, design, permit, construct and complete the aforementioned project.

Project Description

Firm will perform the engineering and other related services necessary for the design, bidding and construction (including but not limited to the following: Scope of Professional Services work is to develop design specifications for bidding and oversee the projects through construction; inspect completed work with daily on site inspections; review and approve change orders; professional consultations and 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, including a written final inspection and completion report) for work including but is not limited to paving of "approximately 125-150" blocks of city streets including transition and full width milling, Overlays consisting of 1-1/2" HMA Wearing Course, HMA Scratch Coat (90#/SY), Bituminous Tack Coat, "approximately 50-75" Concrete Handicapped Curb Ramps, Rolled Bituminous Curbing, and Maintenance and Protection of Traffic. The Preparation for the Tack Coat, Rolled Bituminous Curb and the adjustment of any utility valves and manholes shall be included in the project for Scranton, Pennsylvania. All work will be constructed to meet current PennDOT and AASHTO standards for a local roads and bridges. The project is expected to be completed during the 2015 and 2016 construction seasons or the end of the construction project. The design and construction will be funded with Federal Community Development Block Grant Funds.

Questions concerning the selection process, submittal requirements and other related inquiries are to be directed to:

**Tom Preambo, Deputy Director
Office of Economic and Community Development (OECD)
City of Scranton
340 N. Washington Ave.
Scranton, PA 18503
570-348-4216
tpreambo@scrantonpa.gov**

Information regarding the project can be coordinated with Mr. Tom Preambo, Deputy Director of the Office of Economic and Community Development.

1. Submission Requirements

Firms interested in being considered for design, bidding and construction services of the Re-Construction of City Streets to include Handicapped Curb Cuts Project are directed to adhere to the following submission requirements:

A. Outside Cover which identifies the submittal as "Statement of Qualifications Re-Construction of City Streets to include Handicapped Curb Cuts Project".

B. Transmittal letter signed by an Officer of the Company. Summarize why your Firm is the most qualified for this Project. Include a statement indicating that all information contained in the Qualifications Statement submittal is complete and accurate. Provide permission for the City and its representatives to contact existing and previous clients of the Firm for the purpose of determining performance.

C. Table of Contents identifying the various sections of the Qualifications Statement.

D. Corporate Profile of the Firm, presenting information about the history of the firm, former names, names of major owners and officers, locations, services, number of employees and number licensed, and other pertinent information.

E. Organizational Chart showing reporting structure of the prime firm and any consultants. Include names and role of key staff to be assigned to the Project.

F. Resumes of key professional staff for the Prime Firm and any Consultant Team Members. Resumes shall be limited to one page and include education, areas of expertise, special training, role in the Project, listing of relevant project history, years with the company. Only resumes of staff designated to play a key role and be committed to the Project should be included.

G. Identification of relevant/similar project experience of the in the last ten (10) years. Provide scope of services performed; photographs; year (identify when design started and construction completed); size; construction cost; total design fee; key professional staff and outside consultants involved and roles; client/owner contact information (contact name, title, phone number, and email address).

H. Provide a Section which discusses your Firm's approach to the planning and design of this Project with emphasis on timeliness, making design decisions while keeping the budget in mind and minimizing change orders during construction.

I. Provide a Section which presents data and information regarding the in meeting budgets, estimating costs versus project bids, and adhering to project schedules. Present information on the Firm's current backlog and availability to efficiently handle this project.

J. Provide a Section which presents a listing of professional liability coverage.

2. Submittal Package and Delivery Information to City Controller's office

A. One original, two hard copies and one PDF version (on CD or DVD) of the Submittals are required.

B. Sections shall be divided and clearly marked as outlined in the Table of Contents.

C. The entire package with the exception of the Transmittal Letter, Table of Contents, the Section Dividers, Letters of Commitment, and Resumes shall not exceed 50 pages. Pages shall be in a font that can be easily read.

D. Qualifications must be submitted in a sealed envelope marked "Statement of Qualifications Re-Construction of City Streets to include Handicapped Curb Cuts Project" by **Wednesday, January 28, 2015** must be stamped no later than **2:00 P.M. by the City Controller**, 340 North Washington Avenue, Second Floor, City Hall, Scranton, Pennsylvania 18503. At which time they will be opened and reviewed in City Council Chambers by the City Controller in the presence of the Office of Economic and Community Development Representative. To ensure that all Requests for Qualifications are received by 2:00 P.M. it is advised that all Request for Qualifications be hand delivered to the City Controller in order to meet the **Wednesday, January 28, 2015, 2:00 P.M.** deadline. Any and all Requests for Qualifications received after the 2:00 P.M. will be disqualified.

3. Evaluation and Selection Criteria

All Qualification Statements will be evaluated based on the following criteria. Additional criteria may also be utilized, such as results of contracts with current and past clients including the City of Scranton:

- A. Recent specific experience of the Firm in the planning and design of similar road construction and inspection projects.
- B. Demonstrated ability to complete the assignment so that it could be constructed during the 2015 and 2016 construction seasons.
- C. Professional qualifications, commitment and project experience of Professional Staff to be assigned to the Project, especially the Project Manager and the key senior engineering discipline professionals.
- D. Knowledge of City and Municipal Government ordinances and regulations.
- E. General Capabilities, services, stability, availability and history of the Firm.
- F. Past performance of the Firm in meeting schedules and budgets; estimating costs; and eliminating change orders.

4. Selection Process

All Qualification Statements will be reviewed and evaluated by the City for overall completeness and adherence to submission requirements and according to the criteria contained in Sections 1 and 3. Additional information/clarifications may be requested from certain Firms during the review process. Upon completion of the qualifications based evaluation and ranking of proposals, the City will initiate negotiations with the most highly qualified firm to arrive at a fair and reasonable compensation for the services which considers the scope, complexity, professional nature, and estimated value of the services to be rendered. If the City and most highly qualified firm are unable to negotiate a fair and reasonable contract, the City may formally terminate negotiations and undertake negotiations with the next most qualified firm, continuing the process until an agreement is reached. The successful firm shall be an equal opportunity employer.

5. Reservation of Rights

The City of Scranton reserves the right to undertake such investigations as it deems necessary to further evaluate the qualifications and experience of the Firms. The City of Scranton reserves the right to waive any irregularities in any Statements of Qualifications and to reject any or all Statements of Qualifications if in the City's best interest to do so. The City reserves the right to short list any Firms which respond to the Request for Qualifications and to award the final contract to the Firm which it deems to be most qualified for the planning and design of the project. The City reserves the right to utilize any concepts, information and cost saving ideas that may be generated during the selection process.